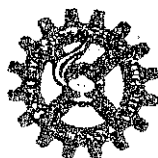


Draft Compendium of CSIR/GOI Orders/Circulars/Instructions on Service Matters (Establishment Matters)

(UPTO DECEMBER, 2018)



**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH,
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Service matter (Establishment)

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352	5-1(17)/2008-PD	1.6.2015	Inclusion of Aadhar (Unique Identification) Number in Service Book of Government Servants reg.	431-32

353	5-1(17)/2008-PD	1.6.2015	Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by private airlines to visit J&K.	432-33
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355	5-1(22)/2008-PD	19.6.2015	Residents of the State of Jammu and Kashmir (Relaxation of Upper age Limit for Recruitment to Central Civil Services and posts) Amendment Rules, 2014 reg. – Notification reg.	433-34
356	5-1(17)/2008-PD	22.6.2015	Issuance of Ordinary Passport to Government Servants, PSU/Autonomous body employees, et al. – reg.	434-39
357	4-38/2002-E.II(PD)	25.6.2015	Guidelines for effective leadership in CSIR-reg.	439
358	4-50(Labs)/2014-LA/HR-II	1.7.2015	Request for relaxation to travel by air lines other than air India.	440
359	5-1(17)/2008-PD	3.7.2015	Request for Voluntary retirement from persons suffering from disability – Supreme Court Order in Bhagwan Dass & nr Vs unjab State Electricity Board, (2008) 1 SSC 579.	440-42
360	5 - 1(22) / 2008 - PD	3.7.2015	Pay fixation of direct recruit assistant appointed after 1.1.2006 minus stepping up of pay of DRs - is stepping up of pay of DRs with reference to the pay of junior promote assistant - clarification regarding	442
361	5-1(17)/2008-PD	3.7.2015	Travel by Premium Trains on Official Duty/Tour/Training/Transfer etc – Clarification – reg.	442-43
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363	5-1(17)/2008-PD	3.7.2015	Incorporation of Aadhar Number in PPO Booklet – reg.	444
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398	5-1(22)/2008-PD	29.3.2016	Residents of the state of Jammu and Kashmir (Relaxation of Upper age limit for Recruitment to Central Civil Services and Posts) Amendment Rules, 2015 – reg.	489-90
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405	6-1(1)/82-E.III	26.5.2016	Timelines for disposal of various receipts/references at Central Office Administration, CSIR Hqrs.	504-05
406	5-1(40)/2008-PD	31.5.2016	Casual Labourers with temporary status clarification regarding contribution to GPF and Pension under the old pension scheme – reg.	505-07
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408	30-1(36)/2012-Finance	3.6.2016	Allowing air travel by airlines other than Air India-dealing with cases for which journey has been performed prior to 1 st April 2016 – reg.	508-09
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412	4/C/MG/2016/2016-PPD	4.7.2016	Revised guidelines relating to engagement of project staff in Contract Research and Plan Projects/NMITLI Scheme under National Laboratories Scheme.	515-21
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415	5-1(17)/2008-PD	11.7.2016	Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by private airlines to visit Jammu & Kashmir – Extension – reg.	524-25
416	4/CMG/2016-PPD	20.7.2016	Stipend to contractual staff regarding OM No. 4/CMG/2016-PD dated July 4, 2016.	525
417	5-1(352)/2016-PD	20.7.2016	Revised interest rate of GPF for financial year 2016-17 – reg.	525-26
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426	5-1(17)/2008-PD	16.9.2016	Allowing air travel by airlines other than Air India – Dealing with cases for which journey has been performed prior to 1.4.2016 – reg.	535-36
427	5-1(17)/2008-PD	20.9.2016	Aadhar based DBT – In all Subsidies/Welfare Schemes of the Central Government – Timelines – reg.	536-37
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429	5-1(315)/2015-PD	4.10.2016	Discontinuation of interviews for various junior level posts in CSIR – ratification thereof.	539
430	5-1(17)/2008-PD	25.10.2016	Children Education Allowance (CEA)- Clarification – reg.	539-40
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435	5-1(349)/2016-PD	15.12.2016	Monthly Manpower data of CSIR Labs/Instts. – reg.	545
436	5-1(17)/2008-PD	21.12.2016	Declaration of Assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act – reg.	546
437	5-1(12)/2008-PD	27.12.2016	Clarification of the Definition of Members of Family in the context of Rule 4 regarding.	546-47
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439	5-1(17)/2008-PD	12.1.2017	Grant of Advance – Amendment to Rules 21(5) of Compendium of Rules on Advance to Government Servant – reg.	559-560

440	34-2(5)/NPS/2016-17	23.2.2017	Online withdrawal request in respect of NPS subscribers.	560
441	5-1(17)/2008-PD	2.3.2017	Central Civil Services (Leave Travel Concession) Rules, 1988-Relaxation to travel by private airlines to visit Jammu & Kashmir – reg.	560-61
442	5-1(17)/2008-PD	2.3.2017	Adherence to the guidelines on the issue of responding to letters received from Members of Parliament – reg.	561-62
443	5-1(40)/2008-PD	27.3.2017	Casual labourers with temporary status – clarification regarding contribution of GPF and Pension under the Old Pension Scheme – reg.	562-64
444	5-1(17)/2018-PD	19.4.2017	Central Civil Services (Leave) Amendment Rules, 2017 – reg.	564-65
445	5-1(352)/2016-PD	28.4.2017	Clarification regarding timely payment of GPF final payment to the retiring Government Servant – reg.	565-69
446	5-1(17)/2008-PD	28.4.2017	Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by air to visit NER, J&K and A&N – reg.	569-75
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448	5-1(17)/2008-PD	1.5.2017	Regarding grant of House Rent Allowances at Chandigarh rates to Central Government employees posted at S.A.S. Nagar Mohali – reg.	577-79
449	5-1(426)/2017-PD	7.6.2017	Central Civil Services (Classification, Control and Appeal) Rules, 1965 – instructions regarding timely issue of Charge – sheet – reg.	579-80
450	3-39/2017-E.I	12.6.2017	Regarding seeking permission of the Competent Authority to visit foreign countries on personal grounds.	580-81
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453	5-1(302)/2015-PD	15.6.2017	Bunching of stages in the revised pay structure- reg.	587-88
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456	6/DJA/2k17/EMR-I	17.7.2017	Enhancement of stipend in respect of “CSIR Diamond Jubilee Research Interns”.	589
457	5-1(454)/2017-PD	2.8.2017	Forwarding of applications of scientific staff of CSIR Labs for outside deputation and	589-90

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458	2/70/2009	14.8.2017	SoP for carry out the transaction for operations for ERP system.	590-91
459	5-1(462)/2017-PD	21.8.2017	Instructions on timely submission of Annual Property Return – reg.	591
460	5-1(302)/2015-PD	21.8.2017	Regarding acceptance of the recommendation of Seventh Pay Commission in respect of the IOR of Level – 13 of Civil Pay Matrix.	591-93
461	5-1(428)/2017-PD	21.8.2017	Instructions on payment of revised Pension/Arrears as per 7 th CPC – reg.	593
462	5-1(72)/2009-PD	23.8.2017	Scheme of Financial assistance to CSIR employees for meeting medical expenses – reg.	593
463	5-1(49)/2008-PD	7.9.2017	Eligibility of divorced daughters for grant of family pension – clarification regarding.	594-95
464	5-1(428)/2017-PD	11.9.2017	Instructions on payment of revised Pension/Arrears as per 7 th CPC- reg.	595
465	5-1(474)/2017-PD	25.9.2017	Regarding prohibiting the deployment of Technical Staff into non-technical sections.	596
466	5-1(302)/2015-PD	9.10.2017	Recommendation of the 7 th Central Pay Commission – bunching of stages in the revised pay structure under Central Civil Services (Revised Pay) Rules, 2016.	596-99
467	5-1(302)/2015-PD	20.10.2017	Modification of Level – 13 of Pay Matrix – Issues regarding.	599-602
468	5-1(302)/2015-PD	6.11.2017	Revision of rates of Non-Practicing Allowance (NPA) in respect of medical posts other than the posts included in the Central Health Services – recommendations of the 7 th CPC.	602-11
469	5-1(17)/2008-PD	7.11.2017	Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission – clarification reg.	611-20
470	5-1(17)/2008-PD	9.11.2017	Career development of staff belonging to isolated categories of posts regarding.	620-21
471	5-1(39)/2008-PD	23.11.2017	Revision of income criteria to exclude socially advanced persons/sections (Creamy layer) from the purview of reservation for Other Backward Classes (OBCs) – reg.	621-22
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473	5-1(53)/2008-PD	12.12.2017	Maternity/Paternity Leave to Project Assistants – reg.	623-629
474	5-1(499)/2017-PD	19.12.2017	Request for furnishing OBC data caste-wise in services – reg.	629-31
475	5-1(17)/2008-PD	24.1.2018	Journey to Headquarters on LTC in respect of dependent family members of the Government servant – Clarification reg.	631-32
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477	<u>5-1(38)/2008-PD</u>	<u>21/03-2018</u>	Central Civil Services [Leave] Second Amendment Rules, 2017. Government servant – Clarification reg.	633-34
478	5-1(315)/2015-PD	26.3.2018)	Amendment in the Recruitment Rules for the posts of Security Assistant/Watch and Ward Assistant and Group-D (Non-Tech) & Safai-wala / Wash boy (Canteen) and Bearer, Tea/Coffee Maker (Canteen)(Now classified as Group 'C' and known as MTS staff) – reg.	634-35
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480	<u>5-1(548)/201-PD</u>	<u>11/14-05-2018</u>	Grant of Vigilance Clearance for obtaining passport.	635-37
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482	5 -1 (33)/2008- PD	19- 06- 2018	LTC to Railway employees (and Government servants who's spouses are Railway servants) AND Travel entitlements of Government employees for the purpose of LTC post 7th Central Pay Commission-clarification reg.	637-40
483	5-1(339)/2018-PD	4.7.2018	Instructions for filling up of posts of drivers in CSIR Labs/Instts. – reg.	640
484	13-4(04)/15-16/S&P /Policy	17.7.2018	Adoption of MoF, Manual of procurement of Consultancy and other services in line with Provision of GFR 2017.	640
485	5-1(302)/2015-PD	19.7.2018	Child Care Leave (CCLs) – Reg.	640-41
486	5-1(33)/2008-PD	19.7.2018	Admissibility of air fare for children below the age of 5 years of the Government servants non-entitled to travel by air on LTC – clarification reg.	641-42
487	CSIR RAB/Chairman/ Misc./2018	24th July 2018.	Engagement of Consultants in CSIR modification in Guidelines.	642-44
488	3/12/2007-E.I	30.7.2018	Forwarding of Applications of CCOs (Both Group 'A' and 'B') for Outside Employment (Direct/Deputation) through proper channel. Ref: CSIR letter of even no. dated 6.2.2017 & 4.1.2018.	644
489	5-1(19)/ 2008- PD	02-08- 2018	Reimbursement in respect of newspaper purchased supplied/ to the officials at their residence - guidelines regarding	645-47

490	5-1(150)/2008-PD	3.8.2018	Clarification regarding Dress Allowance to staff of CSIR dispensaries.	647
491	<u>5-1(33)/ 2008- PD</u>	<u>07-08- 2018</u>	LTC facilities to the Civilian employees of the Central Government serving in States of the North - Eastern Region, Ladakh region of State of Jammu & Kashmir and Union Territories of Andaman and Nicobar Islands and Lakshadweep Group of Islands-- implementation of recommendations of 7th CPC.	648-49
492	<u>5-1(17)/ 2008- PD</u>	<u>08-08- 2018</u>	Revision of Pay of employees stagnating at the maximum of the Pay Band and Grade Pay or Scale in Pre - Revised structure under Central Civil Services [Revised Pay] Rules, 2016I	649-51
493	5-1(302)/ 2015- PD	21 -08- 2018	Date of next increment - Rule 10 of CCS (RP) Rules, 2016- regard.	651-53
494	15- 43(39)/2017-Vig.	23- 8- 2018	Stay at CSIR guest houses and payment of HRA- Reg.	653
495	5-1(33)/2008-PD	5.10.2018	Central Civil Services (Leave Travel Concession) Rules, 1988- Relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar – extension beyond 25.9.2018.	653-55
496	5-1(70)/2018-PD	9.10.2018	Grant of Dearness Relief to Central Government pensioners/family pensioners – Revised rate effective from 1.7.2018.	655-656
497	5-1(426)/2017-PD	23.10.2018	Guidelines regarding handling or complaints in Ministries/Departments.	656-57
498	5-1(22)/2008-PD	26.10.2018	Regarding the Residents of the state of Jammu and Kashmir (Relaxation of Upper age limit for Recruitment to Central Civil Services and Posts) Amendment Rules, 2018.	657-58
499	5-1(108)/2011-PD	12.11.2018	Adherence to the Guidelines on Air Travel on Government Expenses - Purchase of Tickets from Authorized Agent-reg.	658-61
500	26-6(9)/2009-PD	19.11.2018	Delay in receiving replies/ information and inputs of the Parliament Questions from the concerned Divisions/ Sections of CSIR Hqrs and CSIR laboratories/ Institutes.	661-62

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501	5-1(428)/2017-PD	3.12.2018	Revision of Pension of pre-2016 pensioners/family pensioners in implementation of Government's decision on the recommendations of the 7 th Central Pay Commission – Concordance tables – regarding.	662-63
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503	5-1(302)/2015-PD	3.12.2018	Stepping up of Pay – Consolidated guidelines – reg.	664-66
504	5-1(33)/2008-PD	20.12.2018	Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission – clarification reg.	666-668

(1)

Sub:- Creation of contractual posts.

In accordance with the decision of the Governing Body of the C.S.I.R., the Posts of scientists 'B' and above are contractual posts and appointments to these posts are made on contractual basis. The incumbents of such posts are given contract for a period of 6 years in the first instance and after a period of 5 years, the incumbents are given option to be confirmed against permanent posts, if permanent posts in the cadre are available or they are allowed to continue on further contract.

Such contract-posts fall under the following two cadres:-

- (i) Those created for regular establishment of the Labs./Instts.
- (ii) Those created for the specific projects/schemes for specified periods.

The posts under the cadre (i) are created in the first instance on a temporary basis and since the incumbents to these posts are to be appointed on contract for a period of 6 years, these posts are to be taken as created for a period of 6 years, and their renewal on year to year basis is not necessary. These posts are brought on permanent footing with the concurrence of Financial Adviser of Council of Scientific and Industrial Research in accordance with the established procedure for conversion of temporary posts into permanent. The incumbents who are appointed on contract for a period of 6 years in the first instance are considered for confirmation against such permanent posts available or they have also the option to continue on contract for further period, subject to fulfilment of conditions as may be required from time to time.

In the case of temporary posts under cadre (ii) above created for specified projects/schemes for specified period, these posts are to exist for that specified period and the incumbents against such posts cannot be given normal contract for 6 years but their period of contract will only be for the specified period for which the schemes/projects are sanctioned.

The above clarifications are issued to enable the Laboratories/Institutes to follow uniform procedure in the matter of creation and renewal of contractual posts and offering of contractual appointments.

Copy of CSIR letter No. 16(9)/61-E.I, dated, 15.7.1969

(2)

Sub:- Grant of leave due for going abroad for private visits.

In partial modification of this office letter No.7(49)15/64-E.I dated the 29th July, 1968, the Director General, Scientific and Industrial Research has been pleased to decide

that leave due and admissible may be granted by Heads of National Laboratories under their own powers to members of the staff who desire to go abroad on private visits, other than for studies/training or deputation and where no financial assistance is to be received by them from foreign Govts./Bodies/Organizations on the clear understanding that they will not seek any employment or receive any remuneration from any agency. In sanctioning such leave to members of the staff under him, the Head of the Lab./Instt. has to satisfy himself that:-

1. Leave applied for by the member of the staff is for bona-fide purpose and will not be mis-utilised by him for purposes other than those applied for; and
2. The laboratory/Institute will not be responsible to assist him in the matter of obtaining passport, foreign exchange etc. These will be the responsibility of the person concerned.
3. Cases for grant of leave to be spent in certain countries with which India has no diplomatic and/or friendly relations, may however be sent to CSIR headquarters.
4. Cases involving receipt of any financial assistance by the staff from foreign bodies/organizations/Govt. etc. shall continue to be referred to the CSIR for consideration of the authorities.

Copy of CSIR Letter No. 16(139)/68-E.II dated 12.8.1969

(3)

Sub:- Clarification regarding creation of contractual posts.

- i. The Contractual posts against which an officer having been appointed on a contract for 6 years resigns/gets transferred or promoted before the expiry of the full contractual term, needs sanction of the competent authority for a full term of another six years from the date a new incumbent is appointed against the same.
- ii & iii. All such contractual posts against which permanent employees are officiating should be deemed to have been created for a period of 6 years and the approval of the Executive Council may be taken to that effect. The same procedure will apply if or when a contract officer is subsequently confirmed in a lower post.
- iv. Contractual posts are deemed to have been created for a period of 6 years from the date it is filled. However we shall be able to give clearer replies, if specific cases are sent to us.

Copy of CSIR letter No.16(9)/61-E.I, dated 16.2.1970

(4)

Sub:- Scheme for creation of supernumerary posts for absorbing Indian Scientists and Technologists in the National Labs./Instts. under the C.S.I.R.

Government of India introduced a scheme in 1963 enabling Scientific Institutions, to create supernumerary posts at their discretion. According to the scheme a scientific

organisation can create supernumerary post in appropriate grades depending on the qualifications and experience of the candidates and the requirements of the organisation. Though the scheme was originally meant for Indian scientists etc. working abroad, it was later extended to include all Indian Scientists and Technologists of outstanding merit irrespective of whether they have worked/studied abroad or not. Copies of relevant Government orders are enclosed.

In order to effectively implement the Govt. of India scheme in Council of Scientific & Industrial Research, a Guideline for creation of supernumerary posts in C.S.I.R. organisations and making appointment against the posts have been approved by the Vice-President, Council of Scientific & Industrial Research. A copy of the Guidelines is enclosed.

I would request you to keep these guidelines in view while making proposals for creation of supernumerary posts for appointment in your organisation.

Copy of CSIR letter No.3(21)/70-EII, dated 17.6.1972

(5)

Sub:- A Guideline for creation of supernumerary posts in CSIR Organisations and making appointment against such posts as approved by the Vice-President, CSIR.

1. Creation of Supernumerary posts

A Supernumerary post may be created for a suitable person in any of the existing grades. The grade and the starting pay will be decided by the appointing authority. Tenure in the Supernumerary post will not ordinarily exceed 2 years. The creation of Supernumerary post will not depend on the question of availability or non-availability of a vacant post in the grade nor will the Supernumerary post be adjusted against a regular post. The proposal for creation of the post and the appointment of a candidate against it would be forwarded to the DGSIR giving reasons for making the proposal and the qualification and experience of the candidate. The DGSIR will be competent to approve creation of the Supernumerary post in consultation with FA to CSIR.

2. Supernumerary appointments

Appointment offers against supernumerary post thus created will be made by the Director/Scientist-in-Charge of the organizations in the case of posts in the grades of Scientist B, C & E and by the DGSIR in the grades above that of Scientist 'E', after obtaining the approval of the competent authority.

3. Eligibility

A person will be eligible for appointment to a supernumerary post on his proven merit fitting with the need of the appointing organisations provided that he does not hold any appointment in India or is not bound by a contract to serve any organisation in India.

4. Budget Provision

The creation of supernumerary posts will be subject to the availability of funds within the overall budget provision of the organisation of the CSIR proposing to create such posts.

5. Abolition of Supernumerary post

Since a supernumerary post is created for a particular scientist in view, the post will cease to exist as soon as he leaves. A supernumerary appointee will, however, be eligible for recruitment against regular vacancies in the usual manner and if selected the supernumerary post held by him will cease to exist.

Copy of CSIR letter No.3(21)/70-EII, dated 17.6.1972

(6)

Sub: Appointment against Supernumerary post in the National Laboratory.

The proposals regarding appointment of Indian Scientist/Technologists serving abroad, in the National Labs./Instts. against Supernumerary posts to be created in terms of CSIR Circular letter no. 3(21)/70-E.II, dated 17th June, 1972 are being received from the Heads of the National Labs./Instts.

While considering one such proposal, the DGSIR has made the following observation:-

“In all cases of Supernumerary posts each Director should justify:-

- a. task that is to be performed and
- b. has the talents match this task by appointing Supernumerary post.”

Accordingly, you are requested kindly to furnish the following information as and when a proposal for appointment of Scientists/Technologist against a Supernumerary posts is sent to this office in future:-

1. Specific task/project for which the appointment of a Scientist/Technologist in the Laboratory is being recommended against a Supernumerary post;
2. How the talents of the Scientist/technologist match this task;
3. The scale of pay and pay to be offered;
4. Whether funds exist for this purpose;
5. Five copies of the Bio-data of the scientists concerned. These are necessary for reference to the Experts to whom the proposal is sent for perusal and recommendation.

It may please be noted that information as in 1 and 2 is also be furnished in respect of proposal initiated from this office.

(Copy of CSIR letter No. 3(1)/74-E.II, dated 29.1.1974)

(7)

Sub: Employment of contract Labour for Sweeping, cleaning dusting and watching of buildings.

Some of our Labs./Instts. had awarded contracts for their Security and Cleaning work to private agencies which could not be renewed further or had to be stopped due to

the issue of a Notification by the Govt. of India prohibiting employment of contract labour on and from 1-3-77 for sweeping, cleaning, dusting and watching of buildings owned or occupied by Central Govt. establishments. The matter regarding the applicability of the above Notification to the CSIR and its National Laboratories/and Institutes was taken up with the Ministries of Labour and Law & it has been held that the said Notification is not applicable to the CSIR and its National Labs/Instts.

Copy of CSIR letter No: 17(97)/177-E.II, dated: 30.6.1977

(8)

Sub: Classification of the Posts of Sr./Jr. Sales Assistant in CGCRI, Calcutta.

The DGSIR has been pleased to approve the classification of the post of Sr. Sales Assistant in the scale of Rs. 550-900 and the Jr. Sales Assistant in the scale of Rs.425- 700 in the CGCRI, Calcutta as Technical.

The above classification will be effective from 6-10-1978. On being classified as Technical the incumbents of the post of Sr./Jr. Sales Assistant will be entitled to the benefit of retirement at the age of 60 years and assessment system as per the new Assessment & Promotion scheme for the Scientific & Tech. Personnel introduced vide CSIR letter No. 17/65/81- E.II dt. 2nd Nov. '81 with effect from 1-2-1981 as amended from time to time.

Copy of CSIR letter No.17(65)/1/78-E.II(Vol.IV), dated 15.3.1984

(9)

Sub:- Grant of Non-practising allowance.

With the introduction of New Recruitment and Assessment Scheme w.e.f. 1-2-1981, the Medical Officer attached to the Clinical Centres of the various Laboratories/Institutes have also become eligible for assessment promotion. A doubt has been raised whether the Medical Officers concerned would continue to draw the Non-practising allowance even after their assessment to the next higher grade/grades under the said Scheme.

The matter has been considered in consultation with the Ministry of Health & Family Welfare and it has been decided that the Medical Officers working in the CSIR Labs./Instts. on their, assessment to the scale of Rs. 1100-1600 would continue to draw Non-practising allowance at par with the Senior Class I Medical Officers in the Central Health Services at the following rates :-

State	Pay	N.P.A
1.	Rs.1100/-	Rs.250/-
2.	Rs.1150/-	Rs.250/-
3.	Rs.1200/-	Rs.250/-
4.	Rs.1250/-	Rs.300/-

5.	Rs.1300/-	Rs.300/-
6.	Rs.1350/-	Rs.350/-
7.	Rs.1400/-	Rs.350/-
8.	Rs.1450/-	Rs.400/-
9.	Rs.1500/-	Rs.400/-
10.	Rs.1550/-	Rs.450/-
11.	Rs.1600/-	Rs.450/-

Copy of CSIR letter No. 14(2)/84-E.II dated 29.8.1984

(10)

Sub:- Allowances and facilities for civilian employees, of the Central Government serving in N.E. Region -improvement thereof.

Reference RRL, Jorhat letter No.RLJ-I(17)-Estt/84 Vol.11 dated 31st July, 1984 on the above subject. The matter has carefully been considered in consultation with the Ministry of Finance (Deptt. of Expenditure) and it has been decided that the instructions contained in the Ministry of Finance O.M.No.20014/3/83-E.IV dated 14.12.1983 regarding payment of Special (Duty) Allowance would only be applicable to the common cadre staff viz. Administrative Officers (SG), Administrative Officers (Gr.I), Sr. F&AOs(SG), SFAOs, FAOs, Section 9th January, 1992 on the above subject. The endorsement may be treated as withdrawn as the above orders Govt. of India are not applicable to the dispensaries of CSIR Labs/Instts. This O.M. was endorsed inadvertently.

Copy of CSIR letter No. 14(29)/84-EII dated Sept. 1984

(11)

Sub:- Grant of Special Casual Leave to the Sportsmen of CSIR.

In pursuance of the decision taken by the Governing Body at its meeting held on 21/11/1983 & 06-12-1983 and 2-1-1984, it has been decided that Special Casual Leave may be granted to sportsmen of CSIR to the overall limit of 30 days in one calendar year for their participation in sporting event of national or international importance. This limit of 30 days will be over and above the Special Casual Leave granted to the Sportsmen for Shanti Swarup Bhatnagar Memorial Tournaments. The conditions for grant of Special Casual Leave will remain the same as given in the CCS (Leave) Rules, 1972 and the power of granting Special Casual leave will be exercised by the Directors of National Labs./Instts. being the Heads of Department as defined in supplementary Rule 2(10).

Copy of CSIR Letter No.7(130/2)/82-E.II(U-3), dated 14.3.84 and 28.11.1984

(12)

Sub:- Maintenance of Asset register – Land & Building.

1. A Land & Building Asset Register is being maintained in the Laboratories/Institutes in the prescribed proforma as per the instructions issued by the C.S.I.R. vide No.17-CSIR(Audit)-Misc./54, dated 3.8.1956 and No. 1(5)/Accts. 69-60, dated 24th July, 1970.
2. In the above context, certain guidelines for keeping the land deeds/contracts have been issued by the CSIR vide No. 2/81/83-CDN, dated 30th December, 1983.
3. The need for keeping/updating the Asset register for Land & Building has been stressed by the Governing Body of CSIR while reviewing the accounts for 1983-84.
4. The lapses pointed out by the Audit in this regard were noted with displeasure by the Governing Body. The Director-General desires that immediate remedial action may be taken wherever necessary.
5. The Land & Building Asset register prescribed under CPWD Code-120 has been adopted in CSIR. The figures of the Asset Register in respect of land & building of the Labs, must be reconciled with the figures appearing in the Balance Sheet as on 31.3.1984. This register is an essential document of a permanent nature.
It is emphasized that the same must be got completed in all respects and be kept in the safe custody of the Administrative Officer of the laboratory. In CSIR Headquarters, this document will be kept by the Engineering Unit.
6. Since the progress for updating this document is to be reported early to the Governing Body of the CSIR. it is requested that earnest efforts may be made to complete and update the documents by reconciling the figures from Balance Sheet upto March, 1984.

Copy of CSIR letter No. 1(5)/84-Reports, dated, 8.2.1985

(13)

Sub:- Treatment of period on Extra Ordinary Leave to Scientist taking up Post Doctoral Positions abroad for counting towards increments.

Reference CDRI letter No.8(1)/78-Estt. dated 3rd June, 1985 on the above subject, since Dr. Agarwal was granted EOL under Ministry of Finance O.M. No. 11(1)E.II/69 dated 25.6.70, the period of EOL will not count either for increment or for assessment purposes. Directors of National Labs/Institutes are not competent to grant increment to those who were sanctioned EOL under the said orders. The Finance Wing, CSIR, has been consulted in the matter who have opined accordingly.

As regards delegation of powers to the Directors with regard to FR-26, it may be stated that the cases referred to the above are not covered under FR-26. The period of EOL availed of by Dr. Agarwal does not qualify for earning increment or assessment promotion.

All cases of increment of assessment in relation to the EOL granted under the Ministry of Finance- O.M dated 26.6.70 and 6.1.71 referred to above may be regulated accordingly.

A report may please be sent to CSIR indicating action of the laboratory in this regard showing details of all cases where-increment has been allowed or the EOL period has been counted for assessment in such cases.

Copy of CSIR letter No. 27/859/81-ISC.II, dated 4.6.1985

(14)

Sub:- Classification of Stores & Purchase staff in CSIR Laboratories/Institutes.

Representations were received in the CSIR from the staff working in the Stores & Purchase Cadre for classifying them as Technical in consideration of the nature of work and duties performed by them. This question has been examined again in detail by the CSIR and it has been found that their classification as Administrative was quite appropriate considering the nature of duties and job content of the functions performed by them.

In view of this position, it has been decided that there is no justification for changing the classification as already approved in their cases. They will continue to be classified as Administrative and governed by the rules regarding promotions etc. as already approved for them. The staff concerned in your Laboratory/Institute may kindly be advised accordingly.

Copy of CSIR letter No. 17(65)/85-PPS, dated 18.6.1985

(15)

Sub:-Grant of option to the families of the employees who die in harness to come over to Pension Scheme.

The Government of India, Ministry of Finance (Department of Expenditure) New Delhi O.M. No. 1(16)-EV/84 dated 29.10.84 (Not Printed) on the above subject was forwarded to the Heads of all National Labs./Instts. under CSIR endorsement No.1(11)/84-PEN/83 dated 20th March, 1985. It has been decided therein that the cases for allowing an option to the families of those employees who die in harness while in service to come over to pension from CPF, may be decided by the 'Administrative Authorities' concerned.

Of late, references are being received from Labs. /Instts. seeking sanction of CSIR for change of option sought by the families of the deceased employees. After careful consideration in consultation with Finance Wing of CSIR Hqrs., it has been decided that such permissions to the families of the deceased may henceforth be accorded by the Heads of National Labs./Instts. upto the level vs Scientist E-II except Common Cadre staff where references may be made to CSIR Hqrs.

Copy of CSIR letter No. 14(23)/Misc./85-E.II, dated 30.1.1986

(16)

Sub: Regarding engaging private contractors for security and house keeping functions in Labs/Instts.

The question of engaging private contractors for security and house keeping functions in the Laboratories has been considered from time to time. Some time back Vice-President, CSIR, was informed that security of some of the laboratories had been given on contract to private persons. He asked the Directors to discontinue this method of providing security. He was further informed that the task of cleaning and gardening in the laboratories was also given on contract to private parties, and he had asked that practice to be discontinued too.

This issue also came up for discussion during the last Directors' Conference where the Vice-President clearly expressed a view that since the Laboratories were sensitive to security matters, there would be no control on unauthorised access to sensitive places/material, in case private contractors were brought in for security and house-keeping functions.

I shall be grateful if you would let us know whether you have acted upon the directions of the Vice-President and discontinued the practice of contracting the security and house-keeping work to private contractors in case such a system was being followed. If it has not been done, necessary steps may now kindly be taken for discontinuing after the current contracts are over. Termination of the existing system may necessitate alternate arrangements for carrying out the security and house-keeping functions. You are requested kindly to consider the matter in detail and send your proposals immediately.

The above instructions may kindly be noted and complied with strictly.

Copy of CSIR DO.NO.14(6)/I/83-E.II, dated 24-4-1986

(17)

Sub:- Grant of special casual leave etc. to Sportspersons.

In continuation of CSIR circular letter No.7(130/2)/82-E-II(U-3) dated 14/3/1984 on the above subject, it has now been decided to grant certain further incentives/facilities to the following extent:

- I. In the case of CSIR employees who are selected for participating in sporting events of National/International importance the period of the actual days on which they participate in the events as also the time spent in traveling to and from such tournaments/meets may be treated as duty. Further if any pre-participation coaching camp is held in connection with the above mentioned events and the CSIR employee is required to attend the same, this period may also be treated as on duty. Consequently the existing provisions regarding grant of special casual leave for the purposes mentioned in this item may be treated as cancelled.

- II. The quantum of Special Casual leave for a period not exceeding 30 days in a calendar year allowed to CSIR employees will cover also their attending the pre-selection trials/camps connected with sporting events of National/International importance.

III. CSIR employees who are selected for participating in sporting events of National/International importance within India, may be allowed to travel by First Class by train. In the case of events of International importance held outside India, they may be entitled to travel by Economy class by air. In so far as other incentives for serving sportspersons etc. are concerned, existing orders will continue.

Copy of CSIR Letter No. 7(13t)/2)/82-E.II(U-3), dated: 4.7.1986

(18)

Sub:-Speedy settlement of provident Fund account of subscribers on their retirement on superannuation.

Reference CSIR circular letter of even number dated 12.6.1986 on the above subject. Replies received from the Laboratories/Institutes indicate that in some of the Laboratories/Institutes certain cases of final refund of provident fund balance in respect of retired employees were pending for the following reasons:-

1. Ledger copies pertaining to the period the subscribers had worked in more than one Laboratory/Institute prior to their joining the Laboratory/Institute from where they retired were not available.
2. The subscribers did not submit applications for refund of GPF/CPF balances for several months/years after the date of their retirement/leaving the service of CSIR.
3. Formalities like obtaining an undertaking from the beneficiary for recovery of outstanding dues, succession certificate, etc. were not completed.

With a view to avoiding delays of the nature mentioned above and to ensure quick settlement of final refund of GPF/CPF cases in future, the following steps may kindly be taken by the laboratories/Institutes well in advance:-

- i) Attested copies of the ledger accounts of all subscribers transferred from one Laboratory/Institute to another may be obtained by the laboratory/institute where the employees are working at present within three months of the date of joining in the new laboratory.
- ii) In cases where the subscribers did not apply for refund of GPF/CPF balances immediately after the date of retirement or leaving the Council service, action may be taken by the laboratory/Institute to obtain applications from the Individuals concerned and their cases settled. In such cases, no interest beyond the period permissible as per rules should be credited to their account.

- iii) Expeditious action may also be taken by the Laboratory/Institute to complete the formalities like obtaining undertaking for recovery of dues and succession certificates etc. from the beneficiary and all cases of final payment settled.
Copy for CSIR Letter No: 4(I)/85-86/Fund, dated 20.10.1986

(19)

Sub: Security and House Keeping arrangements in the Laboratories/Institutes.

The instructions contained in D.O. letter of even number dated 24/4/1986 from the Joint Secretary (Admn.), CSIR on the above subject, have been under review for some time past taking into account the suggestions made by various Laboratories/Institutes.' Accordingly, the matter was also placed before the Governing Body of CSIR at its last meeting held on 15-11-1986 which have decided as under:-

1. In laboratories where there is high security risk, security and cleaning functions should either be done departmentally or through the organisation created by Director-General, Resettlement;
2. In all other laboratories, core areas should be identified where high security is required and in such areas security should be done either by departmental staff or through the organisation created by Director-General, Resettlement;
3. In all other cases, the laboratory Director should have the discretion to get these functions performed either through the DG. Resettlement or through the competitive contractors or departmentally.

In this connection, it may be pointed that during discussions with DG. Resettlement, Ministry of Defence, Maulana Azad Road, New Delhi, it was confirmed by them that they will be in a position to provide security arrangements through their agency for all National Laboratories/Institutes, located in different parts of the country. You are, therefore, requested kindly to initiate this office in case you intend to get your security problems looked after by the above office so that the office of the Director-General, Rsettlement is suitably informed to get in touch with you.

Copy of DO No. 14(6)/(1/86-E.II, dated 9.2.1987

(20)

Subject: Security and house keeping arrangement in the Labs./Instts. of CSIR.

With reference to your letter No.2667/DGR/SA/87/Res-3 dated 9th June 1987 on the above subject. I am Directed to convey the acceptance of CSIR to the following rates for engagement of Ex- servicemen in different categories:-

- | | | |
|----|-----------------------------|--------------|
| i. | Security Guard/Working hand | Rs. 900/- PM |
|----|-----------------------------|--------------|

- | | | |
|------|------------------------|---------------|
| ii. | Supervisor (Nco) | Rs. 1150/- PM |
| iii. | Security Officer (Jco) | Rs. 1500/ PM |

We have also no objection to your charging service charges 15 to 20% depending upon the situation of particular Labs/Instts.

It is requested that immediate action may kindly be taken to Provide Security arrangements to the Labs/Instts. for whom we have already made reference to your Organization. The matter may kindly be accorded top Priority.

Copy of CSIR letter No. 14(6)1/87-E.II dated 11.6.1987

(21)

Sub:- Grant of Special Casual Leave etc. to Sportspersons.

In continuation of this office circular letter of even number dated 4th July, 1986 on the above noted subject, I am directed to state that as clarified by the Ministry of Personnel, Public Grievances and Pension, New Delhi, the actual period of participation in the sporting events of National/International importance together with to and fro travel time to be treated as duty as referred to in para-I of this office letter cited above, normal daily allowance will also be permissible as per extant Rules to the concerned Sportspersons.

Copy of CSIR letter No. 17(130/2)-E.II (U-3), dated 7.7.1987

(22)

Sub: Proposals related to additional manpower requirements in the area of security, cleanliness, guest house, operation of vehicle received in CSIR Hqs.

For the past sometime, we have been receiving staff proposals from the various National Labs/Instts. Action on these proposals are held up due to impending budget discussion with DGSIR on the one hand and Cadre Review of various categories of Administrative Staff both at CSIR Hqrs. and in the National Laboratories/Institutes on the other.

This exercise of Budget Discussions with DGSIR is almost over for all the National Laboratories/Institutes except two or three. Similarly the Cadre Review have also been done and orders are under issue. In the Cadre review, major requirements of the Laboratories/Institutes for various categories of Administrative staff have been duly taken care of except in the following areas :-

1. Security;
2. Cleanliness;
3. Guest Houses;

4. Operation of Vehicles;

So far as these areas are concerned, each Labs/Instts is expected to deal with them as under:-

1. Security

CSIR have communicated Governing Body decision where the Laboratories/institutes are authorised to entrust their security arrangements either through Director-General (Resettlement), Ministry of Defence or by inviting competitive tenders, as they may deem fit, Therefore, any additional requirement of security staff will have to be taken care of in operating these instructions and by' internal adjustments only because it may not be possible for CSIR to sanction additional posts for security any more; .

2. Cleanliness

Similarly for cleanliness. each laboratory! Institute is free to get this work done through Private agencies on the basis of open competition or by arranging it departmentally within the manpower available as it is not possible for CSIR to sanction any more posts on this account.

3. Guest Houses

There are two types of proposals being received by CSIR for running of these Guest Houses. One relates to the operation of guest houses constructed many years back and the other for operating new guest houses. So far as the first category is concerned, there are reasons to assume that these guest houses are functioning with minimum requisite staff strength and if any marginal increase is required, each laboratory/Institute may manage the same within the total manpower available with them. For new guest houses, every effort should be made by the Laboratory/Institute to contract out the service. The minimum manpower necessary may be found within the total sanctioned strength of the Laboratory/Institute. The main emphasis being to eliminate the need for creation of these non-plan posts;

4. Operation of Vehicles

For existing vehicles, a one-time census may be taken and minimum additional staff intimated to the Headquarter for necessary action.

For additional vehicles in future, DG' s sanction for a Driver will be incorporated with every such sanction.

In view of the above position, no action is now being taken on any staff proposals received by CSIR.

However, if you still feel that there are certain areas where additional manpower may be necessary, you may kindly send only one proposal in a year along with complete justification for further appropriate action. In any case the practice of sending proposals in piece -meal may kindly be avoided in future.

Copy of CSIR DO NO .1/1/87/E- II, dated 23.7.1987

(23)

Sub:- Grant of study leave to the Administrative Staff for Prosecution of Higher Studies – Guidelines thereof.

The question of grant of study leave to the Administrative Staff of the Labs./Instts. has been under consideration for some time past. In order to examine the matter threadbare a Departmental Committee was constituted to go into the merits of the case and make recommendation. On the recommendation of the said Committee, DGSIR has been pleased to approve that Administrative Staff of the Labs./Instts. including CSIR Headquarters may be granted study leave in accordance with the provision of Rule of 50 of CCS(Leave) Rules for prosecuting the following specialised and professional courses:-

1. Computer Training Courses conducted by the Institution set up by Central or State Governments in the country.
2. MBA - For doing MBA grant of study leave may be restricted at the level of Section Officers and above.
3. Chartered Accountancy

The quantum of leave in all the above cases will be restricted to as admissible under the rules and respective employee will have to avail of other kind of leave for completing any of the above courses, if the study leave so sanctioned to him falls short of duration of the course. Each individual proposal in accordance with the above guidelines will be examined on merit and decided as such.

Copy of CSIR Letter No.5(7)/83-E.II(5), dated 21.3.1988

(24)

Sub: Placement of staff on probation in various services.

In supersession of the existing orders on the above subject, the Director General, Scientific & Industrial Research, has been pleased to approve that the following procedure shall be adopted for placement of staff on probation in various services. These orders shall be applicable to all Groups of staff belonging to Scientific, Technical and Administrative categories.

- A. In the following cases, staff members will not be kept on Probation:
- i) Deputation/foreign service
 - ii) Appointments made on contract basis including tenure of a Director.
 - iii) Permanent Absorption.
 - iv) Promotion on seniority-cum-fitness basis.
 - v) Assessment under various schemes applicable to scientific and technical staff.

- vi) Fellows/Senior Fellows and Shanti Swarup Bhatnagar Fellows which are project-oriented appointments.

Provision of probation shall be applicable to the following cases:-

- i) Selection from within the departmental candidates.
- ii) Selection of a departmental candidate by competition from open market to be kept at par with outsiders and kept on probation.
- iii) Direct recruits from open market.
- iv) Joining of person in CSIR on lien basis (except on contract).

1. The powers for approval to satisfactory completion/curtailment/extension of probation will rest with the appropriate appointing authority as on date of the event. In case of common cadre staff working in Labs/Instts. Heads of the Labs/Instts. will be competent to approve their completion of probation under intimation to the appropriate appointing authority but cases involving extension/curtailment shall be referred to CSR Hqrs. for consideration.
2. Methodology to be followed for this exercise shall be mutatis mutandis the same as that stipulated in extant Govt. of India orders on the subject except that in the case of scientific/technical staff, self-assessment report will be obtained from the employee concerned on probation.
3. For general information, save for exceptional reasons, probation should not be extended for more than a year and no employee should be kept on probation for more than double the normal period. The decision whether the probation be extended should be taken soon after expiry of the due date of initial probation period, that is, ordinarily within six to eight weeks, and communicated to the employee concerned together with the reasons in case of extension.

These orders will come into force with immediate effect and this may specifically be brought to the notice of the Controller of Administration/Administrative Officer of your Lab/Instt. For his information, guidance and necessary action.

Copy of CSIR letter No. 7(54)/B/88-E.II, dated 26.4.1989

(25)

Sub: Re-designation of the post of Editor-in-Chief at Publications & Information Directorate, New Delhi.

In pursuance of the approval accorded by the Governing Body at its 119th meeting held on 8th September, 1989, DGSIR been pleased to redesignate the post of Editor-in-Chief (Rs.5900-7300) filled up with the appointment of Dr. G.P. Phondke at Publications & Information Directorate, New Delhi as Director (Rs.5900-7300) with immediate effect.

Copy of CSIR letter No.14(34)/89-E.II, dated 12.1.1990

(26)

Sub:- The Strength of the Examination Unit, CSIR with equivalent post in the administrative cadres.

The Director General, Council of Scientific & Industrial Research has been pleased to accord approval to the integration of the following posts borne on the strength of the Examination Unit, CSIR with the equivalent post in the administrative cadres as indicated against each, with immediate effect :-

1.	Controller of Examination (Rs. 3700-125-4700-150-5000)	1.	Deputy Secretary/Controller of Administration (Rs. 3700-125-4700-150-5000)
2.	Deputy Controller of Examination (Rs. 3000-100-3500-125-4500)	2.	Under Secretary/Administrative Officer (Gr. I) (Rs. 3000-100-3500-125-4500)
3.	Assistant Controller of Examination (Gen) (Rs. 2000-60-2300-EB-75-3200-100-3500)	3.	Section Officer (Gen.) (Rs. 2000-60-2300-EB-75-3200-100-3500)
4.	Assistant Controller of Examination (F&A) (Rs. 2000-60-2300-EB-75-3200)	4.	Section Officer (F&A) (Rs. 2000-60-2300-EB-75-3200)
5.	Assistant (Examination) (Rs. 1400-40-1600-50-2300-EB-60-2600)	5.	Assistant (G) (Rs. 1400-40-1600-50-2300-EB-60-2600)

Copy of CSIR letter No. 2(82)/84-E.III, dated 2.2.1990

(27)

Sub:- Grant of Non-Practicing Allowance to Veterinary Doctors.

Some of the Labs./Instts. have sought clarification regarding grant of Non-practicing Allowance (NPA) to the scientists working in National Laboratories/Institutes in terms of Ministry of Finance, Deptt. of Expenditure OM No. 1(30)/C/C6 dated 29-9-1988.

The matter has carefully been considered in consultation with Finance and it has not been found possible to extend the above orders to the scientists working in the National Laboratories/Institutions for the reasons that since they are neither holding the posts of Veterinary Doctors nor Veterinary although they be possessing degree in Veterinary Science. Further NPA is permissible only to the practicing Veterinary Doctors for not doing the practice outside the normal duty hours.

Copy of CSIR letter No. 14(6)/88-E.II, dated 24.5.1990

(28)

Sub: Engaging of contractors on works like security, cleaning etc.

CSIR Labs./Instts. have been engaging contractors for work relating to security and cleaning. Recently, some references have been received from Labs/Instts. for engaging contractors for other items of work like typing and other allied matters.

The position has been reviewed with reference to the Contract Labour (Regulation & Abolition) Act, 1970 and with the Labour Commissioner (Central). During the discussions, it has emerged that the Contract Labour (Regulation & Abolition) Act, 1970 is applicable to CSIR and its Labs/ Instts. The implications of the provisions of the said Act are that if CSIR or any of its Lab/Instt. engages 20 or more persons on contract, it has to get itself registered under the Act with the registering authority under Section 7 of the Act. The Registering Officer shall register the establishment and issue to the principal employer of the establishment a certificate of registration. The effect of non-registration would be that CSIR its Labs/Instts. would not employ contract labour. Therefore, it is necessary to get all those Labs/Instts. registered under the Contract Labour (Regulation & Abolition) Act, 1970 which are engaging 20 or more workmen on contract through contractor or which intend to do so in future. The form of application for registration is attached with the Act. The contractor who is given the work of security, cleaning or any other contract shall also have to obtain a licence from the Registering Authority. The effect of registration and award of work only to the licenced contractor as aforesaid would be:-

- (a) The contract labour employed through the contractor cannot claim regularization and other benefits of pay and allowances from CSIR;
- (b) Payment to the labour engaged through contractor shall be the contractor's responsibility; and
- (c) It will be presumed that CSIR can engage labour on contract for work like security, cleaning, typing etc. and it would not amount to violation of any of the provisions of the Act.

You are, therefore, requested to please take action to get your Laboratory/Institute registered under the Contract Labour (Regulation & Abolition) Act, 1970 to enable you to engage labour on contract through licenced contractors only.

Copy of CSIR letter No. 14/25/90- E.II, dated 11.1.1991

(29)

Sub: Security arrangements in the Labs/Instts. – Revision of rates thereof.

In pursuance of instructions contained in this office circular letter of even number dated 11.6.1987, the matter regarding revision of rates for engagement of Ex-servicemen

as Security Guards, Security Supervisors and Security Officers in various Labs/Instts. has been under review for some time past. The suggestions made by the D.G. (Resettlement), Ministry of Defence were considered by a Committee including a representative of DG (Resettlement). On the recommendations of this Committee, it has been decided to revise the rates for engagement of Security Guards/Security Supervisors/Security Officers by CSIR Labs/Instts. as given below:

1. Total percentage of the statutory requirements i.e. 27.5% of the emoluments as given in Item-2 below may be deducted from the revised rates of emoluments now proposed by DGR in respect of Security Guards, Supervisors and Security Officers as under in the event of the contractors failing to produce documentary evidence of having discharged their liabilities for previous months(s):-

	Revised Rates (including statutory charges)	Revised Rates (excluding statutory charges)
Security Guards	Rs. 1225/-	Rs. 892/-
Security Supervisors	Rs. 1510/-	Rs. 1095/-
Security Officers	Rs. 2075/-	Rs. 1504/-

2. Statutory requirements as per details given below may be admitted for payment by the Labs/Instts subject to production of supporting documents in token of having discharged these liabilities by the Contractor concerned for the previous months:-
 - a. CPF -10%
 - b. ESI -05%
 - c. Bonus -08.33%
 - d. Terminal Gratuity - 04.16%

(i.e. 27.5% of the basic salary)

3. Payment towards statutory requirements @ 27.5% of the emoluments for the current month will be paid to the contractor only on production of documentary evidence in support of having the payment made for the past month.
4. Leave relief will be payable by the Labs/Instts. on actual basis subject to maximum @ 25% of the staff agreed for engagement in each category.
5. Service charges of the contractor will be subject to maximum of 15% of the amount of bill.
6. The revised rates for engaging Ex-servicemen will be effective from the date of issue of these orders. Reservations of rates of emoluments now agreed upon will be made after two years, if necessary.
7. In case of any usual/abnormal escalation in the Minimum wages, a case for enhancement could, however, be taken up by DGR will CSIR Hqr.

8. Above salient features will be duly inserted in the agreement entered between the Labs/Instts. and the Security Agency, duly sponsored by DG®. These rates will be uniformly applicable in all CSIR Labs/Instts.
9. CSIR instructions regarding engagement of licenced contractor as notified vide CSIR letter No. 14/25/90-E.II dated 11.1.1991 may also be followed in these cases.

Copy of CSIR letter No. 14/25/90-E.II dated 20.2.1991

(30)

Sub: Security arrangement in the Labs/Instts. on contract basis.

Reference CSIR letter No 1(1)/87-E.II dated 23.7.1987 with regard to security arrangements, it was notified that:-

CSIR have communicated Governing Body decision where the Laboratories institutes are authorised to entrust their security arrangements either through Director-General (Resettlement), Ministry of Defence or by inviting competitive tenders, as they may deem fit. Therefore, any additional requirement of security staff will have to be taken care of in operating these instructions and by internal adjustments only because it may not be possible for CSIR to sanction additional posts for security any more.”

It was also notified on 9-2-1987 that the areas of high security risk, arrangements should be done either through Director-General (Resettlement) or through a competitive contractors or departmentally. Subsequently, in consultation with Director-General (Resettlement), revised rates for Security Guards/Supervisors/Security Officers deployed through the agencies created by the Director-General (Resettlement) were notified on 20.2.1991.

From the above, it may be seen that there is hardly a need for creation of the posts of security officer and other security staff in the Labs/Instts. entailing permanent liability of the Labs. With this view point it has been decided that:-

1. Security arrangements may as far as possible be made on contract basis through the agencies created by Director-General (Resettlement).
2. If security is manned departmentally, it should function under the direct control of AO/COA of the respective Lab/Instt.
3. No position of security officer or security staff may be created on the regular strength of the Institute.
4. If services of a security officer are needed, instead of creating a regular post, an ex-serviceman officers rank may be engaged on lump-sum monthly consolidated amount roughly calculated on the basis of last pay drawn before his retirement minus pension, as is done in the case of engaging a Consultant under Gol orders.

5. If security is needed at an out-post of a Lab/Instt. it may be done as a part of contract awarded for the main building of the Lab./Instt: to an agency of Director-General (Resettlement), as a package deal.
6. In case security at an out-post /Regional Centre is to be manned departmentally, persons may be detailed from the Laboratory preferably on rotation basis to be kept under the charge of a Security Officer engaged on contract from ex- servicemen category as mentioned in para (2)/(4) above, as the case may be.

In case of any clarification, matter may be referred to CSIR Hqrs. while giving factual details of the situation.

Copy of CSIR letter No. 14(6)/1/86-EII dated 11.4.1991

(31)

Sub:- Sabbatical Leave.

The Governing Body of CSIR has approved the following rules and regulations for sabbatical leave at its 124th meeting held on 24th September, 1991.

Rules and Regulations

1. The Sabbatical Leave would be exclusively for Scientific or academic work at any relevant Institution in India or abroad;
2. The Sabbatical Leave would be admissible to Scientists "C" and above who have rendered not less than six years service in CSIR;
3. Sabbatical Leave should be granted once in six years provided the scientist concerned has not gone on one year or longer deputation or assignment or study leave during the preceding six years;
4. Sabbatical Leave could be availed by a Scientist while receiving fellowship or the like from CSIR or any other Organisation;
5. The leave will be limited to a maximum period of one year only; it may be taken for shorter duration;
6. The scientist must have at least three years services after completion of sabbatical Leave;
7. The sabbatical leave cannot be combined with any other leave;
8. During the period of sabbatical leave, the Scientist concerned will be paid full salary and allowance as would have been otherwise admissible to him;
9. Scientist concerned will furnish a letter of acceptance from the Host Institution for undertaking advanced Study/research;
10. Scientist concerned will give an undertaking before proceeding on sabbatical leave that he will utilise it for the bona-fide purpose for which it is sanctioned and will not accept any commercial employment during the period of leave; if, after rejoining duty, he resigns

within three years he shall refund the salary paid to him during the period of his sabbatical leave;

11. During the period of sabbatical leave, the scientist will continue to retain accommodation on the same terms and conditions as are applicable to other council employees;
12. For all purpose the period of sabbatical leave will be treated as a period spent on duty without entitlement
13. In case the Scientist proceeds abroad, the Laboratory where he is employed or CSIR will have no financial obligations including medical expenses;
14. All applications shall be forwarded by Laboratories to CSIR in case sabbatical leave is out of the country;
15. On completion of sabbatical leave, the scientist will submit detailed report on work done and objectives accomplished.

Copy of CSIR HRDG Letter No. CSIR/SK/SL/91, dated: 16.12.1991

(32)

Sub: Grant of Special Casual Leave to the delegates of the Federation of CSIR Employees & Workers Unions & Associations for attending the annual conference.

In continuation of this office circular of even number dated 4.6.1991 on the above subject, I am directed to state that DGSIR has been pleased to approve that in addition to president* one Vice-President, one General-Secretary, one treasurer and one delegate for each 100 members or part thereof of the Federation, the other office bearers of the Federation (to the maximum of 12 in total) will also now be granted special casual leave for attending the annual conference of the Federation once a year. Other conditions for grant of special casual leave will, however, remain unchanged.

Copy of CSIR letter No. 17(65/44)/390-PPS, dated 13.7.1992

(33)

Sub: Security arrangements in Labs./Instts- Revision of rates thereof.

In pursuance of clauses 6 and 7 of CSIR circular of even number dated 20-2-1991, the wage structure proposed for payment of ex- servicemen engaged by the agencies sponsored by the DG(R) has been under consideration of CSIR on the request made by DG(R). On the recommendations of the Committee which looked into the matter, DGSIR with the concurrence of FA has been pleased to accord approval to the following revised rates payable to the ex- servicemen engaged by the agencies sponsored by DG(R) for security works as under:-

	Salary	Statutory charges @ 28.30% & uniform charges @ 09.86%	Total
	1	2	3
Security Guard	1107/-	422/-	1529/-
Security Supervisor	1366/-	521/-	1887/-
Security Officer	1876/-	716/-	2592/-

Note: 1. Percentage of leave relief will also be payable as given in Clause-3.

2. Service Charges @ of 15% will also be payable on the total of column No. 3 above plus percentage of leave relief applicable, as given in Note-I above.

2. Statutory charges as per details given below may be admitted for payment by the Labs./Instts. subject to production of supporting documents' in token of having discharged these liabilities by the contractor concerned in the previous months/year, as the case may be:-

a.	PF/PPS	10.00%
b.	EDLI	00.50%
c.	Admn. Charges payable to authority	00.66%
d.	ESI	04.00%
e.	Bonus	08.33%
f.	Gratuity	04.81%
		Total: 28.30%

Leave relief will be payable by the Labs/Instts. at the following rates :-

- Leave relief - in case of 7 days a week - 28.98%
- Leave relief - in case of 6 days a week - 08.95%
- Leave relief - in case of 5 days a week - No leave relief.

- Service charges of the contractor will be subject to maximum of 15% of the total amount of the monthly bill only.
- The revised rates for engaging ex-servicemen will be effective from the date of issue of these orders. Revision of rates of emoluments will be made after two years, if necessary.
- In case of any usual/abnormal escalation in the minimum wages, a case for enhancement could, however, be taken up by DG® with CSIR Hqrs.
- The above revised rates will be applicable only where the security work is awarded to an agency sponsored by DGR and ex-servicemen are engaged by the agency for actual deployment. The criteria for engaging an agency sponsored by DG(R) for security work will be as under:-
 - Where there is high security risk security and cleanliness should either be done departmentally or through the agency sponsored by DG(R) on the rate~ given by DG(R) as above subject to the minimum requirement. Wherever work is to be

awarded through the agency of DG(R), it should be done with the prior approval of CSIR.

- ii. Core areas of high security identified by the Labs. should be guarded either by departmental staff or through the agency duly sponsored by the DG(R) on the rates given above by DG(R). Wherever work is to be awarded through the agency of DG(R), it should be done with the prior approval of CSIR.
- iii. In other cases where staff has not been provided for security work against the sanctioned posts, the work should be awarded after inviting competitive quotations from the agencies engaging ex- servicemen. In such cases, work will be awarded on 'job contract basis' in the enclosed prescribed proforma of agreement.

It may kindly be ensured that :-

- a. Security and cleanliness of area (s) of high security risk/high security should be awarded only to an agency sponsored by DG(R) after obtaining prior approval from CSIR; and
- b. in other cases, security work may be engaged on 'job contract basis' only after inviting competitive quotations from agencies engaging ex- servicemen only in case security staff has not been provided to the Labs/Instts. against the sanctioned posts.

It may be ensured that the CSIR instructions regarding award of work to the Licenced Contractor as per instructions contained in CSIR circular No.14(25)/90-E.II dated 11-1-91 and deduction of income tax at source under Section 194(c) of the Income tax Act 1961 in accordance with the instructions circulated vide CSIR letter . No. 1 7(6)/72-Engg. dated 28-4-1992 are followed scrupulously.

Copy of CSIR letter No. 14(6)/1/86-E.II(Vol.II/Pt.I) dated 23.4.1993

This AGREEMENT made on this _____ day of One Thousand Nine Hundred and Ninety Three Between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act and having its office at Anusandhan Bhawan, Rafi Marg, New Delhi (hereinafter referred to as CSIR) of the ONE PART

And

M/S _____ at _____
(hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for providing the security /house-keeping and cleaning arrangement at (name of the Lab/Instt.) which is a constituent unit of CSIR (hereinafter referred to as the Lab/Instt.) and whereas the

contractor has offered to provide the security/house- keeping and cleaning arrangement at on the terms and conditions hereinafter stated.

AND WHEREAS Contactor has represented that he is registered as Contractor under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect.

NOW, THEREFORE, BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed as follows:-

I. Contractor's Obligations

A.I. That the contractor shall provide the following services:-

- a) i) Security at _____ points (round the clock) as per Annexure-I (a) to this agreement.
 - ii. Security at _____ points between _____ AM to _____ PM as per Annexure-I (b) to this agreement.
 - iii. Security at _____ points (between _____ PM to _____ AM as per Annexure-I (c) to this agreement.
- b) Cleanliness of _____ area as per plan annexed as Annexure – II to this Agreement.
- c) Maintenance of lawns and garden, flower pots, etc. as per details specified in Annexure–III to this Agreement.

- 2. That for providing satisfactory services as per para I above under this contract, the Contractor has agreed to deploy a total of _____ persons on different points, the details of which are given in Annexure-I (a), (b),(c), II and III respectively.
- 3. That for performing security duties, the Contractor shall deploy persons round the clock in 8 hours shifts only. That the Contractor shall ensure that the persons are punctual and remain alert and vigilant in performance of their duty. It is further agreed that the Contractor shall engage physically fit persons and below the age of 50 years for security duties. Persons so engaged may preferably be ex-service- men.
- 4. That the Contractor shall communicate the names, parentage, residential address, age, etc. of the persons deployed at each point.
- 5. That for purpose of proper identification of these employees of the Contractor deployed at various points, the Labs./Instts. shall issue identity Cards/Identification document of these security guards/cleaners, etc. and they shall be duty bound to display the identity cards at the time of duty.
- 6. That the Director of the Lab/Instt. or any other person authorised by the Director shall be at liberty to carry out surprise check on the persons so deployed by the

Contractor in order to ensure that required number of persons are deployed and that they are doing their duties.

7. That the Contractor shall ensure that the persons so deployed do not allow any property of the CSIR. to be taken out of the premises without a Gate Pass signed by the designated official. The Lab/Instt. will intimate to the Contractor the specimen signatures of the officials designated and authorised to sign the Gate Pass. Any change will be intimated in writing. The COA/AO of the Lab/Instl. shall make suitable arrangements to ensure compliance.
8. That it shall be the sole responsibility of the Contractor to ensure security and safety of all the property and assets moveable and immovable of the Lab/Instt. .and if there is any loss to the Lab./Instt. on account of dishonesty, connivance and/or due to any cause the Contractor shall make good on demand the loss to the Lab/Instt. the contractor shall report promptly to the Lab/Instt. any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any shall be recovered from the Contractor.
9. That on taking over the responsibility of providing security/house-keeping and cleaning arrangements, the Contractor shall formulate the mechanism and duty assignment of Security/House- Keeping and cleaning personnel in consultation with Director of the Lab./Instt. Subsequently, the contractor shall review the Security/ House-Keeping and cleaning-arrangement from time to time and advise the Director of the Lab. in writing about additional measures for further streamlining their security system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the Lab/Instt. or the officer designated by the Director in this respect from time to time.

B.1. That it is. expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the work as per para----- above shall be the employees of the Contractor for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue implicit or explicitly.

2. That the persons so deployed shall remain under the control and supervision of the Contractor and the Contractor shall be liable for payment of their wages etc. and all other dues which the Contractor is liable to pay under various Labour Regulations and other statutory provisions.
3. That the Contractor shall ensure that all the employees get minimum wages and other benefits as are admissible under various Labour laws. The Contractor shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of Contractor Labour (Regulation and Abolition) Act, 1970.
4. That the Contractor shall be responsible for fulfilling all his obligations toward: the persons deployed under Law, namely, under the Minimum Wages Act, P .P'Act, ESI

Act, Bonus Act Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time.

5. That the Contractor shall conform to the provisions of Central/State Act (s) or the Regulations on the subject as well as terms and conditions of this Agreement.
6. That the Contractor shall make the payment of wages etc. to the persons so deployed in the presence of representative of the Lab./Instt. shall on demand furnish copies of wages register/muster roll etc. to the Lab./Instt. for having paid all the dues to the persons deployed by the Contractor for the work under the Agreement, This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of the CSIR in this respect as per the provisions of Contract Labour (Regulation & Abolition) Act, 1970. The Contractor shall comply with or cause to be complied, with the contractor's Labour Regulations made by CSIR from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wage book, wage slip publications of scale of wages and terms of employment inspection and submission of periodical returns. -
7. That the Contractor has represented that he is already registered under the Contract Labour (Regulation & Abolition) Act, 1970, as amended. Any obligations and/or formalities which are required to be fulfilled under the said Act or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc. and the Contractor shall report the compliance thereof to the CSIR. The Contractor shall be solely liable for any violation of provisions of the said Act or any other Act.
8. That the Uniforms supplied by the Contractor at his own cost, to the persons deployed for this work, shall include khaki bush- shirt, army cut pant, anklets, ankle boots, web belt (with baton strap), baton, beret with ceremonial headdress and line yard, whistle, loaded torches, etc. The seasonal equipment such as Jerseys, great coats in winters and rain-coats in monsoon shall also be provided by the Contractor at his cost and the CSIR shall have no liability whatsoever on this account. The Uniform shall be approved by the Director of the Lab/Instt.
9. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and for the preservation of peace and protection of persons and property of CSIR.
10. That in case any of the persons so deployed by the Contractor does not come upto the mark or performs his duties properly or indulges in any unlawful riots or disorderly conduct, the Contractor shall take suitable action against such employee on the report of Lab./Instt. and CSIR in this respect.
11. The Contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab/Instt./CSIR in case of any of the aforesaid act on the part of the person so deployed or otherwise.

12. That the Contractor shall deploy his persons in such a way that the persons get weekly rest, the working hours leave for which the work is taken from them, under relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognised festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contractor Labour (Regulation & Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filing any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of Lab./Instt., a sum not exceeding Rs. -----for every default, breach or furnishing, making, submitting, filing such materially incorrect statement and in the event of the Contractor defaulting continuously in this respect, he shall be liable to pay Rs.----- per day for breach of default.

C.1 That the Contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the Contractor at various points. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the prior responsibility of the Contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.

2. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets i.e. moveable and immovable as mentioned in para A-8 above.
3. The CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments made to the Contractor under this Contract for Providing security/cleaning services.
4. That the Contractor shall furnish an indemnity bond from the General Insurance Corporation at its own cost to indemnify CSIR against any claim arising out of or connected with this agreement.

II. CSIR Obligations

1. That in consideration of the services rendered by the Contractor as stated above, he shall be paid a lumpsum of Rs. -----on -----basis. Such payment shall be made on the basis of the bills raised by the Contractor and duly certified by the officer designated by Lab/Instt. in this regard.

2. That the aforesaid lumpsum amount has been agreed to be paid by CSIR to the Contractor. The Contractor shall not increase any amount on any ground whatsoever during the period of this agreement.

III Commencement and termination

1. That this agreement will come into force with effect from----- and shall remain in force for a period of one year. The agreement may be extended on such terms and conditions as are mutually agreed upon.
2. That this agreement may be terminated on any of the the following contingency
 - a. On the expiry of the contact period as stated above.
 - b. By giving one month's notice by CSIR on account of
 - i. Losses suffered by CSIR due to lapse of security
 - ii. For committing breach by the Contractor of any of the terms & conditions of this agreement;
 - iii. On assigning the contract or any part thereof or any benefit or interest therein or thereunder by the Contractor to any third person for sub-letting whole or part of the contact to any third person.
 - c. On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract; in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the Contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person create any disruption/hindrance/problem of any nature to CSIR.

IV. Arbitration

1. In the event of any question, dispute/difference arising under this agreement or in connection herewith (except as to matters the decision of which is specifically provided under this agreement) the same shall be referred to the sale Arbitration to DG,CSIR or his nominee.
2. The award of the arbitrator shall be [mal and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning. or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as Arbitrator in place of the out-going Arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. The expression Director-General. CSIR shall mean and include an acting/officiating Director-General.
4. The Arbitrator may from time to time with the consent of all the parties enlarge the time for making (and publishing) the award.
5. The Arbitrator may give interim award(s) and for directions as may be required.

6. Subject to the aforesaid provisions the Arbitration Act 1940 and the rules made hereunder and any modification thereof from the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
7. The venue of the arbitration shall be Delhi

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of
Council of Scientific and Industrial Research
Anusandhan Bhavan
Rafi Marg,
New Delhi – 110001

For & on behalf of
The Contractor _____

WITNESSES

1. _____
2. _____

(34)

Sub:- Payment of Interim Relief to the Contract Staff.

In consultation with Finance, the Govt. of India orders circulated vide OM No. F.(26)/E-III dated 27.9.93 granting Interim Relief are applicable to regular Central Government employees and not to contract workers. As such, the contract workers are not entitled for the same.

Copy of CSIR Letter No: 14/34/90-E.II, dated 18.3.1994

(35)

Sub: Engaging of Private contractors for various types of work – reg.

Reference CSIR letter No. 14(25)/90-E-II dated 11-1-91 containing the instructions for engaging of contractors for various type of works or any other contracts by the CSIR Labs./Instts., according to which if CSIR or any of its Labs/Instts., engages 20 or more persons on contract, it has to get registered under the Contract Labour (Regulation and Abolition) Act, 1970 & the award of contract of engagement of labour for various type of works like security, cleaning, typing and other contracts should be given only to the contractors licenced under the Contract Labour (Regulation and Abolition) Act, 1970.

However, it has been observed that the above instructions are not being followed strictly by some of the Labs/Instts. resulting in all kinds of problems including complaints of irregularity in making payments to the labourers engaged by the contractors and action for violations of contract Labour (Regulation & Abolition) Act, 1970 etc. It may further be mentioned that the contravention of any provisions of this Act entails a penal offence and shall be punishable with imprisonment or a fine or with both.

It is, therefore, requested that to avoid such penal consequences in future on this account, instructions issued by the CSIR vide its circular letter dated 11-1-91 referred to above, should be strictly followed. Award of contract engagement of labourers which have not been done in accordance with the above instructions should be reviewed immediately.

Copy of CSIR letter No. 14(25)/90-E.II, dated 12.4.1994

(36)

Sub:- Provision of Sabbatical Leave for Scientists of CSIR.

Reference CSIR letter No. CSIR/SK/SL/91 dated December 16th, 1991 from Dr. Sushil Kumar, the then Head, HRDG, CSIR on the subject cited above. The Governing Body in its 131st meeting held on 29th July, 1993 while considering the recommendations of the Mashelkar Committee on Marketing Knowledge Base etc., has, inter-alia approved the following modifications in the existing rules and regulations for sabbatical leave:-

"the facility of sabbatical leave that is presently available for work of scientific and academic nature only, be extended to include work on other activities of the innovation chain with industry, consultancy organisations, financial institutions, project engineering firms, technology marketing/transfer agencies, etc. All other conditions of the scheme approved by GB for sabbatical leave to remain unchanged".

Copy of CSIR Letter No. CSIR/SK/SL/91/HRDG, dated: 13.7.1994

(37)

Sub:- Fixing of responsibility for over drawal of Provident Fund Advance.

It has come to notice that a number of Provident Fund Subscribers have been paid refundable/non-refundable advances from the fund in excess of the amount standing to their credit on the date of drawal of advance. In this connection a reference is invited to Rule 11 of GPF Rules (Swamy's Compilation corrected upto 1.11.1992 and CPF Rules (Swamy's Compilation corrected upto 1.9.1991). In terms of Govt. of India Decision No. 6 (GPF) and No. 5 (CPF) under rule 11 in case a subscriber is found to have drawn from the Fund an amount in excess of the amount standing in his credit on the date of the drawal, the overdrawn amount shall be repaid, by him with interest thereon at the prescribed rate irrespective of whether the overdrawal occurred in the course of an advance or a withdrawal of the final payment from the fund. This Rule further provides that whatever

be the reasons of the over drawal, since the subscriber can not draw amount unless it is sanctioned, the sanctioning and/or accounting authority also have the responsibility in the overdrawals.

The above provisions of the Rule is brought to your kind notice for necessary action. All requests of advances/withdrawals may therefore be closely scrutinised and in cases where over payments occur in addition to charging interest on overdrawn amount responsibility may also be fixed and action taken both against person found responsible both in administration and in accounts in terms of the provisions of the Rule *ibid*.

This issues with the approval of FA, CSIR.

Copy of CSIR letter No.8(4)94-95-Funds dated 5.10.1994

(38)

Sub:- Verification/acceptance of caste certificate produced by the candidates.

I am directed to forward herewith a copy of Office Memorandum No. 36019/2/94-Estt. (SCT) dated 23.2.1995 (English and Hindi versions) received from Government of India, Ministry of Personnel, Public Grievances and Pensions (DOPT) on the above subject for your information, guidance and compliance.

Copy of CSIR letter No. 28/94/SC/ST-Cell dated 9.3.1995

Copy of O. M. No. 36019/2/94-Estt. (SCT) dated 23rd February 1995

Sub: Verification /acceptance of caste certificate produced by the candidates.

The undersigned is directed to refer to this department OM No. 36012/ 6/ 88 - Estt. (SCT) dated 24.4. 90 on the above subject where in it was indicated inter- alia that the castes / tribes certificates issued by the Revenue officer and not below the rank of Tehsildar should be accepted for the purpose of employment in the the Central Government.

1. The Government of Tamil Nadu vide ther GOMS no. 2137dated 11-11- 89 had issued instructions that the the community certificate in respect of communities included in the list of Scheduled Tribes for the purpose of appointment in Public services under the Central government /State Government etc. shall be issued only by the Revenue Divisional Officer. The above said orders were issued in consultation with the Ministry of welfare vide their letter number 12017/ 5/ 89 -SCD (Rcell) dated 28 -09 -89.
2. It is hereby clarified that in sofar as the scheduled tribe community of Tamilnadu is concerned, the certificate given by the Revenue Divisional Officer instead of Tehsildar should only be accepted for the purpose of employment under the Government of India.

(39)

Sub:- Security and Cleanliness arrangements in the Labs./Instts.

Reference CSIR Circular 14(6)186-E.II dated 9.2.1987 containing the guidelines regarding security arid cleanliness arrangements in the Labs./Instts. and 14(6)1/86-E.II dated 20.2.1991 regarding revision of rates for engagement of Ex- servicemen as Security Guards. With the approval of the Governing Body accorded at its 138th meeting held on

26.5.1995, it has been decided to authorise the Labs/Instts. to award the work of security and cleanliness to the firms, preferably employing Ex-servicemen on the basis of competitive quotations.

It is requested that the job contracts for security/cleanliness-work in your Lab/Instt. in future may kindly be awarded on the basis of the competitive quotations, as per above decision.

Copy of CSIR Letter No: 14(6)1/86-E.II, dated 14.6.1995

(40)

Sub: Security and Cleanliness arrangements in the Labs/Instts.

Reference CSIR letter No.14(25)190-E-II dt. 12-4-94 regarding the necessity to have yourselves registered under the Contract Labour (Regulation and Abolition) Act, 1970, and to strictly follow the instructions contained in circular letter of even number, dated 11-1-91.

It has been observed that some Labs./Instts. are still not following the instructions strictly, with the result that the problems of the nature mentioned in CSIR circular letter dated 12.4.94 are still being faced.

You are, therefore, requested to kindly take action, if not already taken, to get your Lab/Instt. registered under the Contract Labour (Regulation and Abolition) Act, 1970 so that the desired effect of registration and award of work only to the licenced contractor, is discernible.

Copy of CSIR letter No.14(25)/90-E.II, dated 23.8.1995

(41)

Sub:- Revision of pay scale of Asstts.(G) and Sr. Stenographer. Clarification reg. depositing of accumulated pay arrears into the GPF Accounts.

Reference this office circular/letter No.31(11)/90-(Gen) dated 9-6-95. As per GOI Deptt. of pension & PV OM No.20(17)P&PW/90-E dated 12-11-90 incorporated as GOI decision No.3 below Rule 7 of GPF Rules, the arrears of pay may be deposited voluntarily by the staff members in their GPF w.e.f. 1-4-86 to the date of revision of pay scales (arrears for the period from 1-1-86 to 31-3-86 are compulsorily to be deposited in PF account; and the date of accrual of interest on these deposits will be the first of the month succeeding the month in which orders for such revision of pay scales-are issued

This issues with the concurrence of Financial Adviser, CSIR

Copy of CSIR letter No.31(11)/90-95-EI-Gen, dated 6.9.1995

Sub:- Extension of Medical Facilities to CSIR Pensioners residing outside Delhi.

In continuation of this office letter of even number dated 8.11.1994 on the above subject, I am directed to state that the matter regarding extension of the medical facilities to CSIR Pensioners residing outside Delhi at par with their counterparts residing in Delhi was placed before the Governing Body at its 140th meeting held on 31.10.95 the Governing Body, after considering the proposal placed it, approved the following scheme:-

- (a) CSIR pensioners shall avail medical facilities to the extent available at the dispensaries at the national Labs./Instts.
- (b) The pensioners shall get themselves registered with the respective dispensaries after payment of annual contribution as in the case of CSIR pensioners available CGHS facilities in Delhi.
- (c) In case the Medical Officer In-Charge of the dispensary refer CSIR pensioners or his/her dependent family members to Government/recognized hospital for consultation/specialised treatment from OPD, the medicines so prescribed shall be supplied by the CSIR dispensaries. In case of non-availability of the prescribed medicine in the dispensary that should be procured by dispensary on urgent basis and supplied to patient. However, no reimbursement shall be admissible to the pensioners for OPD treatment at the Govt./recognized hospitals.
- (d) Medical reimbursement in respect of the indoor treatment in a Govt. hospital shall be admissible provided the patient is referred for specialist treatment by the Medical Officer-in-Charge of the CSIR dispensary. Reimbursement of such claims shall be regulated under CCS (Medical) Attendance) Rules as applicable for taking Indoor treatment at the Govt./Recognised Hospitals and to the extent admissible to the CSIR pensioners availing CGHS facilities in Delhi. No reimbursement shall be admissible for Indoor Treatment if the patient is not referred by the Officer-in-Charge of the CSIR dispensary.
- (e) The pensioner shall have an option either to enroll himself as a member of the Mediclaim Scheme or avail facilities of treatment at CSIR dispensary. Both the facilities shall not be available to the pensioners simultaneously.
- (f) The Dispensary facility shall be admissible to CSIR pensioner and their other dependent family members. The Scheme will also cover the family pensioners and the employees retiring with CPF benefits. The facility will be at par with the pensioners availing CGHS facility.
- (g) The pensioners and their families, who reside at place where either a CSIR Laboratory is not located or if it is located, it has no CSIR dispensary attached to it, shall be eligible for the medical facilities provided by a Government Hospital or Government recognised hospital.
- (h) The expenditure on implementation of the above scheme would be met partly out of the welfare fund of CSIR and partly from the budget of CSIR. No. additional posts are to be created in CSIR dispensaries to cater to the needs of the CSIR pensioners.

The above scheme which will be effective from the date of issue of this letter, may kindly be brought to the notice of all retired employees of your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17(1)/95-E.II dated 12.12.1995

(43)

Sub:- Mobility of personnel between central govt./state govt. departments and central/state autonomous bodies- counting of past service for pension.

I am directed to state that as per instructions contained in GOI, Dept. of Pension & Pensioner' Welfare (DP&PW) OM. No.4/I/87-PIC.II dated 1.5.87, retirement Gratuity and death is admissible to CPF beneficiaries in addition to Council's contribution. The question of realising gratuity on CPF in respect of CSIR employees who were governed under CPF Rules in their earlier Departments and have exercised option for counting of their past service for pensionary benefits in CSIR in terms of DP&AR OM. No.28/10/84-Pension Unit dated 29.8.84, as amended from time to time, has been engaging attention of CSIR for sometime past.

It has been decided in consultation with DP&PW that the element of gratuity is to be realised in addition to Employer's share on CPF in respect of those CSIR employees who have exercised option for availing the benefit of pension on the basis of combined service rendered in other departments and CSIR. As the benefit envisaged in DP&AR OM dated 29.8.84 has been extended to various State Govt. State Autonomous Bodies under reciprocal arrangements vide GOI DP&W OM No. 28/10/84-P&TW/Vol.II dated 7.2.1986 and subsequent instructions thereon, the above instructions will be equally applicable to all such cases.

Copy of CSIR letter No. 1/78/96-Finance dated 3.9.1996

(44)

Sub: Security arrangements n Labs/Instts. – clarification thereof.

I am directed to refer to your letter No. 2(234)/96/Gn./931 dated 17.12.1996 requesting for amending clause II (1) &(2) of the draft agreement circulated vide CSIR letter No 14(6)/1/86-E.II (Vol. II/I) dated 23.4.1993, so that the amount to be paid to the Contractor could be enhanced to meet any increase in minimum wages during the contract period and to state that the matter has been contact period and to state that the matter has been considered carefully in consultation with Legal Advisor and Finance and it has been decide that in the absence of any escalation clause in the agreement the rates cannot be revised during the currency of contract.

To obviate any problem of this kind, it would be advisable to make it clear in the tender notice as well as in the agreement to be executed with the selected agency that no

increase will be made in the amount of the contract during the currency of the agreement, on any ground. In addition, while awarding/renewing the contract in future it should be ensured that the rates quote by the contractor are workable.

You are accordingly requested to take further necessary action in the matter at your end accordingly.

Copy of CSIR letter No. 14(6)/1/86-E.II(Vol.)/Pt.I dated 8.5.1997

(45)

Sub: Engagement of contractors for works like cleaning, sweeping, dusting and watching of CSIR Labs/Instts. Buildings.

I am writing this letter in connection with engagement of Contractors for the works like Sweeping, Cleaning, Dusting & Watching of CSIR labs/Instts. buildings.

You may perhaps be aware of the fact that Central Government had issued a Notification under Section 10(1) of the Contract Labour (Regulation & Abolition) Act, 1970 as notified vide Notification No. SO-779(E) dtd. 09-12-1976 which prohibits employment of Contract Labour for sweeping, cleaning, dusting & watching of buildings for which the appropriate authority is Central Government. This Notification, however, does not apply to the outside cleaning and other maintenance operations of multi-storeyed buildings where such cleaning or maintenance operations cannot be carried out except with specified experience.

As the above Notification was affecting the system prevailing in CSIR for the above said works, so we approached the Labour Ministry for granting exemption to CSIR. The Labour Ministry in consultation with Law Ministry granted us exemption from the purview of the above said Notification. This clarification was circulated to all the labs/instts, vide CSIR letter No. 17(97)/77-E-II dtd. 30-06-1977.

As per the above circular of CSIR, there was no difficulty in getting the CSIR labs/instts. registered under the Contract Labour (Regulation & Abolition) Act, 1970 for getting the works of cleaning, sweeping, dusting and watching of the buildings through the licensed contractors. Recently, we have been receiving letters from various labs, stating therein that Labour Commissioners are not granting/renewing the registration certificates under the Contract Labour (Regulation & Abolition) Act, 1970. The matter was, therefore taken up with Chief Labour Commissioner (Central) for appropriate advice. The Chief Labour Commissioner (Central) has advised that the said Notification dtd. 09-12-1971) has now become applicable to CSIR also in view of the decision of Hon'ble Supreme Court of India in the case of Air India Statutory Corporation Vs United Labour Union. The Chief Labour Commissioner {Central) has further informed that the said Judgement is being applied to all the Central Public Sector Corporations, Companies and other Establishment, established under Societies Registration Act after receiving instructions from the Min. of Labour in due consultation with Min. of Law.

I would like to inform you of the operative part of the Supreme Court Judgement in the Air India case.

The Apex Court has practically done away with difference between the expressions "under the control" or "by or- under the authority" and held that in respect of Central Public Sector Undertakings whether established by an Act or under any other law or instrument, the Central Govt will be the appropriate authority."

Note:- Since CSIR is registered under Societies Registration Act, so it would also be covered under this notification. appropriate Government for this being Central Government. The other aspects of the Air India Judgement are as under :-

1. Where the contract labour is abolished under Sec. 10 of the Contract Labour (Regulation & Abolition) Act by the appropriate govt. the consequences that follow are that the relations between the contract labour and the principal employer are directly established and the intermediary stands removed. The principal employer in such situation is required to absorb the contract labour. In case he finds that some of them are surplus to his requirement, he can retrench them by paying the 'last come first go'. Their inter-seniority will be as per the date of their joining the services as contract labour, To this extent, the Supreme Court has overruled its own earlier judgement given in Gujarat Electricity Board case wherein it was held that in case where the contract labour is abolished, the unions or the workmen of the principal employer may raise an industrial dispute for absorption of the contract labour as they have direct or substantial interest in their regularisation.
2. In Dinanath case, Hon. Supreme Court had held that where the principal employer does not take a registration certificate or the contractor does not take a licence. the only consequences -that follow are that they can be prosecuted. In the instant case, the Hon. Supreme Court has overruled the ratio decided in the Dinanath case and held that where the principal employer does not take a registration certificate or the contractor does not take a licence, the workmen of the contractor become the workmen of the principal employer.

Accordingly, a notification No. 22(17)/97-LS-III dtd 8.9.1997 has been issued by the Chief Labour Commissioner (Central) covering CSIR under the said notification based on the Supreme Court Judgement in Air India case, copy of the notification is annexed herewith.

As the matter is of utmost importance, so DGCSIR had constituted a Committee of Senior Officers to review the existing system of engaging Contractors for works like sweeping, cleaning, dusting and watching of various CSIR labs/institutes, buildings, the Committee has given its recommendations in the light of the above notification dtd 8.9.1997, issued by the Chief Labour Commissioner (Central). Based on the

recommendation of the Committee, DGCSIR has kindly approved the following actions to be taken by your lab immediately under intimation to CSIR (Hqs.). These instructions will supersede all the earlier instructions issued on the subject by CSIR.

1. Security Arrangements:

As security through private contractors is prohibited under the notification you are requested to explore the possibilities by engaging the security personnel through Director General(Resettlement) or through Secretary, State Soldiers' Board for engaging the services of Ex-Servicemen without the involvement of a Contractor or asking CISF to provide adequate security coverage. (A copy of the procedure adopted by CISF for providing security coverage is appended herewith).

2. Cleaning/sweeping/dusting of the building

As the above notification shall not apply to the outside cleaning and other maintenance operations of multi-storeyed buildings where such cleaning or maintenance operations cannot be carried out except with specialized experience so far this part of cleaning. You can engage contractors in terms of provisions under Contract Labour (Regulation & Abolition) Act, 1970 without compromising security aspects. With regard to sweeping, cleaning and dusting of other parts of the laboratories/institutes, you can manage the cleaning/sweeping/dusting through departmental workers already employed or engaging retired army personnel through DG(Resettlement)/State Soldier's Board.

3. You are requested not to renew the existing contracts for security and cleaning. Whenever these existing contracts end, these contracts should be terminated forthwith under intimation to CSIR Hqs.

I would, therefore, request you kindly to instruct the concerned officers for strict compliance of the above decisions.

Copy of CSIR DO No. 44(82)Vig.-Law dated 6.10.1997

(46)

Sub: Representations from Council employees on service matters.

I am directed to invite your kind attention to the provisions under Rule-20 of the CCS(Conduct) Rules 1964 as made applicable to the Council employees, according to which no employee shall bring or attempt to bring any political or, other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

Instructions have also subsequently been issued by the GOI/CSIR from time to time that whenever, in any matter connected with his service rights or conditions, an employee wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. No appeal

or representation to a higher authority must be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities (e.g those addressed to President or Vice President must not be made unless all means of securing attention or redress from lower authority have been exhausted, and even in such cases the representations must be submitted through the proper channel.

It has been observed that inspite of reiteration of the above instructions time and again, representations continue to be addressed by the employees to the DG, CSIR and other higher authorities this is not only undesirable but also contrary to official propriety and subversive of discipline continuing breach of Rule 20 of the CCS (Conduct) Rule referred to above.

It is requested that the above instructions may again be brought to the notice of all the employees of your Labs/Instts. for their information/guidance and strict observance. Any breach of these rules/instructions shall be viewed very seriously and the employee concerned shall render themselves liable for disciplinary action under the relevant per rulers.

Copy of CSIR letter No. 17(226)/97-EII dated 24.11.1997

(47)

Sub: Deputation (duty) Allowance- Recommendations of the Fifth Central Pay Commission.

The undersigned is directed to refer to this Department's Office Memorandum of even number dated the 11th March, 1998 on the above subject, laying down the rates of deputation (duty) allowance and the ceilings thereof in the revised scales of pay of the persons whose deputation is governed by the OM No. 2/29/91-Estt. (Pay-II) dated the 5th Jan., 1994 it has been stipulated in the aforesaid orders dated 11th March, 1998 that the order's take effect from 1st Augusts, 1997 and the cases of deputation prior to that date shall be governed by the orders dated 5th Jan., 1994.

2. This Department is receiving references seeking clarifications as to the amount of deputation (duty) allowance and its ceiling in respect of the persons on deputation during the period between 1st Jan., 1996 and 31st July, 1997. It is clarified that the persons holding the posts on deputation between 1st. Jan 1996 and 31st July, 1997 are eligible to the deputation (duty) allowance on the notional basis pay in the pre-revised scale of pay at the rates prevalent prior to 1st August, 1997 and subject to the ceilings laid down in the OM dated 5th Jan., 1994, referred to above.

Copy of CSIR letter No. 17/68/97-PPS dated 18.1.1998

(48)

Sub: Recommendation of the Fifth Central Pay Commission regarding conversion/commutation of one kind of leave into another.

I am directed to forward herewith copies of following OM received from the Govt. of India, on the subject noted against each for your information and further necessary action.

1.	No. 14015/2/97-Estt.(L) 31.12.1997	Recommendation of the Fifth Central Pay Commission regarding conversion/commutation of one kind of leave into another.
2.	No. 45/57/97-P&PW(C) 19.12.1997	Implementation of government's decision on the recommendations of the 5 th Central Pay Commission – Grant of fixe medical allowance Rs. 100/- p.m to Central Government pensioners residing in Government pensioners residing in area not covered under CGHS.

The fixed medical allowance of Rs. 100/- p.m. as per OM dated 19.12.1997 shall not be admissible to the CSIR pensioners who are availing medical reimbursement facilities through other schemes, such as Mediclaim, CGHS or through CSIR Dispensary system.

Copy of CSIR letter No. 17(68)/97-PPS dated 3.2.1998

F. No. 14015/2/97-Estt.(L) dated 31.12.1997 of Government of India, Ministry of personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to say that under the provisions of Rule 10 of CCS (Leave) Rules, 1972, the authority which granted leave to a Government servant may commute it retrospectively into leave of a different kind which was due and admissible at the time the leave was grated, but the Government Servant cannot claim such commutation as a matter of right.

2. The Fifth Central Pay Commission vide para 117.10 of its Report has recommended that conversion of leave into a different kind of leave may be permitted only if it is applied for within a period of 30 days from the expiry of the spell of leave actually availed of by an employee and no discretion should be allowed to the leave sanctioning authority in this regard.
3. The said recommendation of the Fifth Pay Commission has been accepted by the Government and the President is pleased to decide that the application of a Government servant for commutation of one kind of leave into another may be considered as per the provisions of Rule 10 of CCS(Leave) Rules, 1972, and any other rule as applicable, only if

the same has been received by the leave sanctioning authority, or any period of 30 days of the concerned Government servant joining his duties on the expiry of the relevant spell of leave availed of by him/her.

4. These orders take effect from the date of issue.
5. Formal amendment to Rule 10 of the Central Civil Services (Leave) Rules, 1972 is being issued separately.
6. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller Auditor-General of India.

(49)

Sub:- Implementation of government's decision on the recommendations of the 5th Central Pay Commission – Grant of fixed medical allowance Rs. 100/- p.m. to Central Government pensioners residing in area not covered under CGHS.

I am directed to forward herewith copies of following OM received from the Govt. of India, on the subject noted against each for your information and further necessary action.

S.No.	Govt. of India, O.M No.	Subject
1.	No. 45/57/97-P&PW(C) 19.12.1997	Implementation of government's decision on the recommendations of the 5th Central Pay Commission – Grant of fixed medical allowance Rs. 100/- p.m. to Central Government pensioners residing in area not covered under CGHS.

The fixed medical allowance of Rs. 100/- p.m. as per OM dated 19.12.1997 shall not be admissible to the CSIR pensioners who are availing medical reimbursement facilities through other schemes, such as Mediclaim, CGHS or through CSIR Dispensary system.

Copy of CSIR letter No. 17(68)/97-PPS dated 3.2.1998

F.No. 45/57/97-P&PW(C) dated 19.12.1997 of Government of India, Ministry of Personnel, Public Grievance and Pensions.

The undersigned is directed to state that in pursuance of Government's decision on the recommendations of the 5th Central Pay Commission announced in this Department's resolution No. 45/86/97-P&PW(A) dated 30.9.1997, sanction of the President is hereby accorded to the grant of fixed medical allowance @ Rs. 100/- p.m. to Central Government pensioners/family pensioners residing in areas not covered by Central Government Health Scheme administered by the Ministry of Health & Family Welfare and corresponding Health Schemes administered by other Ministries/Departments for their retired employees

for meeting expenditure on day-to-day medical expenses that do not require hospitalization.

2. These orders shall apply to Central Government pensioners/family pensioners, who at the time of retirement/death were governed by CCS(Pension) Rules, 1972 or other corresponding rules in operation prior to commencement of these rules and are eligible for medical facilities after retirement. Separate orders will be issued by the respective administrative authorities in respect of members of Armed Forces. All India services and Railways Pensioners /family pensioners.

3. Existing pensioners as well as the future retirees shall have to exercise one time option to avail of medical facilities under CGHS or other similar Health Scheme of their respective Ministry/Department or to claim fixed medical allowance of Rs. 100/- p.m. in the case of future retirees, the option shall be obtained by the Head of Office alongwith other pension papers and in case the retiring employee opts for medical allowance, specific entry to this effect shall be made in both the halves of PPO. The CGHS or other medical authorities while issuing card to the pensioner shall check the position in this regard from PPO and restrict the facilities to be made available accordingly i.e. card is valid only for indoor/outdoor patient treatment, as the case may be.
4. In the case of existing pensioners if they opt for medical allowance, an undertaking shall be required to be submitted by claimants to the effect that they are entitled to medical facilities under CGHS or other similar Scheme administered by the Central Government but are residing in areas where no such outdoor facilities are available. On the basis of this undertaking, pension disbursing authorities shall make an entry in regard to grant of medical allowance in the both halves of PPO of the individual concerned and authorise payment of medical allowance. Such an undertaking can be obtained by Bank, Departmental PAO and Treasury once every year alongwith other Certificates, the pensioner is required to furnish. As and when grant of medical allowance to a pensioner/family pensioner is authorized by the pension disbursing authority, intimation to this effect shall be sent to the CPAO/Concerned Pay & Accounts Office the prescribed proforma.
5. Ministry of Health & Family Welfare, other concerned Ministries shall issue necessary instructions to all dispensaries providing medical facilities to pensioners/family pensioners to check the PPO of the pensioner and endorse the CGHS or other card accordingly.
6. The payment shall be made to the pensioner by the Pension disbursing Authority alongwith pension/family pension on monthly basis.
7. The payment of medical allowance shall be counted for as a part of Sub-Head under Pension and other Retirement Benefits and n o separate Head shall be opened for the purpose.
8. These orders will take effect from 1.12.1997.
9. In so far as, retired/retiring employees of Indian Audit and Accounts Department are concerned these orders have been issued after consultation with the Comptroller and Auditor General of India.

Sub: Engagement of contractors for works like cleaning, sweeping, dusting and watching of CSIR Labs/Instts. Buildings.

Please recall the discussion which we had during the Director's Conference at NIO, Goa in connection with engagement of contractors for the works like sweeping, cleaning, dusting and watching of CSIR Labs/Instts buildings.

After the Supreme Court Judgement in Air India case, Labour Department vide notification no. 22(17)/97-LS.III dt 8-9-97 had prohibited engagement of contractors for cleaning and security requirements and CSIR was also brought within the purview of this notification. Various problems had arisen on account of the above development.

In view of the numerous representations received from State Governments about the difficulties which has arisen on account of the above, the Chief Labour Commissioner, Government of India, vide his letter dated 2-2-98 has put in abeyance instructions contained in their letter dated 8-9-97 on the basis of which these restrictions were imposed on CSIR and others. A copy of the letter of Chief Labour Commissioner is enclosed which is self-explanatory.

Copy of CSIR DO No. 14(6)/86-E.II dated 4.2.1998

F.No. 22(17)/97-LS.III dated 2.2.1998

Subject:- Supreme Court Judgement in Civil Appeal No. 15535 arising out of SLP@ No.7417 of 1992 :- over an appeal filed by Air India Corporation Ltd., against the judgement of the Bombay High Court under the contract Labour (R&A) Act, 1970 - implication thereof.

In this Office instruction No.2/97 sent vide letter of even number dated 8.9.1997 it was desired to follow the above judgement in letter and spirit.

A number of representations have been received by the Ministry from various State Governments expressing their feelings in regard to the difficulties which have arisen on account of interpretation of the above judgement of the Supreme Court. The matter was also raised in the last meeting of Indian Labour Conference held on 18th and 19th December, 1997. The ILC observed that either a review petition should be filed before the Supreme Court OR the powers of the Central Government as the appropriate government should be delegated to state Governments under Section 39 of the I.D.Act. The matter is accordingly under consideration of the Ministry of Labour. In the light of this development, please keep the contents of above instruction dated 8.9.1997 in abeyance. In other words, all the RLCs should maintain status quo ante and let the concerned state governments function as appropriate government in respect of the Central government public undertakings which was the position prevailing before the above judgement, The final decision taken by the Ministry in the above case will be communicated to you in due course.

(51)

Sub: Reduction in Casual Leave entitlement and various recommendations of the Fifth Pay Commission in respect of number of holiday/working week etc.

I am directed to forward herewith a copy of DoPT OM No. 12/9/94-JCA dated 14.1.98 regarding reduction in Casual Leave entitlement and various recommendations of the 5th Pay Commission in respect of number of holiday/working week etc. received from the Govt. Of India for your information and further necessary action.

Copy of CSIR letter No. 17(68)/97-PPS dated 9.2.1998

F.No. 12/9/94-JCA dated 14.1.1998 of Government of India, Ministry of Personnel, PG and Pensioners, DoPT.

In the light of the various recommendations of Fifth Central Pay Commission contained in chapter 118 of the Report Relating to Hours of work and Holidays etc., the following decisions have been taken by the Government.

2. Working Week: It has been decided to continue the five-day-week working system introduced since June-1985 in the civil administrative offices of Government of India. Departments whose functions are pre-dominantly marked by public dealings or of commercial nature and at present are functioning on 5 day-week basis, will review the existing arrangements and basis, will review the existing arrangements and switch over to 6 day week wherever feasible. Action taken in this regard will be reported to this Ministry within the next four months.
3. Holidays: The existing system of holidays will continue. No holiday shall however be declared in the event of death of any person other than the incumbent Prime Minister of India. Suitable orders in this regard have already been issued by the Ministry of Home Affairs vide OM No. 3/2/97-Public dated 21.11.1997.
4. Casual Leave Entitlement: It has also been decided to reduce with effect from 01-01-1998 the no. of days of Casual Leave for Central Government employees from the existing 12 days to 8 days in a year. Various Departments may also effect corresponding reduction with effect from 1st January, 1998 where the Casual Leave entitlement for certain categories is higher than 12 under intimation to this Ministry.
5. All Ministries/Departments may bring the above decision t the notice of all concerned under their administrative control and ensure compliance with these instructions.

(52)

Sub: Scheme of engagement of Consultants – Revision of guidelines regarding.

Normally, appointments are made in the Govt. against sanctioned posts. However, occasion may arise where for undertaking specific jobs of a specialized nature specialists have to be appointed as Consultants. Such Consultancies may be appointed either on a

full-time or a part-time basis. In the case of full time Consultants, he is not allowed to take up any other assignment during the period of consultancy. In the case of a part-time consultant since the services are not availed of on a whole-time basis, there is no objection to his undertaking other jobs. Further, the Officers engaged as Consultants could be either non-officials (outside experts) or retired Govt. servants.

2. The question of further streamlining the guidelines on the scheme of engagement of Consultants including the revision of fee payable to consultant has been under consideration of the Government in the context of the revision of pay scales of Central Govt. employees on the recommendations of the Fifth Central Pay Commission and it has now been decided that henceforth engagement of consultants (retired Govt. servants as well as outside experts) should be limited to skills which are not available within the cadre or in respect of specific and time bound jobs like preparation of Project Reports etc. and no Consultant should be engaged for routine day to day work, for which regular staff is available, or to work as Personal staff of Senior Officers and Ministers if the job can be performed by a serving cadre officer. Accordingly, in modification of the existing guidelines issued as per this Department's OM No. 16011/6/93-Estt. (Allow) dated the 21st December, 1993, the different aspects of the scheme of engagement of Consultants, including the payment of fee to them, will henceforth be regulated as under:-

a. Criteria & Number of Consultants

Consultants should be engaged only to undertake specific jobs of a specialized nature and should not be appointed for the regular work of the Ministers/Departments. Engagement of any Consultant (whether outside experts, i.e those who have not been in Govt. service, or retired Govt. servants) should henceforth be limited to tapping of skills which is not available within the cadre or for attending to specific and time bound jobs like preparation of Project Reports etc. and engagement of Consultants should not at all allowed for routine day to day work for which the Ministries/Departments have regular staff support.

The strength of Consultants should be restricted to 10% of the total number of posts at the level of Joint Secretary and above within the Ministry/Department, including attended/subordinate offices, except in case of the Planning Commission, where the maximum number of consultants can be upto 25. When retiring/retired Govt. servants are engaged as consultants, the number of such Govt. servants shall not exceed two at any time. In exceptional cases, where a consultant is engaged for performing regular work, the post earmarked for such work should be kept vacant till he completes the work as Consultants.

In respect of Ministries/Departments having special problems, where appointment of retired/retiring employees in large number is unavoidable, proposals may be made separately for such appointment beyond the permissible limit to the Department of Personnel & Training and Ministry of Finance.

b. Period of engagement

Consultants may be engaged for the minimum period required. The maximum period of engagement should not exceed two years in case of outside experts. (An outside expert is one who has not been in Govt. service.) however, in case of retiring/retired Govt. servants, the period of engagement as Consultants should not exceed six months. To ensure this, Consultants should not be engaged for jobs which cannot be completed within a period of two years or six months, as the case may be.

c. Age limit

No retired Govt. servant should be engaged as a Consultant beyond the age of 62 years. No relaxation of age limit shall henceforth be allowed by the Department of Personnel & Training.

d. Fee

The consolidated fee payable may be decided in each case by Ministries/Departments in consultation with their Financial Advisers after taking into account all the relevant factors including the level of the post which the individual held on the date of his retirement.

In the case of non-officials (outside experts), the fee will henceforth be subject to a ceiling of Rs. 26000 pm (with no DA, HRA, CCA or any other relief) if the engagement as Consultant is on a whole time basis and of Rs. 13000 pm (with no DA, HRA, CCA or any other relief) if the engagement is on a part time basis. In the case of retiring/retired Govt. servants engaged as a part time consultant the fee will be subject to a ceiling of Rs. 6500 pm (without any adjustment of the pension drawn by him). In case any Ministry/Department wished to appoint any retired Govt. servant as a consultant at a fee higher than the limit prescribed, it should obtain the approval of the Appointments Committee of the Cabinet by following the procedure proscribed in this regard.

Special care should be taken to ensure that henceforth the fee is fixed at an appropriate amount and is not fixed at the maximum as has been the tendency hitherto, when the fee was routinely fixed at Rs. 4000/8000. Further, in the case of a retired Govt. servant engaged as a full time consultant, it should be ensured that the fee plus pension drawn by him should not exceed the last pay drawn, provided that in the case of pre 1.1.96 retiree the notional pay he would have drawn as on 1.1.96 in the revised pay scale on the basis of the last pay drawn by him before retirement in the pre revised pay scale shall be treated as the last pay drawn. In the cases of a retired Govt. servant engaged as a part time consultant, the fee should not exceed half the amount of last pay drawn, or deemed to have been drawn, as the case may be. Wherever it is considered appropriate, Ministries/Departments could consider the payment of fee on a lumpsum basis in two or three installments, keeping in view the quantum of work handled by the Consultant.

3. The provisions regarding payment of TA, DA and the facility of Telephone and Accommodation will continue to be the same as prescribed under this Department's Om dated 21.12.93.

4. The Financial Advisers of the Ministries/Departments should ensure that no consultant (outside expert or retired Govt. servant) is engaged/continued to be engaged in violation of these instructions so that there is no case for seeking expost- facto approval for regularizing any infringement thereof. No extension of consultancy should be allowed without the prior approval of the Deptt. Of Personnel & Training. Proposals for extension of consultancy, if at all required in any case in public interest, as also for any other relaxation of the conditions, should be forwarded through the Financial Adviser of the concerned Ministry/Department. To facilitate proper/timely scrutiny of the proposal for extension of consultancy in any genuine case, up-to-date information regarding the Consultants position in the Ministry/Department as a whole (as per prescribed proforma) should be forwarded, on file. However, no relaxation of the period of the consultancy of retired Govt. servants beyond a total period of one year and the age limit of 62 years in their case shall henceforth be considered/allowed in any case.
5. Ministries/Department are also requested to ensure that to facilitate Central monitoring of the scheme of engagement of Consultants, the information about the consultants employed in the Ministries/Departments including subordinate officers, as on 1st Jan. and 1st July of every year should be forwarded to this Department in the prescribed proforma well in time. The Financial Advisers may also adopt appropriate procedures for the requisite monitoring of the scheme within the Ministry/Department.
6. These orders take effect from 1st December, 1997. The fee of the Consultants who are engaged on or after 1.12.97 as also of those/whose consultancy is continued beyond that date, with proper approval, may be refixed w.e.f. 1.12.1997, keeping in view the provisions of para 2(d) above.

Copy of CSIR letter No. 17(211)/94-EII dated 27.3.1998

(53)

Sub: House Building Advance Scheme for Central Government Employees-Implementation of the recommendation of the Fifth Central Pay Commission.

I am sending herewith a copy of OM No. 1/17015/6/97/H.III dated 14.1.1998, issued i.e Govt. of India, Ministry of Urban Affairs & Employment on the above subject for your information, guidance and further necessary action in the matter.

CSIR has already circulated the Govt. of India, Ministry of Urban Affairs & Employment OM No. 1/17015/6/97/H.III dated 16.12.1997 on the above subject vide CSIR circular letter No. 17(68)/97-PPS dated 30.12.1997 to all the Labs./Instts. The OM under reference conveys the decision of Govt. of India for enhancement of HBA not exceeding the amount of HBA already sanctioned i.e. not more than 100% of the HBA previously sanctioned and sanction of HBA at the enhanced rate to the applicants subject to the conditions stipulated in the OM under reference. The staff members who are eligible and desirous of availing the enhanced HBA may be directed to forward the applications with the details of the previous HBA sanctioned to them (copy of the OM issued in this regard

should be enclosed), a certificate to the effect that the construction of the house is not yet completed issued by the Municipal Authority within whose purview land is situated, an undertaking from the employee that he would be prepared to execute a supplementary mortgage deed and produce personal bond and sureties at his expense. Kindly instruct the COA's to forward only such applications who fulfill the eligibility conditions as per Govt. of India OM.

Copy of CSIR letter No. 17(68)/97-PPS dated 27.3.1998

F.No. 1/17015/6/97/H.III dated 14.1.1998 of Government of India, Ministry of Urban Affairs & Employment.

The undersigned is directed to invite attention to this Ministry's OM NO. I/17015/5/97/H.III dated 15.12.97 on the above subject and to say that the question of enhancement of House Building Advance in past cases has been considered and it has been decided that enhancement of House Building Advance not exceeding the amount of House Building Advance already sanctioned i.e. not more than 100% of the House Building Advance previously sanctioned, may be allowed to Government servants if applied for subject to the following conditions:-

- a. The Government servant should not have drawn the entire amount of House Building Advance sanctioned under earlier orders and/or where construction is not completed/full cost towards acquisition of house/flat is yet to be paid.
- b. There will be no deviation from the approved plan of construction on the basis of which the original sanction of House Building Advance was accorded.
- c. The original cost taken into account at the time of sanctioning the original House Building Advance would only from the base.
- d. Supplementary Mortgage Deed, Personal Bond and Sureties should be drawn and executed at the expense of the loanee.
- e. The actual entitlement will be restricted to the repaying capacity computed on the basis of the formula laid down in this Ministry's OM No. I/17015/16/92-H.III dated 30.4. 93. it should be ensured that the entire amount of advance with interest is recovered before retirement of the Government servant.
- f. Rate of Interest: The old rate of interest should be levied for the old sanction and the revised rate of interest should be levied on the enhanced house building advance amount. However, the revised rate of interest as applicable on the enhanced house building advance will be as per the slab applicable to the total sanctioned house building advance amount (i.e. amount already sanctioned plus enhanced sanction).

2. In so far as the person serving in the India Audit and Accounts Department are concerned, these orders are issue in consultation with the Comptroller and Auditor General of India.

Sub: Deputation (Duty Allowance – Recommendations of the Fifth Central Pay Commission.

I am directed to forward herewith OM No. 2/8/97-(Pay-II) dated 11.3.98 received from Govt. of India, Ministry of Personnel & Public Grievances and Pensions, Department of Personnel and Training on the subject cited above for information/guidance and necessary action.

Copy of CSIR letter No. 17(68)/97-PPS dated 31.3.1998

F.No. 2/8/97-Estt. (PAY II) Dated 11.3.1998 of Government of India, Ministry of Personnel Public Grievances & Pension, Department of Personnel & Training.

The undersigned is directed to say that at present the amount of Deputation (Duty) Allowance is regulated by the provisions contained in paras 4.1 and 6.1 of this Department's OM No. 2/29/91-Estt. (Pay II) dated 5th January, 1994. The question of revising the amount of Deputation (Duty) Allowance on the basis of the recommendations made by the Fifth Central Pay Commission in chapter 110 of their Report was under consideration of the Government. Consequent upon the decision taken by Government on these recommendations, the President in partial modification of the above referred provisions is pleased to decide the following rates of Deputation (Duty) allowance -

- a. 5% of the employee's basic pay subject to a maximum of Rs. 500/- per month when the transfer is within the same station; and
- b. 10% of the employee's basic pay subject to a maximum of Rs. 1000/- per month in all other cases.

2. The Deputation (Duty) Allowance shall be further restricted as under:-

- i. Pay+ Deputation (Duty) Allowance shall not exceed the maximum of the scale of pay of ex-cadre post; and
 - ii. Pay+ Deputation (Duty) Allowance shall at no time exceed Rs. 22400/- pm.
3. The President is also pleased to decide that the restriction under FR 35 mentioned in paragraph 2 of this Department OM No. 6/30/86-Estt. (Pay II) dated the 9th Dec., 1986 will now be as under:-

a.	For employees in receipt of basis pay upto Rs. 8000/- pm	15% of the basic pay subject to a maximum of Rs. 1000/- pm.
b.	For employees in receipt of basic pay above Rs. 8000/- pm	12 ½% of the basic pay subject to a maximum of Rs. 1000/-

4. Other provisions laid down in this Department's OM dated 5.1.1994, referred to above, would remain unchanged.
5. In so far as persons serving in the Indian Audit & Accounts Department are concerned these orders issue after consultation with the comptroller & Auditor General of India.
6. These orders shall taken effect from 1st August, 1997. The cases of deputations prior to this date shall be governed by the orders dated 5th January, 1994, referred to in para 1 above.

(55)

Sub: Fixation of pay of casual labourers with temporary status on regularization against a Group 'D' post.

I am enclosing herewith GOI, Ministry of Personnel, Public Grievances and Pension, DaPT O.M. No. 49014/4/97-Estt.[c] dated 29.1.98 on the subject cited above for information, guidance and further necessary action.

In terms of the OM under reference, it is clarified that the pay of casual labourers with temporary status on their regularization against a Group 'D' post may be fixed at the minimum of the pay scale of the relevant Group 'D' post.

It is further clarified that the pay in respect of causal workers identified and conferred temporary status on their regularization against Group 'C' /II posts be fixed, on the same analogy, at the minimum of the pay scale attached to the entry level grade of these groups.

Copy of CSIR letter No. 2(28)/91-E.II dated 15.4.1998

F.No. 49014/4/97-Estt.[c] dated 29.1.1998

The undersigned is directed to say that references are being received in this Department seeking clarifications with regard to fixation of pay of casual labourers with temporary status on their regularization against a group 'D' post.

2.As per the provisions of Casual Labourers (Grant of Temporary Status and Regularization) Scheme, the conferment of temporary status of the casual labourers is without reference to the availability of a regular Group 'D' post and despite conferment of temporary status they continue to draw wages on actual basis. The pay of casual labourer with temporary status on their regularization against a Group 'D' post may, therefore, be fixed at the minimum of the pay scale of the relevant Group 'D' post.

3. This issues in concurrence with the Ministry of Finance vide their ID no. 1675/EIII -A /98 dated 9-1-98.

(56)

Sub: Leave Travel Concession – Relaxation of time-limit for drawal of LTC advance.

I am directed to forward herewith a copy of OM No. 31011/5/98-Estt.(A) dated 30.3.1998 issued by the Govt. of India, Department of Personnel and Training on the above subject for your information/guidance and further necessary action.

CSIR has already implemented Govt. of India decision relating to LTC bases on FCPC recommendations. The OM under reference conveys the decision of the Govt. of India with regard to raising the time limit for drawal of LTC advance.

Copy of CSIR letter No. 17(68)/97-PPS dated 16.4.1998

F.No. 31011/5/98-Estt.(A) dated 30.3.1998 of Government of India, Ministry of Personnel, Public Grievances & Pension, DoPT.

The undersigned is directed to refer to this Department's OM No. 31011/5/96-Estt. (A) dated 19.2.1997 on the subject mentioned above and to say that according to the said OM a Government servant can draw advance in respect of the journey proposed to be performed under the LTC scheme, by himself and/or by the members of his family thirty-five days before the proposed date of the outward journey.

2. Since the Railways have increased the time-limit for reservation of seats/berths from 30 days to sixty days, it has been decided by this Department that a Government employee can draw advance for LTC journey for himself and his family members sixty-five days before the proposed date of the outward journey. He should however, produce the outward railway tickets within ten days of the drawal of advance to the competent authority to show that he has actually utilized the amount to purchase the tickets.

(57)

Sub:- Grant of Paternity Leave to casual employees who have been granted temporary status.

The undersigned is directed to say that the question as to whether the male casual employees who have been granted temporary status could be allowed the benefit of Paternity Leave, was under consideration of the Government. It has been decided that the benefit of Paternity Leave as admissible to regular Government employees, on the recommendations of the Fifth Central Pay Commission, may also be extended to the casual employees who have been granted temporary status. The provisions of Casual labourers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993 may be modified as under:

- (a) A male casual employee who has been bestowed with temporary status with and who has less than two surviving children may be granted Paternity Leave for a period of 16 days

during the confinement of his wife. During the period of such leave he shall be paid wages in respect of the working days equal to the wages drawn immediately before proceeding on leave.

- (b) Paternity leave shall not be debited against the leave account and may be combined with pro-rata earned leave admissible to the casual employees, under "Casual Labourers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993."
- 2. These orders take effect from the date of issue.
- 3. However, the benefit of Paternity Leave to a casual male employee with temporary status may also be allowed in case his wife had given birth to the child on a date not prior to 135 days from the date of issue of these orders.

Copy of CSIR letter No. 2(28)/91-E.II dated 20.4.1998

(58)

Sub: Payment of Transport Allowance to the employees.

With reference to your letter No. CMC/COA/29 dated 2nd April 1998 on the above subject, I am directed to number dated 10.3.1998 the payment of Transport Allowance and charging for the use of official bus service by the employees wanting to do so are two separate issues independent of each other. The Transport Allowance at the prescribed rates is to be paid to all the employees in the first instance. It is the discretion of the employees to use or not to use the bus service. The employees wanting to avail the official bus service are to be charged at the rates as per formula given in the above cited CSIR circular.

It is hoped that the above clarifies the point of doubt raised by you.

Copy of CSIR letter No. 17/68/97-PPS dated 1.5.1998

(59)

Sub:- Grant of Study Leave to CSIR Scientists to undergo a special course of study within India.

I am directed to state that in line with the provision made under para 8.12 of the Foreign Deputation, guidelines which provides for Grant of Study Leave for studies abroad by CSIR scientists on completion of three years regular service, a proposal was placed before the Governing Body for reducing the requirement of minimum years of regular service for higher studies within India also.

The Governing Body considered the matter at its 144th meeting held on 18.2.1998 and approved the proposal for reducing the conditions of regular continuous service for Grant of Study Leave to CSIR scientists to undergo higher studies within India to three years as against five years as stipulated under Sub-rule 5(1) of Rule -50 of CCS (Leave) Rules

as made applicable to the Council employees, subject to the fulfillment of other conditions stipulated under the said rule.

The above decision may kindly be brought to the notice of all concerned in your Laboratory for their information, guidance and necessary action.

Copy of CSIR letter No. 3(32)/97-E.II dated 8.5.1998

(60)

Sub: Recommendations of the Fifth Central Pay Commission – Decisions relating to grant of special pay.

The undersigned is directed to say that the Fifth Central Pay Commission in para 109.3 of its Report has reiterated the recommendation of the Third Central Pay Commission that the device of Special pay should be used as sparingly as possible. The Fifth Pay Commission has separately recommended discontinuance of special pay in certain specific cases and has recommended that each Department should undertake a thorough review of cases of special pay to determine the necessity for its continuance. Pending review, in para 109.4 of the Report the Commission has made recommendation regarding the quantum of special pay. The recommendation of the Commission has been considered by the Government and the President is pleased to decide as under:-

- a. The special pay already admissible would be doubled in those cases where it was sanctioned at the current rates between January 1, 1986 and December 31, 1990 and enhanced by 50% in those cases where it was revised or introduced at rates higher than current rates after December 31, 1990.
- b. Where the special pay was sanctioned as a percentage of the basic pay, the quantum would be decided in consultation with this Department and the Ministry of Finance.
- c. The orders regarding special pay to Cashiers will be issued separately.
- d. The special pay would henceforth be termed as special allowance as recommended by the Fifth Central Pay Commission in para 109.5 of the Report and would be granted as hitherto subject to same conditions as are stipulated in FR 9(25).
2. These orders would be effective from 1st August 1997.
3. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders are being issued after consultation with the Comptroller & Auditor General of India.

Copy of CSIR letter No. 17/68/97-PPS dated 14.5.1998

(61)

Sub: Recruitment to the posts in the pay scale below Rs. 1400-2300 (pre-revised) through Employment Exchange.

I am directed to enclose herewith a copy of the judgement dated 26th March, 1998 delivered by the Central Administrative Tribunal, Principal Bench, New Delhi in OA No. 826/97 (Kulwant Singh and Tanwir Ahmed Qureshi Vs. Director, Indian Institute of Petroleum, Dehradun) on the above subject for your information and guidance.

In the above context it may also be mentioned here that as per Scheme formulated based on the directions of the Hon'ble Supreme Court in the case filed by some of the casual workers and approved by the Governing Body circulated vide CSIR letter No. 2/28/91-EII dated 6.12.1995, all the vacancies in Groups – I & II (Technical) and Groups – C&D (Non-technical) are to be utilized for regularization of the casual workers identified for absorption under the said Scheme and no direct recruitment from outside candidates is to be made till such time all the eligible casual workers engaged by the different Labs./Instts. are regularized. This condition also applies to the labs / instts. where there may not be any eligible casual workers. In their cases, if any of the vacancies in Groups I&II (Technical) and Groups C&D (Non-technical) is to be filled up with the eligible casual workers have to be obtained from other Labs/Instts. For this purpose, the vacancies should be notified to all the Labs/instts. through the letters addressed to all the Directors by Registered post requesting them to bring the same to the notice of all the eligible casual workers and to send back the applications received in response from the concerned casual workers.

It has been noted that some of the Labs/Instts. are still restoring to the recruitment to the above category of posts from outside candidates which is not in order. It is, therefore, requested that the above instructions may kindly be brought to the notice of all concerned in your Las/Instts. once again for information, guidance and strict compliance.

Copy of CSIR letter No. 2(28)/91-E.II dated 20.5.1998

(62)

Sub: Fifth Central Pay Commission – Age of Retirement – Raising of – FR 56.

The undersigned is directed to say that recommendations made by the Fifth Central Pay Commission in paragraphs 128.16 and 128.17 relating to age of retirement for Central Government employees have examined carefully and the President is pleased to direct that:

- a. Except as otherwise provided specifically, every Government servant whose age of retirement is currently 58 years shall now retire from service on the afternoon of the last day of the month in which he/she attains the age of sixty years. However, Government servants whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years;
- b. There shall be complete ban on extension in service beyond the age of superannuation except in the case of medical and scientific specialists who can be granted extension in service, on a case, to case basis. Upto the age of 62 years. Officers connected with budget work and full-time Members of the Committee likely to be wound up shortly may be given

extension in service for a maximum period of three months in public interest, on a case to case basis.

3. These orders will come into force with effect from the date of Notification of amendment to the relevant rules and regulations, etc. and will be applicable to all Central Government employees except those who have already retired in accordance with the earlier rules, those who are on extension in service on the date of issue of these orders or those who are governed by specific rules and/or regulations. An amendment to the FR 56 has been issued separately today (copy enclosed).
4. Consequent upon the increase in the age of retirement, amendment to the All India Service (Death Cum Retirement Benefit) Rules, 1958 have been notified separately today.
5. Consequent upon enhancement of the age of retirement from 58 to 60 years all Ministries/Departments are requested to review the vacancies arising from retirement in regard to direct recruitment as well as promotion so that there is no over-recruitment or litigation leading to creation of supernumerary posts or review DPCs because of change in the zone of consideration as result of reduction in the number of retirement vacancies.
6. It has been also decided that the age of retirement of the personnel of the Armed Forces and the Central Para-Military Forces, be enhanced by two years Necessary orders and amendment to the respective rules, etc. will be issued by the Ministry of Defence and Ministry of Home Affairs, as the case may be in consultation with Department of Personnel & Training.
7. So far 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.

Copy of CSIR letter No. 17/68/PPS/97-E.II dated 20.5.1998

(63)

Sub: Grant of extension in service in the case of medical and scientific specialists on a case to case basis.

I am directed to state that references are being received from the Labs/Instts. regarding extension of service beyond the superannuation age of 60 years. The relevant Government of India orders are under active consideration of CSIR and other Science Departments for formulating the necessary common guidelines. The guidelines after approval by the competent authority, will be circulated to all the Labs/Instts. for their information and guidance.

Keeping in view the fact that any guidelines that may be approved by the competent authority would be effective only prospectively, the concerned employees till such time any guidelines are issued on the subject, would retire in the normal course on their attaining the age of superannuation of 60 years.

Copy of CSIR letter No 17/68/98-PPS dated 9.7.1998

(64)

Sub: Casual Leave.

The undersigned is directed to refer to this Department's OM No. 12/9/94-JCA dated 1.4.1998 and to say that wef 1-1-1998, Central Government servants are entitled to 8 days casual leave in a calendar year.

2. It is clarified that the entitlement of 8 days Casual Leave in a calendar year is subject to the condition that not more than 5 days casual leave may be allowed at any one time. The Head of the Office may, however, waive this condition in individual cases if he considers that there are exceptional circumstances justifying relaxation in this regard.
3. In regard to persons who join government service in the middle of a calendar year, the authority competent to grant such leave will have the discretion to grant either the full period of 8 days casual leave or only a proportion thereof, after taking into account and the circumstances of the case.
4. It is further clarified that the operating and maintenance staff etc., who were entitled to 15 days C.L. till 31.12.97, would be allowed 10 days casual leave in a calendar year w.e.f. 1.1.98 (i.e. reduced by 1/3rd of the total).
5. Sundays or closed holidays which precede a period of casual leave or come at the end may be prefixed or suffixed to such leave. Similarly, public holidays and weekly offs falling within the period of casual leave should not be counted as part of casual leave.
6. The instructions contained in Ministry of Home Affairs OM No. 6/3/59-Estt.(A) dated 23.12.1959 & 20.8.1960 and DPAR OM No. 27/6/73-Estt.(B) dated 8.7.74 and 28016/1/77-Estt.(A) dated 17.9.77 are hereby rescinded.

Copy of CSIR letter No. 17/68/97-PPS dated 14.7.1998

(65)

Sub: Liberalization of House Building Advance Scheme for Central Government employees – Disbursement of advance required partly for purchase of land and partly for construction of new house.

At present, an amount not exceeding 20% of the sanctioned advance (16% in the case of double-storeyed new house) is payable to a Government servant for purchasing a developed plot of land on which construction can commence immediately on receipt of the loan on his executing an agreement in the prescribed form etc. In view of the phenomenal rise in the cost of land vis-à-vis the cost of construction over the years, the question of enhancement of the above percentage has been considered in this Ministry in consultation with the Ministry of Finance and it has been decided to liberalize the aforesaid disbursement limits as under:-

	Existing limit	Revised limit
Advance required partly for purchase of land and partly for constructions of a new single storeyed house	20%	40%
Double storeyed new house	15%	30%

2. All other conditions remain unchanged.

3. This issues with the approval of C&AG of India in so far as persons working in the Indian Audit and Accounts Department.

4. Hindi version is enclosed.

Copy of CSIR letter 16/63/RS/91-E.II dated 4.8.1998

(66)

Sub: House Building Advance for Central Government Employees implementation of the recommendation of the Firth Central Pay Commission.

In continuation of this office circular of even No. dated 27.3.1998 forwarding therewith a copy of OM No. 1/17015/6/97/H.III dated 14.1.1998 of the Ministry of Urban Affairs & Employment on the above subject, I am directed to state that the matter has been examined again in view of the difficulty being faced by the employees in getting a certificate of non-completion of the house from the municipality/local authority. It has, therefore, been decided to accept the non-completion certificate issued jointly by the Civil Engineer and SFAO/FAO of the of the lab./Instt. concerned after due inspection of the site by them. The certificate should specify all the works lying incomplete and their approximate cost estimate. It may please be noted that the officers concerned issuing the certificate will be personally held responsible for the correctness of the facts in the certificate issued by them.

Other conditions stipulated in the Govt. of India OM No. 1/17015/6/97/H.III dated 14.1.1998 under reference for grant of enhanced HBA will remain the same.

The above decision may be brought to the notice of all concerned.

Copy of CSIR letter No. 17(68)/97-PPS dated 12.8.1998

(67)

Sub: House Rent to CSIR Staff whose houses have been acquired by CSIR under HBA Rules, 1985.

I am to inform that the Director-General, Council of Scientific and Industrial Research has been pleased to approve the modification of Rule 6 (c)(ii) of the CSIR HBA Rules, 1985 relating to the payment of rent to the employees whose houses had been acquired by CSIR under the said rules as under :-

Old Rule	Amended Rule
<p>Rule 6(c)ii</p> <p>For his house in the original place/offered to the Council, he will be paid rent equivalent to the sum of the amount of house rent allowance drawn by him immediately before his transfer while occupying his own house and the amount of house licence fee charged to him by the Council at the new station.</p>	<p>For his house in the original place, offered to the Council he will be paid Rent equivalent to the sum of the amount of house rent allowance at the rates notified by the Govt, of India/CSIR from time to time, on the pay drawn by the employees concerned which would have been admissible had he/she remained posted at the same Station where the house has been constructed and acquired by CSIR and the amount of house licence fee charged from him by the Council at the new Station.</p>

This is in supersession of letter No. 14(24)/97-E.II dated 27.8.1998.

Copy of CSIR letter No. 14(24)/97-E.II dated 7.9.1998

(68)

Sub: Labs/Instts. to be vigilant of any fraudulent circular purported to have been issued.

An instance of fraudulent circular purported to have been issued by Govt. of India and Circulated by CSIR to all the Labs/Instts. extending certain benefits, such as medical facility, all kinds of advances gratuity, etc. at par with regular employees to the casual workers has been brought to the notice of CSIR.

It is clarified for the information of all concerned that as clarified by the DoPT, Govt. of India no such circular was ever issued by the DoPT, Govt. of India and there is, therefore, no question of any endorsement of the same by the CSIR to its Labs/Instts. As such in case any such circular has been received by any other Lab/Instt. also, the same may be taken as being forged and ignored. Further, the Laboratories are also advised to be vigilant of any such fraudulent act by unscrupulous elements.

In the case of forgery under reference, the matter has been handed over to the investigating authorities to nab the person(s) responsible for the same for taking strict action against them.

The laboratories are requested to kindly check with CSIR Hqrs. in case of any doubt on the genuinenity of any circular received in future through other channels and should not act upon them unless received from CSIR Hqrs.

It is requested that the above contents may kindly be brought to the notice of all the staff members of your Labs/Instts. for their information, guidance and necessary action.

Copy of CSIR letter No. 17(68)/77-PPS dated 11.9.1998

(69)

Sub:- Implementation of Government's decision on the recommendations of the 5th Central Pay Commission – Grant of fixed Medical Allowance @ Rs. 100/- p.m. to Central Government Pensioners residing in areas not covered under CGHS – Clarifications in respect of existing pensioners.

The undersigned is directed to refer to this Department's O.M. of even number dated 19th December, 1997 on the subject mentioned above and to clarify the position with regard to Paras 2, 3 and 4 of the Office Memorandum:-

- i. The recommendation of the Fifth Pay Commission for payment of fixed Medical Allowance is specifically for pensioners/family pensioners residing in areas not covered by CGHS.
- ii. The pensioners residing in a place where CGHS facilities are available cannot opt for Medical Allowance of Rs. 100/- p.m. in lieu of OPD facilities.
- iii. As CGHS facility is not made compulsory to all the Central Govt. pensioners, there are several pensioners who have not opted for such facility at the time of their retirement. In such cases, the fixed Medical Allowance is not payable if they are residing in areas where CGHS facility exists.
- iv. The fixed Medical Allowance of Rs. 100/- p.m. in lieu of OPD facilities has to be paid to the pensioners on the basis of declaration submitted by them that they are residing in the area where CGHS facility is not available.

In view of the position mentioned above it is further clarified that Medical Allowance of Rs. 100/- p.m. is only for pensioners/family pensioners residing in non-CGHS areas. Wherever CGHS facilities are available, the Medical Allowance is not payable to the pensioners.

2. Option for Medical Allowance is to be given by only those pensioners who are residing outside CGHS areas.
3. Wherever Medical Allowance of Rs. 100/- p.m. has been paid to the pensioners who are residing in areas where CGHS facilities are available, suitable recoveries may be made from them.
4. A list of cities where CGHS facilities are available is enclosed for guidance.

Copy of CSIR letter No. 17/68/97-PPS dated 23.9.1998

(70)

Sub: Implementation of the recommendations made in the "Study report on Welfare Measures for the Central Government Employees" on Employment on Compassionate Grounds. I am directed to forward herewith a copy of OM No. 32/4/98-Welfare dated 29.7.1998 on the above subject, for your kind information and guidance. Your attention is

invited particularly to the recommendation No. 4 of the Study Reports for taking further necessary action. The recommendation No. 2 made in the Report authorising the Secretary to relax limit of 5% of Direct recruitment vacancies for making compassionate appointment has not been accepted by Govt. of India may also please be noted for information.

Copy of CSIR letter No. 17(68)/97-PPS dated 12.10.1998

(71)

Sub: Payment of house rent to the Council employees whose houses have been acquired by CSIR under CSIR HBA Rules, 1985.

I am directed to refer to CSIR circular dated 7th September 1998 relating to the payment of rent to the Council employees whose houses have been acquired by the Council under CSIR HBA Rules 1985 and to state that clarification has been sought by some of the Labs/Instts. about the effective date for implementation of the amended rule.

The matter has been considered by the competent authority and it has been decided that the amended rule will be effective from 1.8.1997.

Further, it may also be clarified here that there being no provision under the CSIR HBA Rules, 1985, for acquiring the house of the employee working in the same station where the house has been constructed, the above decision will not be applicable to the cases of such employees.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Labs/Instts. for their information, guidance and necessary action.

Copy of CSIR letter No. 14(24)/97-E.II dated 13.10.1998

(72)

Sub: Ante-dating of increment of S&T staff under proviso 2 to Rule 8 of CCS (Revised Pay) Rules, 1997.

I am directed to state that references are being received from the Labs/Instts. seeking clarification regarding the admissibility of the benefit of ante-dating of increments of Scientific & Technical Personnel of CSIR with reference to the pay of the junior under proviso 2 to Rule 8 of CCS (Revised Pay) Rules, 1997.

The matter has been considered in consultation with Finance and it is accordingly clarified that the benefit of ante-dating of increment under proviso 2 to Rule 8 of CCS (Revised pay) Rules, 1997 could be allowed to the S&T staff who were drawing more pay than their juniors in the pre-revised scale and whose pay on implementation of the Vth Pay Commission recommendations in CSIR was fixed at the same stage as that of their juniors in the revised pay scale and consequently the juniors started drawing more pay than the seniors by virtue of the date of their increment falling earlier to the date of increment of the seniors, subject to fulfillment of all the conditions stipulated for such ante-dating

under the relevant rules, instructions issued on the subject by the Govt. of India from time to time.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Labs/Insts. for their information, guidance and necessary action.

Copy of CSIR letter No. 17/66/25/94-PPS dated 24.11.1998

(73)

Sub: House Building Advance (HBA) Rules - Reg.

I am directed to state that with a view to improve the housing facilities for the Council employees, a "Committee on CSIR Housing" was constituted by the DG, CSIR under the Chairmanship of Dr. KV Raghavan, Director, IICT to make in depth study of the existing housing facilities in CSIR Labs./Instts. and to formulate short and long term plans for attaining optimum level of satisfaction.

As one of the recommendations in its report, the Committee suggested an "Integrated Approach for Development of CSIR Housing with liberalization of the HBA norms to promote purchase of houses/flats by the employees to reduce the burden on Council accommodation, as one of the measures.

The above recommendation of the Committee was placed before the Governing Body of CSIR at its 145th meeting held on 27th July 1998. The Governing Body determined the repaying capacity of an employee for the purpose of grant of Housing Building Advance as per extant rules, in the following basis:

The above recommendation of the Committee was placed before the Governing Body of CSIR at its 145th meeting held on 27th July 1998. The Governing Body considered the matter and approved the proposal to determine the repaying capacity of an employee for the purpose of grant of Housing Building Advance as per extant rules, on the following basis:

i.	a. In case of officials retiring after 20 years	50% of basis pay + NPA + stagnation increment
	b. In case of officials retiring after 10 years but not later than 20 years	Upto 60% of basic pay + NPA + stagnation increment & 85% of DCRG.
	c. In the case of officials retiring within 10 years	Upto 70% of basic pay + NPA + stagnation increment & 90% of DCRG.

- ii. The pay of the spouse employed in Central/State Government/Autonomous Bodies/Public Sector Units, Public Sector Enterprises, Local Bodies and other Semi Govt. Institutions; and
- iii. The assured amount of the insurance policies in the name of CSIR employee maturing before the date of his/her superannuation."

In addition to the above Governing Body also approved that the grant of HBA may be revised when the pay of an employee gets revised due to retrospective promotion

provided that the employee concern has not drawn the entire amount of HBA sectioned earlier. The above modification in the HBA Rules as made applicable to the Council employees will be effective from the date of issue of this circular.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Labs/Instts. for their information, guidance and necessary action.

Copy of CSIR letter No. 16/63/Misc./RS/91-E.II dated 27.11.1998

74)

Sub:- Authority for signing Pension Payment Order in the absence of Sr.F &AO/F&AO.

The CSIR had issued instructions vide circular letter No.4(1)/83-Pen dated 15.9.83 that PPO would be signed by Sr. F&AO/F&AO of the laboratory and further delegation to SO (F&A) should not be done by the Lab. at their own level. Such delegation, if required, would need prior approval of CSIR.

Instances have come to notice that in the absence of Sr. F &AO/F&AO, SO(F&A) have been delegated power to sign PPOs without seeking approval from CSIR.

Copy of CSIR letter No. 1(7)/94-Fianance dated 10.12.1998

(75)

Sub: Paucity of fund for HBA.

I am directed to inform you that due to paucity of funds it has been found that CSIR cannot entertain any HBA applications for this financial year. It is, therefore, requested to kindly not to forward any HBA proposal for consideration at CSIR till further instructions.

Incidentally, it has also been observed that some of the Labs/Instts. have released the HBA installments pertaining to the sanctions communicated in the previous financial years without obtaining proper revalidation from CSIR Hqrs., which is not proper. It is requested that in future no amount on account of HBA pertaining to sanction issued in the previous years should be released without obtaining the approval of CSIR Hqrs.

Copy of CSIR letter No. 16(63)/RS/98-E.II dated 22.12.1998

(76)

Sub: Purchase of houses from private individuals.

A study of HBA proposals received from different Labs/Instts. have revealed that a number of cases submitted relates to the purchase of houses from private individuals. It is very clearly provided in the rules that purchase of houses from private parties except registered builders (Owning the plot) and Housing Societies are permitted. As per HBA Rules "Private Parties" include Registered Builders, Architect, House Building Societies etc.,

but not the private individuals. Thus the processing of such cases at Hqrs. does not serve any useful purpose. Therefore, it is requested that such cases may not be forwarded to CSIR Hqrs. for consideration.

Copy of CSIR letter No. 16(63)/37/6/98-E.II dated 24.12.1998

(77)

Sub:- Anomaly in pay fixation due to services rendered in ex-cadre post of Assistant (F&A) on ad-hoc basis – Shri A.N. Chabra, Asstt. (G) – reg.

With reference to your letter No. 14(517)81-Estt. dated 21.7.98 on the subject cited above. I am directed to state in consultation with the Finance, CSIR that service rendered on ad-hoc basis in an ex-cadre post of Asstt. (F&A) will not count for the benefit of pay fixation/pay protection on subsequent promotion in regular cadre post of Asstt. (G). Further, you are also requested to ensure in future cases that if any promotional vacancy arises in the cadre for making ad-hoc arrangement, only the senior most person will be considered for ad-hoc promotion. In case the senior is already officiating on ad-hoc basis in an ex-cadre post, he should be given an opportunity to revert back to the cadre so that the consequential benefit of ad-hoc promotion is not denied to him. While offering him ad-hoc appointment, it may be made clear that in case he does not accept the same, he would have no claim for ad-hoc promotion pay fixation, etc.

Copy of CSIR letter No. 14(34)/97-E.II dated 30.12.1998

(78)

Sub: Recognition of Service Associations under Central Civil Services (Recognition of Service Associations) Rule, 1993 as made applicable to the CSIR employees.

Consequent upon the adoption of CCS(RSA) Rules 1993 by CSIR applications are invited from Associations who wish to be recognized under these Rules. The application accompanied by the following documents should reach Shri K.R. Sarma, Sr. Deputy Secretary (Labour Matters) in CSIR by 19.2.1999.

- a. Constitution of the Association.
- b. Name of the Office Bearers of the Association.
- c. List of members of the Association.

2. While forming Service Associations due care may be taken that its membership is restricted to the distinct categories of employees having commonality of interests so that there is no administrative problems or clash of interests among constituents of the Association. This will also ensure that such an Association functions as a compact body. Any Service Association representing different categories of employees will become an unwieldy and heterogeneous body not conducive to proper functioning due to divergent service interests.

However, there may be certain categories of staff who cannot form an Association owing to their small number. Such staff may join Service Association of another comparable category of employees.

3. The procedure for verification of membership for the purpose of recognition under the above mentioned Rules as laid down under GoI. DoPT OM No. 2/10/80-JCA dated 31.1.94 (Appendix I) shall be followed with such changes as necessary in the CSIR set –up.

4. The members of the Associations will be required to give their consent simultaneously in Annexure-I to the aforesaid OM for deduction of annual subscription from the pay rolls to the Sr. COA/COA/AO of the concerned Lab/Instt. The Concerned Sr. COA/COA/AO shall complete the work relating to the verification and its compilation and remit the information to Sr. Deputy Secretary (Labour Matters), CSIR in the proforma at Appendix II by Friday, the 9th April, 1999.
5. Recovery of annual subscription from pay rolls in favour of a particular applicant Association for the current financial year shall be made by the concerned Lab/Instt. In the month of March, 1999 and thereafter when recognition is accorded the recovery shall be made once a year in the month of July.
6. A copy of model constitution for the Service Associations to be formed in conformity with the CCS(RSA) Rules 1993 is enclosed for facility of reference.
7. With the implantation of these Rules, CSIR Hqrs./CSIR Labs/Instts. henceforth will deal only with those Service Associations which are accorded recognition under the Rules 'ibid'.

Copy of CSIR letter No. 1(50)/84-O&M dated 13.1.1999

(79)

Sub:- Special benefit in Case of Death and Disability in Service - Payment of Ex-gratia lumpsum compensation to families of Central Govt, employees who die in harness -Recommendations of Vth Central Pay Commission.

I am directed to enclose herewith a copy of the Govt. of India, Ministry of Personnel, PG&P, Dept. of Pension, and Pensioners' Welfare OM No. 45/55/97-P&PW dated 11.9.1998* on the above subject, for your information guidance and necessary action and to state that the adoption of the said GOI orders, payment of compensation in case of death under the circumstances enumerated therein, would stand deleted from "The CSIR Relief Scheme, 1997" in respect of the employees whose families are entitled to get the ex-gratia lumpsum compensation under GOI orders. However, the death and disability cases envisaged under the CSIR Scheme was not covered under the GOI orders under reference would continue to cover under the Scheme till further orders.

Copy of CSIR letter No. 17/68/98-PPD dated 18.1.1999

(80)

Sub:- Extension of the benefit of option to switchover to the Pension Scheme to the scientists who are presently governed by the CPF scheme.

I am directed to state that consequent upon the abolition of the contractual system of appointment of Scientists in Group IV and all future appointments made thereafter being governed necessarily by the Pension Schemes, the scientists who are continuing to be governed by the Contributory Provident Fund scheme had been requesting for extending them another opportunity for exercising the option in favour of CCS (Pension) Rules, 1972.

The matter was placed before the Governing Body for its consideration at its 146th meeting held on 29th December 1998. The GB considered the matter and after due deliberations approved giving another opportunity to all the existing CPF beneficiaries to exercise option to switchover to the Pension Scheme, as made applicable to the Council employees, as a final chance to the concerned employees.

It is accordingly requested that all the existing CPF beneficiaries (including those who may presently be on leave, foreign service, deputation within or outside India etc.,) should be asked to exercise the option form which shall be irrevocable, in the prescribed option form within three months from the date of issue of this circular.

For the above purpose, the option form should be delivered individually against receipt to all the employees presently governed under the CPF Scheme and the options so exercised by them should be pasted in their service book. COAs/AOs shall be personally responsible for obtaining the options by the due date i.e. within three months from the date of issue of this circular.

Copy of CSIR letter No. 17(197)/90-E.II dated 25.1.1999

(81)

Sub:- Pay fixation on reversion from ad-hoc promotions against ex-Cadre posts – clarification regarding.

I am directed to state that references are being received in CSIR Hqrs from some of the Labs./ Instts. seeking clarification about the fixation of pay in respect of the employees who had officiated on a ex-cadre post such as that of a UDC having officiated an ad-hoc basis on the post of Assistant (F&A) , on his/her promotion in own cadre on regular basis as Assistant (Gen.).

As per rules where a Govt. servant holding an ex— cadre post is promoted or appointed regularly to a post in his cadre, his pay in the cadre post will be fixed only with reference to his presumptive pay in the cadre post which he would have held but for his holding any ex-cadre outside the ordinary line of service by virtue of which he becomes eligible for such promotion or appointment. In spite of this very clear position under the rules, it is noticed that some of the Labs./Instts. have given the benefit of counting of the

officiating period of the ex-cadre post for pay fixation purposes on promotion of the concerned employees to the Cadre post, which was not in order and had, therefore, to be withdrawn causing unnecessary problems including litigation.

In order to avoid such anomalous situations the competent authority has desired that it should be ensured that wherever it is considered necessary to give the ad-promotion on a regular cadre post, it has to be ensured that the same is always given to the seniormost person(s) in the feeder grade on seniority-cum—fitness basis. For example, if two posts of Assistant (G) and one Post of Assistant (F&A) are available for such ad-hoc arrangement, the first two seniormost UDCs will be given the ad-hoc promotion as Assistant (G) and the third seniormost UDC against the post of Assistant (F&A). In the meantime, if another post of Assistant (G) becomes available for making ad-hoc promotion, this will be given to third UDC who has been officiating as Assistant (F&A) and the ad-hoc promotion against the post of Assistant (F&A) given to the next senior person for the remaining period in completing the maximum permissible period of one year. As per GOI instructions, the total period for which the appointment/promotion may be made on ad-hoc basis against any vacancy, will be limited to one year only. In short, the ad-hoc promotion against any vacancy in the regular cadre should always be given to the seniormost officers in the feeder grade on seniority-cum-fitness basis.

In the above context, it may also be noted that the ad-hoc promotion against ex-cadre posts, whenever considered necessary could be made only if making of such ad-hoc promotions against the vacancy of any ex-cadre post is permissible as per GOI/CSIR rules/instructions.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and strict compliance.

Copy of CSIR letter No. 2(18)/96-E.II dated 12.7.1999

(82)

Sub: Time-limit for making Compassionate Appointment.

The undersigned is directed to refer to the Department of Personnel and Training Office Memorandum No. 14014/6/94-Estt.(D) dated October 9, 1998 on the above subject and to say that the question of prescribing a time-limit for making appointment on compassionate grounds has received due consideration taking into account the ceiling of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post prescribed in this regard in paragraph 7(b) *ibid* and the ruling of the Supreme Court that appointment on compassionate grounds can be made only if vacancies are available for the purpose [mentioned in paragraph 17(d) *ibid*]. Accordingly, it has been decided that the Committee prescribed in paragraph 12 *ibid* for considering a request for appointment on compassionate grounds should take into account the position regarding availability of vacancy for such appointment and it should recommend appointment on compassionate

grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year, that too within the ceiling of 5% mentioned above. This would ensure grant of compassionate appointment within a year. In respect of other really deserving cases the Committee should only recommend taking up the matter with other Ministries/Departments/Offices of the Government of India to consider those cases for appointment there as provided in paragraph 7 (f) *ibid*.

2. The instructions contained in the Office Memorandum dated October 9, 1998 stand modified to the extent mentioned above.
3. The above decision may be brought to the notice of all concerned for information guidance and necessary action.

Copy of CSIR letter No. 17(108)/78-E.II dated 24.12.1999

(83)

Sub:- Scheme for direct recruitment-Incentives for sports persons in CSIR.

I am directed to state that as communicated vide CSIR circular letter No.1(3)/84-Cte. dated 19.1.1985, the G.B. at its meeting held on 2nd May, 1984, while approving giving the incentives to the deserving sports persons of CSIR, had desired that the regular sports quota for direct recruitment of sports persons may also be fixed. However, no such quota has been fixed so far.

The matter was, therefore, placed before the G.B. for consideration at its 147th meeting held on 9th December, 1999. The Governing Body considered the matter and approved the adoption of the Govt. of India Scheme on the subject, in toto, in supersession of the existing Scheme on incentive for working sports persons.

With the adoption of the Govt. of India Scheme as above, now the CSIR Labs./Instts. may individually recruit meritorious sports persons fulfilling the conditions stipulated in the Govt. of India Scheme for such appointment at their own level, in relaxation of the conditions of obtaining the prior approval of the DG., CSIR and utilizing the Group-I-C and D vacancies (both technical as well as non-technical) only for absorption of identified casual workers.

It is requested that the above decision may kindly be brought to the notice of all concerned in your lab/Instt. for information, guidance and necessary action.

Copy of CSIR circular letter No. 3(1)/98-E.II dated 8.3.2000

(84)

Sub:- Designations of Security Staff in CSIR on their appointment/Promotion.

Ref: CSIR OM No. 14(HQ)/2000-E.II dated 24.8.2000

I am directed to refer to this office letter of even number dated 24.8.2000 on the above subject and to state that instances have come to notice where some Labs./Instts have revised the pay scales of the existing security staff at their level. It is therefore clarified that only the designations of the concerned staff have to be changed and not the

pay scales. The staff in the lower scales other than the notified categories will continue to remain with their existing designations.

Copy of CSIR letter No. 14(HQ)/2000-E.II dated 10.11.2000

No. 13015/3 /2000-Estt(L), dated 24th August, 2000 of Government of India Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

Subject:- Recommendation of Fifth Central Pay Commission relating to Grant of Commuted Leave/Leave on Medical Certificate to Gazetted and non-Gazetted Government servants.

Presently, under Rule 19 of CCS(Leave) Rules, 1972, whereas a gazetted government servant has to produce a medical certificate for grant of leave on medical grounds from an Authorised Medical Attendant (AMA), a non-gazetted government servant is required to do so either from an AMA or a Registered Medical Practitioner .(RMP) Further, in accordance with the recommendation ...of the Fifth Central Pay Commission made in Para 117.14 of . its Report for production of Medical/Fitness certificate by all Government servants either from a doctor-in a CGHS Dispensary or from an AMA in places where CGHS Dispensaries are not available, instructions have been issued vide this Department's OM No. 13015/2/97-Estt(L), dated 7th October, 1997, requiring non-gazetted government servants, who are CGHS beneficiaries and are, residing in an area covered by CGHS at the time of illness, to produce such a certificate from a CGHS doctor.

2. The matter has since been considered further by the Government and it has now been decided that, in partial modification of the provisions of Rule 19 of CCS(Leave) Rules, 1972 and this Department's OM dated 7th October, 1997, referred to above, the production of Medical/Fitness Certificate by gazetted and non-gazetted government servants shall be regulated as follows

(i) A Government servant (gazetted or non-gazetted) who is a CGHS beneficiary and is living in an area covered by 'the CGHS at the time of illness shall be required to produce the Medical/Fitness Certificate, in the Form prescribed in Rule 19 of CCS(Leave); Rules, 1972, either from a CGHS doctor or a Government Hospital.

(ii) A Government servant (gazetted or non-gazetted) who is not a CGHS beneficiary (including a Government servant who has opted out of the CGHS or is a CGHS card holder but at the time of illness is not living in an area covered by CGHS, i.e. proceeds outside the Headquarters on duty, leave etc.) will have to produce the Certificate from his AM A, provided that in the case of such a non-gazetted government servant, production of the Medical/Fitness Certificate from an RMP may be allowed by the leave sanctioning authority if there is no AMA available within a radius of 8 kms. of his residence (or place of temporary stay outside the Headquarters).

(iii) In the case of hospitalization/indoor treatment permitted in a private hospital recognised under the CGHS/Central Services (Medical Attendance) Rules, 1944,.

a Govt. servant (gazetted or non-gazetted, whether a CGHS beneficiary or not) may produce the requisite Medical/Fitness certificate from the authorized doctor in such a

hospital in case his hospitalization/indoor treatment is on account of the particular kind of disease (e.g. heart cancer, etc.) for the treatment of which the concerned hospital has been recognised by the Ministry of Health & Family Welfare. This relaxation will not be admissible in case of any day-to-day/outdoor treatment or indoor treatment in respect of any other disease.

These Orders take effect from 1st September, 2000. Formal amendments to the CCS (Leave) Rules, 1972, will follow.

3. In so far as persons serving in *the* Indian Audit and Accounts *Department'* are concerned, these orders issue *in consultation* with the Comptroller & Auditor General of India.

(85)

Sub:- Modification of delinking of confirmation from the availability of permanent posts.

I am directed to state'-that in the format prescribed for making the offer of appointment to the scientists in CSIR system presently being used there is a clause which states that "the post is temporary but likely to continue. In the event of its becoming the permanent your claim for permanent absorption will be considered in accordance with the rules in force....."

Now consequent upon the abolition of the contractual system of appointment of scientists in CSIR read with GOI orders delinking of confirmation from the availability of permanent posts, this clause required to be modified.

The matter has been considered and it has been decided with the approval of the competent authority to modify the said clause as under :-

EXISTING CLAUSE	MODIFIED CLAUSE
"The post is temporary but likely to continue. In the event of its becoming permanent, your claim for permanent absorption will be considered in accordance with the rules in force. You will be on probation for a period of one year from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the competent authority. During the period of probation, the appointment may be terminated at any time without notice and without assigning any reason."	"You will be on probation for a period of one year from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the competent authority. During the period of probation, the appointment may be terminated at any time without notice and without assigning any reason. After successful completion of probationary period, you will be considered for confirmation in accordance with the extant rules".

It is requested that the relevant clause in the existing format of the offer of appointment in use may kindly be modified accordingly. This may also be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 14(12)/98-E.II dated 17.11.2000

(86)

Sub: Managing the Security & Cleaning jobs in the labs/Instts.

Consequent on the issue of notification No. 22(17)/97LS-III dated 8.9.1997 by the Chief Labour Commissioner (Central) covering CSIR under Section 10(1) of the Contract Labour (Regulation & Abolition) Act, 1970 as notified vide Notification No. SO-779(E) dated 9.12.1976 which prohibits employment of Contract Labour for sweeping, cleaning, dusting and watching of buildings etc. for which the appropriate authority is Central Government. Joint Secretary CSIR had issued instructions to all the Labs/Instts. vide letter No. 44(82)/Vig-Law dated 6.10.1997 not to renew the existing contracts for security cleaning and to manage such jobs by engaging ex-servicemen without the involvement of contractors. Since then CSIR had been in the process of working out some alternative arrangements for managing these jobs by engaging ex-servicemen without the involvement of contractors. Since then CSIR had been in the process of working out some alternative arrangements for managing these jobs in the Labs/Instts. smoothly which at the same time would not violate the provisions of the GoI Notification on the subject. CSIR finally had come out with a proposal for contracting out these jobs in the Labs/Instts. to an agency having their own permanent personnel, but the Ministry of Labour has advised that unless CSIR gets exemption from operation of Notification No. SO779(E) dated 9.12.1976 as applied for by CSIR, such jobs cannot be contracted out to any agency. Consequently, the proposal to identify the agency for contracting out these jobs can be processed further only after receiving the required exemption from the Ministry of Labour.

In the meanwhile CSIR has received certain audit objections based on the Manpower Audit of CSIR by CAG wherein they have raised serious objections on engagement of workers in a large scale in the Labs/Instts. for regular nature of jobs through contractors or otherwise. Besides, a large number of such casual/contract workers have moved to court claiming regularization and the courts are issuing directions to CSIR and its Labs/Instts. either to continue such workers till they are regularised/absorbed or to formulate schemes for their regularisation/absorption.

The matter has been considered by CSIR taking all the factors into consideration, and the DG CSIR has approved the following course of action to be taken by all the Labs./Instts. urgently:

1. The Labs/Instts. should neither invite fresh tenders nor renew the existing contracts of any working contractors for the jobs of security, cleaning etc., as managing these works through contractors in any manner is not permitted;
2. The work of security and cleaning in the Labs/Instts. should be managed by engaging the persons directly (only ex-servicemen for security jobs) restricting their number to the extent of short-fall against the sanctioned strength in their respective categories.

These instructions will supersede all the earlier instructions issued on the subject by CSIR. You are requested kindly to take further necessary action in the matter accordingly and also bring this to the notice of all concerned in your Lab./Instt for their information guidance and necessary action.

Copy of CSIR letter No. 14(6)/1/86-E.II dated 4.12.2000

(87)

Sub: Managing the Security & Cleaning jobs in the Labs/Instts.

I am directed to invite your kind attention to CSIR Circular letter of even number dated 4.12.2000 on the above subject and to state that on receiving references from some of the labs./Instts. expressing their difficulties, the matter has been reconsidered and in partial modification of the earlier instructions, the DG, CSIR has approved as under:

1. The Labs/Instts. may be allowed to extend the existing contracts, if any expiring in the near future, upto 31.3.2001 on the existing terms and conditions and also simultaneously to initiate action for direct engagement of persons for these jobs. For security jobs, the names of Ex-servicemen should be obtained from DG(Resettlement), Sanik Boards etc.
2. The engagement of the persons as such shall be done on yearly basis with prior approval of the CSIR. For this purpose, a self-contained proposal indicating the optimum requirement of security/cleaning persons should be forwarded to CSIR alongwith all supporting documents such as sanctioned strength, vacancies, workers presently engaged through the contractors and the places/points where the persons engaged will be deployed and any other necessary relevant information. The requirements may be bifurcated in two parts i.e. (i) for managing the jobs which are not permitted to be managed through the Contractors under the Notification No. SO.779(E) dated 9.12.1976 i.e. sweeping, cleaning, dusting and watching of buildings owned or occupied by Labs/Instts. and (ii) managing the services in the areas other than falling under the prohibited category mentioned in part (i) here above.

You are requested to take further necessary action accordingly and also to forward the required details/information as above to CSIR so as to reach here latest by 15.1.2001 positively.

Copy of CSIR letter No. 14(6)/1/86-E.II dated 27.12.2000

(88)

Sub:- Enhancement of Raman Research Fellowship amount-reg.

I am directed to state that Governing Body of CSIR in its 149th Meetings held on 27.12.2000 has approved the enhancement of the Fellowship amount of Raman Research Fellowship Scheme (instituted and granted by CSIR) from US\$ 1200 P.M. to US \$ 1800 P.M. The enhanced fellowship will be effective from Raman Research Fellowship Scheme-2001.

This may be brought to the notice of all in your lab./instt.

Copy of CSIR letter No. 27/RRF/2000-ISTAD dated 30.3.2001

(89)

Sub: Managing the security and cleaning jobs in Labs/Instts.

I am directed to state that on examination of the information furnished by the Labs./Instts. in response to this office circular letter of even number dated 27-12-2000 on the above subject, It is noted that in many of the labs/Instts. while on the one hand the regular security and cleaning staff have been deployed elsewhere, on the other a large number of persons have been engaged through contractors for managing these jobs. The same large number of persons are now proposed to be engaged directly.

With a view to ensure that there is no undue increase in the number of such directly engaged persons and at the same time the minimum required number is also allowed to the Labs./Instts. for managing 'these services, the number of persons to be engaged directly has to be fixed after very careful consideration of the requirements projected. This exercise may take some time.

The competent authority has, therefore, desired that the COA/AO of the Lab./Instt, should be deputed to CSIR Hqrs. on any mutually convenient date upto 20.5.2001 with all required details with regard to all the jobs which are presently being managed either by direct-engagement or through contractors such as security, cleaning; horticulture, maintenance etc.

Copy of CSIR letter No. 14(6)/1/86-E.II dated 3.4.2001

(90)

Sub:- Delegation of Powers to the Heads of Departments i.e. Directors/Head of National Labs/Instts. of CSIR.

I am directed to state that in pursuance of the deliberations in the Directors Conference, the Director General, CSIR had constituted a committee to consider the Simplification of Rules including Delegation of Powers to the Directors/Heads of the

National Labs/Instts of CSIR. The part recommendations made by the Committee with regard to Delegation of Powers were placed before the Governing Body of CSIR for its consideration at its 150th meeting held on 15.2.2001. The Governing Body considered the matter and approved Delegation of Powers to the Directors/Head of National Laboratories as given in the Annexure-1.

The Directors/Heads of the National Labs may now exercise these powers.

It is requested that the Delegation of Powers, as approved by the Governing Body, may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action. It may also kindly be noted that the delegation of powers cannot be delegated further down the line.

Copy of CSIR letter No. 101(1)/98-R&I dated 4.4.2001

Annexure-1

S.No.	Item	Existing Powers	Extent of power delegated	Terms and Conditions, if any. For exercising the delegated power.
1.	a. Replacement of duly condemned motor vehicles; and	No power	Full power	Subject to the prescribed conditions and that the condemned vehicle will be disposed off within a period of three months after following the prescribed procedure.
	b. Writing off a condemned motor vehicle satisfying the life requirement in terms of distance run and length of use.	No power	Full power	Subject to the condemnation of vehicle by one of the prescribed authority and vehicle having been disposed off in accordance with the prescribed procedure.
2.	a. Writing off irrecoverable losses of stores or of public money not due to theft or negligence.	Up to Rs. 10000/-	Up to Rs. 20000/-	Subject to usual terms & conditions on the recommendation of a committee which will investigate and certify that loss was not caused due to theft or negligence.
	b. Writing off irrecoverable losses of stores or of public money in cases other than at (a) above.	Up to Rs. 2500/-	Up to Rs. 10000/-	After following the prescribed procedure and CSIR/Gol instructions issued from time to time.
3.	Writing off losses of revenue or irrecoverable loans and advance	Up to Rs. 2000/-	Up to Rs. 5000/-	After following the prescribed procedure and CSIR/Gol instructions issued from time to time.

Sub:- Grant of Sabbatical Leave.

I am directed to refer to para 9 of the Guidelines on Foreign Deputation, 1996 which provide for Sabbatical Leave. The Governing Body of CSIR in its 149th meeting held on 27.12.2000 has revised the provisions related to Sabbatical Leave. The revised provisions, which will supersede the existing ones on sabbatical leave are given below:

9.1. Sabbatical leave may be granted for one or more of the following purposes namely:

- a) To pursue research and development work or advanced scientific/academic studies or work at any established institution in India or abroad in areas of interest to the concerned national laboratory.
- b) To undertake activities closely related to the charter of the laboratory, towards forging and strengthening CSIR partnership with industry, engineering and technological firms, technology transfer and human resources development institutions, consultancy organisations, financial and management institutions etc.
- c) To visit/work in industrial concerns, technical departments of Government, Universities, research laboratories in India or abroad, so as to gain practical experience in the area of interests to the applicants and to the CSIR Laboratory.
- d) Any other purpose for the scientific, technical or academic development of the staff member as recommended by the Director of the Laboratory, and approved by the Director General of CSIR.

9.2. The Sabbatical leave shall be admissible to Scientist 'B' and above who have rendered not less than six years service in CSIR at the level of Scientist 'B' & above.

9.3 Sabbatical Leave shall be granted once in six years which may be taken in one or two spells, provided the applicant concerned has not gone for one year or longer period on study leave, extraordinary leave or any other type of long leave on his own volition and both the spells of Sabbatical leave should be at one institution and may be availed within next two years. Cases in which an applicant opts for availing himself of the Sabbatical Leave in more than one spell in a span of six years, the applicant would be required to give an undertaking to serve CSIR for a period of three years after the conclusion of the last spell of such leave. However, official deputation or assignment will not bar the applicant to avail Sabbatical leave even if such deputation period exceeds a year.

9.4 The applicant shall not undertake during the period of Sabbatical Leave any permanent position with any organisation in India or abroad. The applicant shall however, be free to receive stipend, scholarship, fellowship, bursary, honorarium, any ad-hoc payment etc.

9.5 The period of Sabbatical Leave shall not exceed one year at a time but the CSIR may grant in addition, any other leave of the kind due/EOL upto a maximum of six months. This can be done only after the Director of the Lab/Instts. has duly certified that the extension must be granted to complete the research work/assignment and it is in the interest of the CSIR. The acceptance from the host institution shall be essential.

9.6 The Scientist must have at least three years service after completion of Sabbatical leave.

9.7 During the period of Sabbatical leave, the Scientist concerned will be paid full salary and allowance as would have been otherwise admissible to him.

9.8 The Scientist will furnish a letter of offer from the host institution where he/she will be working during the Sabbatical leave. This is subject to the following conditions

- i) Any correspondence in this connection should be officially carried out with the approval of the Director.
- ii) The offer letter from the host should certify that the offer is not for a permanent position.

9.9 The Scientist concerned will give an undertaking in the form of bond before proceeding on Sabbatical Leave that he will utilise it for the bonafide purpose for which it is sanctioned and will not accept any commercial employment during the period of leave, and if after rejoining duty, he resigns within three years he shall refund the salary paid to him during the period of his Sabbatical Leave.

9.10 During the period of Sabbatical Leave, the scientist will continue to retain accommodation on the same terms and conditions as are applicable to other Council employees.

9.11 For all purposes the period of Sabbatical Leave will be treated as a period spent on duty without entitlement to TA and DA. In case the Scientist proceeds abroad, the Laboratory where he is employed or CSIR will have no financial obligations towards medical expenses, if any. The concerned scientist would be required to have adequate medical insurance cover, in case, his host organisation is not providing him adequate medical facilities. The dependants of the Scientist availing Sabbatical Leave, however, will continue to receive medical facilities of CSIR provided they stay back in India.

9.12 Laboratories shall forward all applications to CSIR in case Sabbatical Leave is out of the country.

9.13 On completion of the Sabbatical Leave, the Scientist will submit detailed report on work done and objectives accomplished.

9.14 Sabbatical Leave shall not be allowed more than three times (inclusive of study leave) during the entire service in any case.

9.15 Period of Sabbatical Leave availed by CSIR scientist should be recorded in the service book of concerned scientist.

9.16 Sabbatical Leave Rules referred to above were first approved by the Governing Body of CSIR at its 124th Meeting held on 24th September, 1991 with subsequent modification made in its 131st Meeting held on 29th July, 1993 and 141st Meeting held on 26th April 1996.

9.17 The Governing Body of CSIR in its ,141st Meeting held on 26th April, 1996 approved exempting remuneration received by the CSIR scientist on Sabbatical Leave from the provision of SR-12.

This may be brought to the notice of all concerned in your lab/Instt.

Copy of CSIR letter No. 27/389/2000-ISTAD dated 30.4.2001

(92)

Sub:- Grant of Study leave to CSIR Scientists to undergo a Special Course of study within India.

In continuation of the office Circular letter No. 3(32)/97-E.II dated 8.5.1998 on the above subject, I am directed to state that the Competent Authority has approved that the reduced regular service condition of 3 years for grant of study leave to undergo higher Studies within India as contained in CSIR circular letter referred to above will be applicable to all the council employees governed by CCS(Leave) Rules, 1972.

The above decision may kindly be brought to the notice of all concerned in your laboratory for their information, guidance and necessary action.

Copy of CSIR letter No. 14(11)/Study/GB/2001-E.II dated 19.7.2001

(93)

Sub:- Implementation of CCS(Recognition of Service Association) Rules, 1993.

I am directed to refer to CSIR O.M. No. 1(50)-O&M dated 13.1.1999 notifying the adoption of CCS (RSA) Rules, 1993 in CSIR and to state that as per Rule-4 recognition of the Service Associations accorded by CSIR prior to adoption of these rules could continue only up to a period of one year from the date of CSIR notification dated 13.1.1999 referred to above or till the date on which the recognition is withdrawn, whichever is earlier. In the meantime, such Associations were required to apply for fresh recognition under these new rules. Consequently, the CSIR Employees Associations including CSIR-SWA (SWA) and Federation of CSIR Employees Union and Associations (Federation), which had been recognised by CSIR earlier, cannot function as such after 12.1.2000.

It may kindly be noted that after the adoption of the CCS (RSA) Rules, 1993 by CSIR, in the Labs/Instts have to deal with only those service Associations which have been recognised under the said rules. Accordingly, the facilities such as office space, notice board telephone etc. if any, provided to any such unrecognized Associations/Unions should be withdrawn immediately, if not already done earlier. In the meantime, CSIR has extended the date for submission of applications for recognition up to 30.9.2001. This decision may be again brought to the notice of all sections of the employees of your lab./Instt. making it clear to them that if they want to form any Association, the required application should be submitted by them as per prescribed procedure by 30.9.2001,

positively. CSIR will not entertain any application received after the stipulated date. Factual report in the matter may kindly be sent to us by 31.8.2001
Copy of CSIR letter No. 1(50)/84-O&M dated 6.8.2001

(94)

Sub:- Formation of Information Technology Division (ITD) at CSIR Hqrs.

DG, CSIR has been pleased to accord approval to the merging of Computer Division (Computer Networking Group and Computer Systems Maintenance Unit) along with the activities of the IMPACT Unit of Finance to form an Information Technology Division (ITD) at CSIR Hqrs. The Division will be headed by Director, NISCOM, New Delhi as an additional charge as communicated vide OM No. 6-1(2)/2001-E.III dated 12.09.01 who is also assigned the responsibilities to bring IT culture in the organisation and to arrange for its harmonization. Subject provided by Editor.

Copy of CSIR letter No. 6-1(2)/2001-E.III dated 1.10.2001

(95)

Sub: Managing the security and cleaning jobs in the Labs/Instts.

I am directed to invite your kind attention to this office letter of even number dated 4.12.2000 and 27.12.2000 on the above subject and to state that with the recent judgement of the Hon'ble Supreme Court the case of Steel Authority of India Ltd. And others (quashing the GOI notification dated 9.12.1976 relating to the prohibition of engagement of Contract Labour for watching, dusting, cleaning, sweeping and gardening and reversing its judgement in the case of Air India), the matter has been reviewed in consultation with Legal Adviser, CSIR.

The competent authority has approved that the CSIR Labs/Instts. may now be allowed to contract out the security and cleaning jobs on the following conditions:-

1. The contract should be awarded only to the registered contractors holding valid licence under the Contract Labour (Regulation & Abolition) Act and the labs/Instts. should also be registered under the provision of the said Act.
2. Number of persons to be engaged through contractors for these jobs should be restricted to the number fixed by CSIR Hqrs. for each Labs/Instts.
3. For security work, only ex-servicemen or the persons properly trained in this field should be engaged.

Copy of CSIR letter No. 14(6)/1/86-E.II dated 27.11.2001

(96)

Sub:- Strict observance of the laid down rules/instructions/guidelines.

I am directed to state that it has been observed that in spite of the rule position being very clear to decide a case, some of the Labs./Instts. form ad-hoc committees to

consider a case and then on the recommendations of the Committees are allowing the benefit to the concerned employee(s) which may otherwise not be admissible under the extant rules. This is highly irregular.

To cite an example of this kind, one of the Labs, referred a case for grant of Extra Ordinary Pension to CSIR Hqrs. On examination at CSIR Hqrs. in consultation with the Finance, the one was found not to be covered under the rules for grant of Extra Ordinary Pension and was accordingly rejected. In spite of the rejection of the case by CSIR, the Lab. referred the case to a Committee. The Committee members in disregard of the rules and CSIR decision recommended the payment of compensation and the Lab. forwarded the recommendations to CSIR justifying the payment of compensation recommended by the Committee. Since the proposal was not covered under the extant rules, it was again rejected by the CSIR. The employee concerned filed a case in CAT. The CAT relying mainly upon the recommendations of the Committee and justifying for acceptance of the same done by the Lab., allowed the benefit to the employee concerned, which was otherwise not admissible to him under the rules.

The competent authority has taken a serious view of such irregular actions on the part of the concerned in your Labs./Instts. and has desired that all the cases which are required to be decided as per laid down rules/guidelines/instructions issued by the GOI/CSIR from time to time should be decided strictly as per these extant rules and in no case the matter should be referred to any Committee.

The above decision may kindly be brought to the notice of all concerned your Lab./Instt. for their information, guidance and strict observance. It may also noted by all concerned that any violation shall be viewed very seriously and all officers including the Committee members involved in the erroneous decision making by violation of the laid down rules/instructions shall also be held responsible for same.

Copy of CSIR letter No. 14(21)/93-E.II dated 6.12.2001

(97)

Sub:- Relieving the scientists who are granted extension in service from routine administrative work.

I am directed to state that as per provisions under the GOI Scheme for extension in service in respect of scientists/medical specialists, some of the Directors/ Scientists of CSIR Labs./Instts. have been given extension beyond the age of their normal superannuation. Such extension in the case of the Directors has been given to work as Scientist in Director's grade and not as Director.

In this connection, it may be mentioned here that as per GOI orders on the subject, the extension in service is granted only to the scientists of exceptional merit to pursue their research activities. It, therefore, becomes imperative to relieve them of all the routine

administrative work so that they can fully concentrate on their research work.

The matter has been considered and it has been decided with the approval of the competent authority that the Directors/Scientists who are granted extension in service beyond the date of their normal superannuation, should not be involved in any routine administrative work including membership of the local Committees or to function as Acting Director in the absence of the regular Director on tour/leave etc. Accordingly, whenever it becomes necessary to make any officiating arrangement in the absence of the regular Director, the name of the senior most Scientist of the Lab/Instt. other than the Scientist on extension of service should be forward to CSIR.

It is requested that the above decision may kindly be brought to the notice concerned in your Lab/Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 4-37(1)/2001-E.II dated 12.12.2001

(98)

Sub:- Concessions to the wards of Kashmiri Migrants.

I am directed to state that the issue for extending certain concessions to the wards of Kashmiri Migrants has been under consideration of CSIR. Accordingly, the matter was placed before the GB at its meeting held on 10.10.01 which has approved that the following concessions may be extended to the wards of Kashmiri Migrants seeking admissions to certain academic courses run by some of the CSIR Labs./Instts. :-

1. Relaxation in cut off percentage upto 10% subject to the minimum eligibility requirements; and
2. Waiving of domicile requirement.

It is requested that the above guidelines may invariably be kept in view while issuing admission notices for various academic /professional courses being conducted by CSIR Labs./Instts.

Copy of CSIR letter No. 14(22)/89-E.II dated 13/14.12.2001

(99)

Sub:- Recommendations of the Committee on service Litigations regarding representations made by the Govt. employees, requiring examination in the Ministries/Departments.

I am directed to state that as per instructions issued by the Ministry of Personnel Public Grievances & Pensions, Department of Personnel & Training, Govt. of India, New Delhi, based on the recommendations of the Committee on service litigations regarding representations made by the Government employees, the final reply sent to the employees on their representations should be self-contained covering all the points, raised

by them and in case where the representations is rejected, the grounds, therefore, should be clearly indicated.

It is requested that the above instructions may kindly be kept in view while dealing with the employees representations and also be brought to the notice of all concerned in your lab./Instt. for their information guidance and necessary action.

Copy of CSIR letter No. 17/68/2001-E.II date 4.3.2002

(100)

Sub: Fixation of time limit for disposal of applications/requests received from officers/staff.

I am to forward herewith a copy of circular No. 18011/1/94-IWSU dated 28.6.1996 of MoP, PG & Pension (DoPT) on the above cited subject forwarded to this office vide D.O.No.46013/1/2002-O&M dated 15.2.2002 by Dy. Secretary (D&D), DoAR & PG (MoP, PG & Pensions) for your information, guidance and compliance.

Copy of CSIR letter No. 15-6(82)/98-O&M dated 7.3.2002

Enclosure

F.No. 18011/1/94-IWSU dated 28.6.1996 of MoP, PG & Pension (DoPT)

With a view to ensure that the applications/ requests received from the , officers/staff are disposed of by the Administration Divisions promptly, it has been decided to lay down the following time limit for disposal of various types of applications/requests:

S.No.	Nature of application	Maximum number of working days allowed for disposal
1.	Grant of advance/withdrawal from GPF	7 days
2.	Grant of Festival Advance	7 days
3.	Grant of Motor Cycle/Motor Car/Computer Advance	15 days
4.	Grant of LTC advance	7 days
5.	Grant of TA Advance	7 days
6.	Grant of cycle advance	7 days
7.	Settlement of adjustment bills of TA/LTC	20 days
8.	Grant of pay certificate/TD Certificate/Certificate of accrual of interest on HBA	3 days
9.	forwarding of applications for outside posts	5 days
10.	Forwarding of applications for type test	3 days

11.	Forwarding of application for allotment of Govt. accommodation	3 days
12.	Issue of CGHS Card	3 days
13.	Issue of temporary passes	2 days
14.	Issue of Photo passes	10 days
15.	Issue of No objection certificate for transfer outside Delhi	3 days
16.	Issue of No objection certificate for obtaining personal passport	7 days
17.	Sanction of medical reimbursement claim under the delegated powers	20 days
18.	Sanction of Medical Advance	7 days
19.	Grant of permission under Conduct Rules	7 days
20.	Change of Home Town recorded in the Services Book	10 days

All officers/staff are requested to furnish their applications/requests complete in all respects so that their applications/requests may be disposed of within the time limit mentioned above. In case of delay, they may kindly bring the matter to the notice of the Under Secretary concerned i.e. US (Admin) or US (Coord), as the case may be.

(101)

Sub:- Payment of Honorarium to official and non-official external Members of Search/Selection/ Assessment Committees.

In partial modification to CSIR letter no.2(Misc.)/79-PL dated 22.3.1994 on the above subject, I am directed to convey the approval of the Governing Body for revision of honorarium to external members'(both official and non-official) as follows:

For Gr.'A' posts carrying pay scale of: Rs. 8000-13500 and above	Rs. 2000/- per day
For Gr. B,C & D posts i.e. for posts carrying pay scale lower than Rs. 8000-13500/-	Rs. 1000/- per day

The above revision of honorarium will be effective from 1.4.2002.

It is requested that the above decision may kindly brought to the notice of all concerned in your Labs./Instts. for the information and necessary compliance.

Copy of CSIR letter No. 7-14(1)/2000-R&A dated 22.3.2002

(102)

Sub: Procedure for grant of permission to the Pensioners for Commercial employment after retirement.

The undersigned is directed to say that rule 10 of the CCS (Pension) Rules, 1972 which regulates the post retirement commercial employment of retired Group 'A' Officers, has been amended by this Department vide Notification No. 27012/5/2000-Estt.(A), dated 30th January, 2000 and published vide G.S.R. 75(E), in the Gazette of India (Extraordinary) in its part II, Section 3, Sub Section (i), on 1st February, 2002. The Notification came into force on the date of its publication in the Gazette of India. The copy of the printed Gazette Notification is attached herewith.

2. Hence, all the requests for post retirement commercial employment received on or after 1st February, 2002, shall be governed by the amended provision. In the light of amended provision contained in the Notification referred to above, the following instructions is issued for information and guidance as well as its compliance by various Ministries/Departments of the Govt. of India. In rule – 10 of the Central Civil Services (Pension) Rules, 1972 the sub – rule 4 which provides deemed approval of the Government in the cases of failure of sending intimation about the Government's rejection of the request of the pensioner for commercial employment within the period of ninety days (90 days), has been deleted/Omitted.
3. Ministry of Finance, etc. are requested to note these instructions carefully for their guidance and compliance.

Copy of CSIR letter No 17(68)/2001-E.II dated 28.3.2002

(103)

Sub: Security arrangements in Labs/Instts.

I am directed to state that the Hon'ble Minister for Science & Technology has desired to plan the security arrangements in the Laboratories/Institutes under the Ministry of Science & Technology and Ocean Development in view of the threat perceptions from various militant groups. In this connection, a meeting was held under the chairmanship of DG, CSIR on 26th March, 2002 to review the progress made in this regard.

The committee has desired that keeping in view the diverse nature of the R&D activities being undertaken by the various Laboratories/Institutes, it may not be proper to have a uniform security system. Therefore, each department may evolve its own security system depending upon the categorization of the Institute as to whether the Institute is to be put under the category of highly sensitive, sensitive or non-sensitive. While categorizing the Institute, the advice of the Intelligence Bureau, if any received, may also be kept in view. You are requested to take immediate action and send your suggestion with regard to categorization of your Laboratory/Institute by 19.4.2002 positively.

Copy of CSIR letter No. 14(6)/1/86-E.II dated 9/15.4.2002

(104)

Sub:- Grant of Ex-Gratia to the Families of the Casual Workers identified for absorption who die before being absorbed on regular posts - reg.

I am directed to state that CSIR has been receiving references from various Labs./Instts. for grant of ex-gratia payment to the families of the casual workers identified for absorption who die before their absorption on regular posts. Accordingly, the matter was placed before the Governing Body at its meeting held on 5.3.2002.

The Governing Body considered the proposal and decided that in case of death of an identified casual worker, a maximum ex-gratia payment upto Rs. 25,000/- (Rs. Twenty five thousand only) could be paid to his family. However, the decision should be taken on case to case basis looking into the length of service and other circumstances of the case. It has also been decided that CSIR instructions not to engage any casual worker by the laboratories should be strictly followed so that no further liability is created.

The above decision may be brought to the notice of all concerned for information and compliance.

Copy of CSIR letter No. 2(28)/91-E.II dated 23.4.2002

(105)

Sub: Delegation of Powers to Directors of Labs/Instts. for sanction of HBA to its employees.

A centralised system for sanctioning of House Building Advance by CSIR was, hitherto, followed for its employees including those working in National Labs./Instts. In this system the applications duly scrutinised at Lab./Instt. level, were processed at CSIR Hqrs. for clearance from legal and technical angle by Legal Advisor, CSIR and ESD, CSIR respectively and thereafter sanctioned by CSIR. This involved duplicacy of work and correspondence with Labs./Instts. which resulted in unnecessary delay causing hardship to the employees. This was engaging consideration of CSIR for quite sometime. To mitigate hardship of employees and speedy disbursement of HBA to them, it was considered necessary to simplify the existing system. Keeping the above, in view, DG,CSIR has now been pleased to delegate power to Directors of CSIR Labs./Instts. (who have been declared as Heads of the Departments) to sanction HBA to its employees with immediate effect subject to the following conditions:-

- i. Legal documents attached with the HBA application may be examined. by COA/AO and scrutiny of plan, specifications and estimates may be done by the Assistant Executive Engineer/Assistant Engineer posted in the Lab./Instt. and wherever there is any doubt they may seek the opinion of the Legal Advisor, CSIR/ESD. While sanctioning HBA, COA/AO and Sr.F&AO/F&AO of the Lab./Instt. should ensure that all documents required for grant of HBA are in order, as per HBA Rules/Instructions issued by CSIR from time to time.

- ii. Lab./Instt. should restrict disbursement of HBA to the extent funds are allocated to the respective Lab./Instt. and any demand for additional fund should be sent well in advance to FA,CSIR/Dy. FA(Budget).

However, HBA cases pertaining to CSIR Hqrs. including CSIR Complex, New Delhi will be dealt by Central Office, CSIR Hqrs.

All proposals for grant of HBA in relaxation of HBA Rules, and/or the guidelines issued by CSIR from time to time will continue to be referred to Laboratory Administration, CSIR Hqrs.

Budget allocation for HBA will be made by Dy. FA(Budget) CSIR for the financial year 2002-2003 on the basis of demand received from Labs/Instts. Accordingly, for allocation of funds, Labs./Instts. may send their demand to Financial Advisor, CSIR alongwith their budget requirements directly.

Each Laboratory/Instt. should submit by October every year a six-monthly report for the period ending September and thereafter submit three bi-monthly reports by middle of December, February and April for the period October-November, December-January and February-March, indicating the value of sanctions issued as well as the amount disbursed by them in the enclosed proforma(Appendix I).

Copy of CSIR letter No. 4-16/2002-E.II dated 29.5.2002

Appendix-I

Name of Laboratory/Institutes

Address

Expenditure return on House Building Advance for the year _____

Particulars	Value of sanctions issued		Expenditure incurred	
	During the period of report	Accumulative up to the period of report	During the period under report	Accumulative up to the period of the report
Land Advance				
Construction Advance				
Ready Built Flats				
Enlargement of the existing house for which no advance had been taken earlier				
Enhancement/additional Advance				
Total				

Signature of Sr. Sr. FAO/F&AO

Signature of COA/AO

Name _____
Designation _____

Name _____
Designation _____

(106)

Sub: Payment of DA to CSIR players.

The Sports Promotion Board in its meeting held at Nagpur on 2nd Feb, 2002 has considered the issues of payment of DA to CSIR players for their participation in SPB events. On their recommendation, DG, CSIR has been pleased to approve that the players will be entitled to avail DA as per their entitlement for the period of their journey in the sports events organized/arranged by SPB.

However, the present restriction on the number of participants from each lab. for various events like 19 for bi-annual SSBMT (outdoor), 22 for bi-annual SSBMT (indoor), 03 (from 8 select Labs.) for bi-annual Thacker Memorial Lawn Tennis etc. will remain unchanged.

The above expenditure may be met from the budget of the individual Labs./Establishments.

Copy of CSIR letter No. 14(9)/2001-E.II dated 10.6.2002

(107)

Sub:- Setting up of Recruitment and Assessment Board (RAB).

CSIR Scientists Recruitment & Assessment Promotion Rules, 2001 provide for setting up of a Recruitment and Assessment Board (RAB). Accordingly, the Governing Body in its 153rd meeting held on 15th May, 2002 has approved establishment of Recruitment and Assessment Board as follows:

1. Chairperson

- a. Should be a person of eminence in the S&T domain who commands a high respect amongst the CSIR scientific community. The Chairperson would have the flexibility to pursue his interests/and other activities, provided there is no conflict of interest with the responsibilities and duties as Chairperson of the RAB with the proviso that the first priority and adequate time is afforded to the responsibilities as Chairperson of RAB.

b. Appointment of the Chairperson:

The selection of the chairperson will be made by a Search-cum-Selection Committee to be constituted by the Vice-President, CSIR on the recommendation of DG, CSIR comprising an eminent scientist as Chairman with three other members respected in the S&T community. No applications will be sought. The appointment of Chairperson shall be approved by the President, CSIR as provided for in the Rules.

Notwithstanding the above, in case of exigencies or due to the delays in filling up a vacancy or non-availability of the Chairperson for whatsoever reasons, the President, CSIR on the recommendations of the VP, CSIR, may appoint a Chairperson for a period not exceeding one year.

c. Compensation Package for the Chairperson:

Compensation that the Chairperson may not be collocated with the office of RAB and he may also continue to pursue his other interests/activities, he would not be a full time employee of CSIR. Thus, a regular salary scale has not been proposed but the following compensation package appropriate and adequate to his high level position has been approved: -

- Fixed Remuneration of Rs.25,000/- pm
- Expenses for residential accommodation for Rs.10,000/- pm.
- Secretarial Assistance (when not collocated with office of RAB)Rs.10,000/- pm.
- Residential phone/electronic mail -Rs.5000/- pm
- Staff Car/conveyance allowance only when collocated at the location of the office of RAB - Rs.7,000/- pm
- Mediclaim/other medical insurance charges/medical reimbursement not exceeding Rs.50,000/-per annum.
- TA/DA as admission to/for DG, CSIR

The Office of RAB and Staffing Pattern:-

The office of the RAB shall be located at New Delhi in the premises of the present day INSDOC.

The day-to-day affairs will be managed by the head of Office preferably a Scientist 'F' made available from the, available strength of Scientists in CSIR. The other supporting staff shall be qualified persons from within the CSIR, conversant with the electronic/digital O & M work. The staff shall comprise:

1. Head, RAB [preferably of the level of Scientist Gr. IV(5)]	-	1
2. SO (Gen.)	-	1
3. SO (F&A)	-	1
4. Assistant (Gen.)	-	2
5. JTA	-	1
6. Steno	-	1
7. LDC	-	1
8. Group D/Group 1 staff	-	1

The staff for RAB shall be provided from amongst the existing manpower of CSIR by way of posting/transfer from the Labs./Instts. and/or CSIR Hqrs.

2. Budget for RAB

The annual budget for RAB shall be worked out by the Head/Office of RAB and settled mutually between the Chairman, RAB and DG, CSIR.

Copy of CSIR letter No. 7-1(4)/2002-R&A dated 12.6.2002

(108)

Sub: Revised Sanctioned strength of Gr. I/II/III/IV.

I am directed to state that based on the recommendation of the committee constituted for bringing down Non-plan revenue expenditure by suggesting reduction in work force, the DG, CSIR, has been pleased to revise the sanctioned strength in respect of your Lab./Instt. for different S&T Group effective from 1st July, 2002 as under :-

Groups	Revised Strength	Sanctioned
IV	150	(including Engg. Staff, if any)
III	080	
II	115	
I	060	

With the above decision the DG, CSIR has also been pleased to allow you to fill up vacancies in Group-IV and III to the extent of the vacancies available under the above revised strength without seeking any clearance from DG, CSIR.. With a view to have fresh induction in Group-IV and III where the existing filled up position is more than the revised strength DG, CSIR. has been pleased to allow the Labs./Instts. to fill 50% of the vacancies caused in the aforesaid Groups due to retirement/resignation etc., till such time actual strength gets reduced to the level of revised strength mentioned above. All recruitment in Group-IV is to be made through newly constituted Recruitment and Assessment Board.

It is further intimated that in order to meet the future needs of manpower for the new S&T programmes/activities in the labs./Instts., a few posts in Group-IV & III have been kept under DG'S Pool. Request for sanction of additional posts in Group-IV and Group-III for any new activities within the thrust areas of the Lab./Instt., may be sent to DG, CSIR with full justification to consider the additional demand from DG's Pool.

It is also requested that with the revision of above staff strength in Group-IV & III the number of posts to be filled at the entry level/lateral entry level may be refixed with the approval of Research Council, under intimation to CSIR Hqrs. latest by 31.12.2002 and post based roster maintained accordingly.

Vacancies, if any, in Groups-I & II are to be filled from amongst the identified casual workers as per CSIR Casual Workers Absorption Schemes.

Copy of CSIR letter No. US(LA)CAG/98-EII dated 8.7.2002

(109)

Sub: Appointment of identified Casual Workers.

I am directed to invite your attention to clause (e) under para 5 of the terms and conditions of the Casual Workers Absorption Schemes according to which identified casual workers who do not appear in test and/or interview or are not successful in two chances in a period of six months will be removed from casual engagement by one month's notice or payment in lieu thereof. It is, therefore, requested that at the time of filling up of post in Group I & II (Tech) and/or C&D (NT) from among the eligible casual workers, call letters may please be sent directly to them through the COA/AO of the laboratory concerned with clear direction that in case they do not turn up or remain unsuccessful in two chances will be removed from casual engagement as per terms and conditions of the scheme.

Copy of CSIR letter No. 2(18)/98-E.II dated 23.7.2002

(110)

Sub:- Bhatnagar Fellowship Scheme – Revision and Reinitiating.

The Governing Body in its 153rd meeting held on 1st May, 2002 has approved the re-initiation of Bhatnagar Fellowship Scheme, as approved earlier by the Governing Body in its 122nd meeting held on 25.9.1990 and notified vide CSIR letter No. 13/35/91-TU dated 10.12.1991 (Refer to Para 11.6.2 of Compendium on CSIR Rules, Regulations & Procedures, Vol. I - Page 190-192), on the same terms & conditions except the following :

1. Remuneration:

The amount of remuneration shall be equivalent to that drawn by the Secretary to Government of India from time to time.

2. Grant & Facilities

The annual grant has been raised from Rs. 5 lakhs to Rs. 20 lakhs, out of which upto Rs. 5 lakhs will be earmarked for travel.

For international travel, in case the visit is on invitation and no part of expenditure is to be made out of the grant provided by CSIR, the Fellow is not required to seek permission but otherwise foreign visits will be approved by VP, CSIR.

Copy of CSIR letter No. 7-4(15)/2002-R&A dated 25.7.2002

(111)

Sub: Filling up of vacancies in Groups C&D – permission therefor.

In continuation of this office letter No. 4-US (LA)CAG/98-EII dated 8.7.2002, conveying the revised sanctioned strength in respect of S&T posts and authorising the Directors to fill up vacancies thereof without referring to CSIR, I am directed to state that the proposals regarding filling up of non-technical posts were still being received from the Labs/Instts. Accordingly, the matter was placed the competent authority. The competent authority has been pleased to authorize the Director to fill up vacancies in Groups C & D to the extent of the available vacancies within the original sanctioned strength in these Groups from among the identified casual workers.

However, in view of non-availability of identified casual workers in the area of stenography and driving, the competent authority has been pleased to permit Directors of the Labs/Instts. to fill the vacant posts of Junior Stenographer and staff Car Drivers (non-tech.) to the extent available as per the original sanctioned strength through local employment exchange/advertisement. The vacancies may also simultaneously be notified to the Labs/Intts. for sending names of identified casual workers, if any.

Your attention is also invited to this Office circular No. 2(18)98-EII dated 23.7.2002, regarding filling up of posts in Groups I & II (Tech.) and C&D (Non-Tech). it is once again reiterated that while filling up of posts in these Groups it may be made clear to the concerned identified casual worker by COA/AO, that in case he does not turn up for test/interview, or remains unsuccessful in the two chances, his/her casual employment will be removed as per terms and conditions of the CSIR Casual Workers Absorption Scheme.

It is requested that necessary action to fill up the vacancies in Groups I & II/C&D from among the identified casual workers may please be completed by 30th November, 2002 under intimation to CSIR Hqrs.

Full details of identified workers who have not yet been absorbed, such as, name, date of birth, qualification, Group/grade for which identified, date of engagement, nature of work being performed may please be furnished to CSIR Hqrs. latest by 31.8.2002 failing which it will be presumed that there is no identified casual workers in the Lab.

Copy of CSIR letter No. 4-2(28)/91-E.II dated 6.8.2002

(112)

Sub:-Residential Colonies of CSIR – Regarding Security & Cleaning thereof.

I am directed to state that references are being received from various Labs./instts. for sanction of manpower for security and cleaning of the colonies of CSIR Labs./Instts. The matter has been considered with reference to various audit objections received by the CSIR from time to time.

The CAG of India in his report on Manpower-Audit of CSIR had, inter-alia, observed that providing security for the staff colony of the Labs./Instts. was not the

responsibility of the concerned Labs./Instts. Accordingly, CSIR had issued Instructions vide circular dated 18.12.1998 to all the Labs/Instts. that no expenditure should be incurred on the security of their staff quarters. In its report on Scientific Departments for the year ended March 1999-2000, the CAG had again objected to providing security arrangements for the staff quarters.

In view of the above observations of CAG, security cannot be provided to the staff colonies at the expenses of CSIR. The security arrangements for the colonies wherever required, therefore, be made through the aegis of the Resident Welfare Associations which may recover charges from the residents directly for the purpose at the rates fixed through mutual consent.

As regards cleanliness, it has been decided that since CSIR Labs./Instts. pay Municipal taxes/Property Tax to the local municipal authority, they may be approached for doing this job. For this purpose Labs./Instts. should take up the matter with the local authorities.

In view of the above, it should be ensured that no expenditure on security, cleaning of colonies is met from the budgetary allocations made to the Labs./Instts. any failure to comply with these instructions, the Director, COA/AO and Sr. F &AO of the Lab./Instt. shall be held jointly responsible.

Copy of CSIR letter No. 14(6)1/86-E.II dated 2.9.2002

(113)

Sub: Representation of Council Employees on service matters.

I am directed to invite a reference to the instructions issued vide this Office circular of even number dated 24.11.97 (copy enclosed) on the above subject and to state that in spite of instructions issued to the Council servants to refrain from bringing in any political or outside influence to further their interests in respect of service matters, it has been observed that a number of representations are being addressed to DG,CSIR/higher authorities directly in violation of rules/instructions. In order to seek redressal of any grievance related to service matters, it is necessary first to exhaust all the sources before addressing any representation to DG,CSIR or VP, CSIR through proper channel.

Since, the trend has continued unabated, it has been considered necessary to reiterate the instructions contained in the circular letter of even number dated 24.11.97.

It is requested that the above instructions may be brought to the notice of all employees of your labs/Instts. for their information/guidance and strict observance. Any break of rules/instructions will be viewed seriously and the employee concerned shall render himself liable for disciplinary action.

This communication may please be brought to the notice of all the staff members.

Copy of CSIR letter No. 17/226/97-E.II dated 25.9.2002

(114)

Sub: Career development of isolated category of staff.

I am directed to refer to this office letter of even number dated 5.4.2002 regarding processing of cases of incumbents holding isolated category of posts for promotion to the next higher grade and to state that the whole scheme has been reviewed by a Committee constituted for the purpose. The Committee has since submitted its recommendations which are being processed for further necessary action. Meanwhile, the DGCSIR has decided that the cases of employees who have become due for promotion to the next higher grade after completion of 11 years may be processed as per the existing provisions. However, no fresh recruitment may be made in this category till final decision is taken on the recommendations of the Committee.

Copy of CSIR letter 17(12)/8/2002-E.II dated 16.10.2002

(115)

Sub:- Delegation of powers to Head, Recruitment & Assessment Board, and to Chairperson, RAB.

The DG, CSIR, with the concurrence of Financial Advisor, has been pleased to accord his approval to delegation of powers to Head, Recruitment & Assessment Board, as follows:

1. Head, RAB shall be the Controlling Officer for the staff of RAB and he may sanction their tours in connection with the work of RAB.
2. He will also act as Controlling Officer for the purpose of payment of TA/DA and Honorarium as per rules to the experts invited for the meeting of Assessment/Selection Committees of the Board.
3. He may sanction advance for payment of TA/DA and Honorarium to the members of various Committees.
4. He may sanction expenditure for providing lunch, dinner, tea and snacks, etc. to the members of various committees of the Board.
5. He may sanction recurring expenditure upto Rs. 1000/- (Rs. One thousand only) in each case to meet any unforeseen expenditure in connection with the work of Board.
6. Chairperson of the Board shall be the controlling Officer for himself, and in respect of the Head, RAB.

The delegation of powers as above shall be subject to observance of instructions contained in GFR 1963 as amended from time to time, and CSIR orders on the subject.

The requirements of the Board on account of stationery, office equipment transport and other facilities shall be provided for by the CSIR Complex Administration/ESD as the case may be.

Copy of CSIR letter No. 18-6(1)2002-Cte. Dated 23.10.2002

(116)

Sub: Restriction of LTC claim of Shr. S.M. Kannan, Retd. Scientist, NAL, - reg.

With reference to your Letter No AO/MISC/15/2002-2003 dated 9.4.2002 on the above subject, I am directed to state that the request of Sh S.M. Kannan, Retd. Scientist, NAL to reimburse fare, on performing hometown LTC, as per his entitled class i.e. AC I class fare, when the actual journey was performed by National Air Carrier has been considered in consultation with DoPT, Govt. of India.

In this regard I am directed to invite your attention to the DoPT OM No 310 11/1/95-Estt(A) dated 28.4.95 where in it is stated that reimbursement of fare in cases where a Govt Servant performs journeys on LTC by air between places connected by rail may be restricted to the fare of entitled class by rail other than Rajdhani/Shatabdi Express. DoPT vide their UO dated 4.9.2002 have further clarified that in case an officer, who is entitled to travel by AC I class, performs LTC journey by a National Air Carrier, the reimbursement of fare is to be restricted to AC II class (other than Rajdhani/Shatabdi Express) in case the train connecting two stations does not have AC I class coach. Accordingly, the claim of Sh. Karman is to be restricted to AC II class fare of 'Karnataka Express'.

Copy of CSIR letter No. 3/25/96-E.II dated 29.10.2002

(117)

Sub: Engagement of temporary worker.

Recently in one case CAT has ordered that temporary status be given to three employees, as according to CAT, they have been working in the Institute for the past few years. Looking into wider implication of the case, CSIR has decided to appeal against this order, at the same time.

I find that instructions issued by my D.O. letter No. US (LA)/Audit/2000-E.II dated 2.3.2001 on engagement of temporary workers are not being strictly complied with.

It is once again emphasized that CSIR instructions in the matter should be followed strictly otherwise Directors and Officers of Administration and Finance concerned with the processing and approval of such cases will be held jointly responsible for any violation.

Copy of CSIR letter No. 2(28)/91-E.II dated 27.12.2002

(118)

Sub: Managing the Security and Cleaning jobs in the Labs/Instts.

I am directed to refer to this office circular of even number dated 27.11.2001 on the above subject allowing the Labs./Instts. to contract out the security and cleaning jobs with certain conditions including that the number of persons to be engaged through the contractor for these jobs should be restricted to the number fixed by CSIR for each Labs./Instt.

CSIR Labs./Instts. have been requesting for additional manpower to be engaged through contractor for security & cleaning jobs. The DG,CSIR in consultation with JS(A) and FA, CSIR has been pleased to decide that Labs./Instts. may be permitted to award "job contracts" relating to 'security' and 'cleaning' of the Labs./Instts. without specifying the number of persons to be deployed by the contractor subject to the following conditions:-

1. Contract should be awarded after obtaining offers from the registered 'contractors holding valid licence under Contract Labour (Regulation and Abolition) Act and the Labs./Instts. should also be registered under the said Act with the State Govt. being the appropriate Govt. The Security Contractor should also be registered with the DG(Resettlement) and must deploy ex-servicemen for the security work.
2. Overall expenditure on security and cleaning of the Lab./Instt. should not exceed more than 5% of their existing expenditure.
3. No expenditure on this account should be made out of the Lab. Reserve Fund.
4. While awarding the contract, agreement should be entered into with the contractor, as per the enclosed agreements.

Copy of CSIR letter No. 14(6)/1/86-E.II dated 13.1.2003

AGREEMENT FOR HOUSE KEEPING AND CLEANING

This AGREEMENT made on this----- day of ----- between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act and having its office at "Anusandhan Bhawan", Rafi Marg, New Delhi (hereinafter referred to as CSIR) of the ONE PART.

And

M/s_____ at _____
(hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for providing the house-keeping and cleaning arrangement at (Name of the lab./Instt) which is a constituent unit of CSIR (hereinafter referred to as Lab./Instt) and whereas the Contractor has offered to provide the house-keeping and cleaning arrangement on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any 'amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the CSIR. The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act.

WHEREAS CSIR has agreed to award the contract of work of house keeping and cleaning arrangement of the properties mentioned at Annexure A.

AND WHEREAS the contractor has agreed to furnish to the Lab'/Instt. a security deposit of Rs..... by way of Bank Guarantee or Fixed Deposit Receipt.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:-

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.
2. That on taking over the responsibility of providing house keeping and cleaning arrangements, the contractor shall formulate the mechanism and duty assignment of House keeping and cleaning personnel in consultation with Director of the Lab./Instt. or his nominee. Subsequently, the contractor shall review the house keeping and cleaning arrangement from time to time and advise the Director of the Lab'/Instt. for further streamlining their system. The contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the Lab'/Instt. or the officer designated by the Director in this respect from time to time.

3. That the Director of the Lab./Instt. or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case any of the persons so deployed by the contractor does not come upto the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Lab./Instt./CSIR in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./instt./CSIR in case of any of the aforesaid acts on the part of the said person.

B. 'CONTRACTOR'S OBLIGATIONS

1. That the contractor shall provide house-keeping and cleaning arrangement of the Buildings/premises mentioned at Annexure.-A as deemed fit by him in consultation with the Lab.
2. That for performing house keeping duties, the contractor shall deploy persons in eight hours shifts and as per the requirement of the job. The contractor shall ensure that the persons are punctual and disciplined in performance of their duty. It is further agreed that the Contractor shall engage medically and physically fit persons preferably below the age of 50 years.
3. That the contractor shall submit details such as, names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the Lab./Instt./CSIR for the purpose of proper identification of the employees of the contractor deployed at various points, he shall issue identity cards bearing their photographs/Identification, etc. and such employees shall display their identity cards at the time of duty.
4. That the contractor shall at their own cost, if required take necessary insurance cover in respect of the aforesaid services rendered to CSIR and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfil any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the CSIR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.

5. That the contractor shall submit the proof of having deposited that amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at CSIR Lab/Instt. buildings in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents.
6. That the contractor shall particularly abide by the provisions of Minimum Wages Act 1948 with Rules 1950 framed there-under, as amended from time to time on the rates, terms and conditions etc.
7. That the contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of CSIR/Lab./Instt.
8. That the contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the Lab./Instt./CSIR and shall on demand furnish copies of wages register/muster roll, etc. to the Lab./Instt. for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to "ensure that he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of CSIR in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.
9. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR
10. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any-of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of the Lab'/Instt. a sum as may be claimed by Lab./Instt./CSIR.

C. CSIR'S OBLIGATIONS

1. That in consideration of the services rendered by the contractor as stated above, he shall be paid a lump sum of Rs..... On..... basis. Such payment shall be made by the 10th day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by Lab./Instt. in this regard.
2. That the aforesaid lump sum amount has been agreed to be paid by CSIR to the contractor.
3. That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. (Govt. of India) from time to time shall be payable by the CSIR to the contractor.
4. That the CSIR/Lab'/Instt. shall reimburse the amount of service tax, if any, paid by the contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor

D. IDENTIFICATION

1. That the contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the contractor to CSIR on demand. Further, the contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.
2. The contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

E. PENALTIES / LIABILITIES

1. That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
2. That if the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of officer authorized by the Director of the Lab in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.

F. Commencement and termination

1. That this agreement shall come into force w.e.fand shall remain in force for a period of one year. This agreement may be extended on such terms and conditions as are mutually agreed upon.
2. That this agreement may be terminated on any of the following contingencies:-
 - a) On the expiry of the contract period as stated above
 - b) By giving one months' notice by CSIR on account of:
- iii. for committing breach by the contractor of any of the terms and conditions of this agreement.
- iv. On assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the Labs/Instt.
 - c) On contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the contractor to remove all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any' nature for Lab./Instt./CSIR

G. ARBITRATION

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to DGCSIR or his nominee.
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. The expression Director-General, CSIR shall mean and include an acting/officiating Director-General.
4. The Arbitrator may give interim award(s) and/or directions, as may be required.
5. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of
Council of Scientific & Industrial Research

For and on behalf of
The contractor _____

WITNESS

- 1.
- 2.

(119)

Sub: Delegation of powers to Directors of Labs./Instts. to sanction TA under SR 147 to Retired officer engaged as Emeritus Scientists/Distinguished Scientists/Advisor/Consultant within one year of expiry/completion/termination of such re-engagement.

I am directed to invite your attention to Supplementary Rule 147, according to which Govt. Employees on their retirement on superannuation are eligible to avail retirement TA, in order to settle anywhere in the country within the stipulated period of one year of retirement. Directors of Labs./Instts. are also authorised to sanction T A on retirement provided the journey is undertaken within the stipulated period of one year. However, regarding payment of TA in respect of employees who are engaged as Distinguished Scientists/Emeritus Scientists Advisor Consultant within six months of their retirement on superannuation, the matter was placed before the Governing Body at its 155th meeting held on 19.12.2002 for considering delegation of powers to Directors to sanction TA under SR 147 to retired officer engaged as Emeritus Scientists/Distinguished Scientists Advisor/Consultant etc. within one year of expiry/completion/termination of such re-engagement.

GB, CSIR has accordingly approved delegation of powers to the Directors of Labs./Instts. to sanction TA on retirement to such council employees who are engaged as Emeritus Scientist/Distinguished Advisor/Consultant etc. in CSIR within six months of their retirement and undertakes the journey within one year of the expiry of the tenure/termination of such re-engagement, in consultation with local Finance, provided the re-engagement is within 6 months of retirement on superannuation and TA claim is preferred within one year of the expiry of the period of re-engagement.

In all other type of cases where journey is not undertaken within stipulated period of one year, specific relaxation of DG, CSIR will continue to be obtained by Labs/Instts.

Copy of CSIR letter No. 14/27/2001-E.II dated 31.1.2003

(120)

Sub: Absorption of casual workers identified under CSIR Casual Workers Absorption Scheme, 1990 and CSIR Casual Workers Absorption Scheme, 1995.

I am directed to state that as per the existing instructions all the vacancies in Groups I & II (Technical and Groups C & D (Non-Technical) are to be filled only from amongst the identified casual workers, It has been observed that in spite of specific instructions from CSIR for absorption of casual workers a large number of such workers are still awaiting absorption.

In order to ensure that absorption/or otherwise of these identified casual workers is decided at the earliest it has been decided by the competent authority that such identified casual workers (Preferably from the nearest Lab./Instt. having such identified workers) to be called for test/interview may be restricted to the number of vacant posts so that those who qualify can be absorbed against the vacancies and those who do not qualify or do not appear for the test/interview in spite of availing/given two chances, action may be taken, as per the provisions contained in para-5(e) of "CSIR Casual Workers Absorption Scheme 1990" and "CSIR Casual Workers absorption Scheme, 1995" circulated vide CSIR letters NO.1 (20)/86-E.11 dated 4.10.1990 and 2(28)/91-E.11 dated 6.12.1995 respectively. While forwarding the names of such identified casual workers for consideration, it should be ensured that the names are sent in order of seniority i.e. based on their date of engagement so that there may not be any case of discrimination.

Action to absorb the identified casual workers against the existing vacancies of Groups 1 & 11 (Technical) and Groups C&D (Non-Technical) may be completed at the earliest and details of all such identified casual workers who could not be absorbed for want of vacancies may be sent to CSIR Hqrs. for updating the list latest by 30th April 2003. List of identified casual workers availing absorption is enclosed for ready reference.

Copy of CSIR letter No. 1(1)/93-E. II dated 11.3.2003

(121)

Sub: Engagement of Project Assistants against externally funded projects – Clarification thereof.

I am directed to invite reference to DG,CSIR's DO Letter No. US(LA)Audit/2000-E.II dated 2.3.2001 regarding engagement of Project Assistants in externally funded projects.

Keeping in view the fact that Labs./Instts. have been making references for re-engagement of Project Assistants in another project after completion of their tenure in one project due to the reason that the project in which Project Assistants are engaged are of short duration or the Labs./Instts. face problem in getting fresh candidates for the new projects.

The matter has been considered in consultation with Legal Adviser, CSIR and it has been decided with the approval of DG,CSIR, that Project

Assistant who has completed his tenure in one project and applies afresh for the position of Project Assistant in a different project against the duly notified position, there may not be any objection for his fresh selection as Project Assistant against the notified vacancy subject to the following conditions:

1. There should not be automatic shifting of Project Assistant from one project to another. Labs./Instts. should follow the complete procedure for selection of Project Assistant even though the person had earlier worked in the Lab./Instt. in another project;
2. The fresh selection of Project Assistant should be against a notified vacancy in the new project;
3. There should be enough evidence to show that efforts were made but fresh candidates for the new project were not available;
4. The fresh engagement of Project Assistant should be either for performance of a specific job and for a specific period in the Project or co-terminus with the project.
5. The total period of engagement of Project Assistant in different projects, taken together, should not be more than five years.

The above instructions may kindly be followed scrupulously for re-engaging Project Assistants against externally funded projects.

Copy of CSIR letter No. 4-44/27/2003-E.II dated 28.3.2003

(122)

Sub:- Filling up of vacant post by the Labs./Instts. just before the end of tenure of Directors.

I am directed to forward herewith a copy of DO letter of even number dated 30.5.2003 from DG, CSIR sent through E-mail to all the Directors or CSIR National Labs./Instts. on the above subject for your information and compliance.

Copy of CSIR letter No. 4-46/1/2003-E.II dated 2.6.2003

D.O No. 4-46/1/2003-E.II dated 30.5.2003

Kindly refer to the instructions issued by Dr. A.P. Mista, The then DG, CSIR vide his DO letter dated 22.06.1990, regarding filling up of large number of vacancies by Heads of Labs/Instts. just before the end of their tenure. A copy of the same is enclosed for ready reference.

I find that some of the Labs./Instts. are still resorting to filling up of vacancies just before the end of the tenure as Director. You will kindly appreciate that the new Director appointed for the laboratory will have his own vision and programmes for which he will be needing fresh talent to carry out the research activities.' Unless some posts ..

are kept vacant in the laboratory the Director will not be able to induct fresh scholars. It has also been brought to my notice that some Labs./Instts. have conducted interviews for various fresh posts in the absence of regular Director in position. Since the appointment letters to the selected candidates cannot be issued without the approval of the Director, he being the appointing authority for posts upto Scientists Group-IV(5), the whole exercise carried out by the Laboratory in this regard becomes redundant.

I trust you will appreciate the position and ensure compliance.

DO letter from DG, dated 22.6.1990 regarding filling up of large number of vacancies by Heads of Labs/Instts.

I wish to address you on three important points.

The first, about norms to be followed in regard to recruitment. It has been observed in some cases that Heads of laboratories resorted to filling up of vacancies, rather large in number, just before the end of their tenure and in major portion of such filling – up was by Internal promotions. You will appreciate this is not a good practice and may create difficulties to successors of Directors. I request you to kindly avoid any such possibility.

Secondly, of late I have noticed with deep concern Indeed that there is an Increased tendency on the part of senior colleagues to include their names as co-authors of scientific papers published in Journals by their Juniors. This is highly unethical. It may be appreciated that the mere fact of someone being the Head of a Division (and thus dutifully providing facility and support to junior) does not entitle him to a share in the credit that legitimately accrues to the bench level scientist working in the division. Unless the concerned Sr. scientist is himself a bench level scientist having contributed in the emergence of the results contended in the Paper, he should not claim authorship. I shall be grateful, if you kindly share my thoughts with our Sr. colleagues and let me have their reaction, if any.

Finally, about lists of referees approved by IICs for purposes of assessment promotion, I have seen quite a few labs and assume that others must have also finalized them. In addition to those listed therein, I suggest the following two categories must also find place, after formal approval of your RC:-

Representatives of users – Industries, other govt. departments etc. – who have bought know – how of labs. And from whom external cash flow is coming and

Scientists and technologies from abroad, in areas in which the lab is working.

I hope you will kindly take immediate action on those points.

(123)

Sub:- Appointment as Chairperson, Recruitment & Assessment Board (RAB), CSIR.

I am directed to inform you that the President, CSIR (Prime Minister of India), on the recommendations of Search-cum-Selection Committee, has been pleased to approve

of your appointment as Chairperson, Recruitment & Assessment Board (RAB) of CSIR for a single term of three years from the date of assuming charge of the position.

As Chairperson of the Board, you will be entitled to the following:-

1. Fixed remuneration of Rs.25,000/- p.m.
2. Expenses for residential accommodation for Rs. 10,000/- p.m.
3. Secretarial Assistance (when not collocated with office of RAB) - Rs.10,000/- p.m.
4. Allowance for residential phone including e-mail facility - Rs.5,000/- p.m.
5. Staff Car/Conveyance Allowance only when collocated at the location of the office of RAB - Rs.7,000/-p.m.
6. Mediclaim/other medical insurance charges/medical reimbursement not exceeding Rs.50,000/- per annum
7. TA/DA for/journeys in connection with work of RAB shall be admissible at par with DG, CSIR.

As Chairperson, you will be provided suitable office space and other infrastructural facilities. Kindly communicate your acceptance of this appointment and indicate the probable date of your assuming charge of the position.

Copy of CSIR letter No. 6-1(34)/2002-E.III dated 12.6.2003

(124)

Sub: Proposal for extension in service beyond the age of superannuation in the case of Scientists - regarding

In supersession of the earlier instructions issued by CSIR on the subject cited above, I am directed to forward herewith the comprehensive guidelines relating to processing of proposal for extension in service beyond the age of superannuation in the case of Scientists for information and necessary action at your end.

In this connection it is further pointed out that CSIR has already formulated an Emeritus Scientist scheme for outstanding scientists to pursue research, write books/monographs in their respective fields of specialization specially in those areas which are of relevance to the programmes and activities of CSIR. As such proposals for extension in service beyond the age of superannuation should be thoroughly scrutinized at the laboratory level as per the enclosed guidelines before these are sent to CSIR Hqrs. for consideration. However, the proposal for extension in service of Director's as Scientist should be sent directly to CSIR Hqrs. as per present practice.

Copy of CSIR letter No. 4-38/2002-E.II dated 13.8.2003

Comprehensive guidelines relating to processing of proposal for extension in service beyond the age of superannuation in the case of Scientists

Eligibility: The Govt. of India vide its OM dated 30.5.1998 while enhancing the age of retirement from 58 years to 60 years in respect of employees of autonomous bodies also

imposed complete ban on extension in service beyond the age of superannuation except in the case of medical and scientific specialists who can be granted extension in service, on a case to case basis. Thereafter, DOPT vide its OM dated 10.7.2000 conveyed the decision that only the "outstanding scientists working in the pay scale of RS.22400-24500 or above may be considered for such extension in service beyond 60 years of age. Subsequently, in reply to a reference from CSIR the Director (ACC) vide his DO dated 16.2.2001, addressed to DG,CSIR clarified that the initial order of the ACC stating that "only outstanding scientists working in the scale of RS.22400-24500 or above may be considered for such extension" may be read as "normally outstanding scientists" working in the scale of RS.22400-24500 or above, thus outstanding scientists who are in the pay scale of less than Rs.22400-24500" can also be considered for extension in service beyond the age of superannuation, subject to their fulfilling other conditions.

Points to be taken care of at Laboratory level

While considering the proposal for extension in service beyond the age of superannuation at the laboratory level, the following criteria should be followed:

- a. The overriding consideration for grant of extension in the service is that it must be in 'public interest' and in addition satisfy one of the following two conditions.
 - i. That the retiring scientist is not just one of the outstanding officers but is really head and shoulders above the rest; OR
 - ii. that other scientists are not ripe enough to take over the job. The second condition would be satisfied only if there is shortage in a particular specialization, or it is not possible to find a suitable successor or if the scientist is engaged on a work or project of vital importance for which his presence is required for a maximum period of two years.
- b) Whenever any scientist is considered for grant of extension, APAR and personal file should be carefully scrutinized and all other relevant information that may be available should be taken into account to judge, whether the scientist has good reputation, integrity and honesty. While recommending proposals for extension in service higher standards of efficiency should be laid down i.e. with reference to publications in national and international journals, patents filed by the scientist during the service etc. The extension in service should be considered only, if continuation of the scientist is in the interest of Laboratory/CSIR and not merely as a matter of routine, in the interest of the individuals.
- c) All the proposals recommending extension in service should be sent by Labs./Instts. at least six months in advance, along with six copies of the bio-data of Scientist.

- d) All the proposals for extension in service of scientists beyond the age of superannuation should be sent to CSIR Hqrs. with specific recommendations and full justification.

Scrutiny/Processing 'at CSIR level

Proposal for extension in service beyond the age of superannuation received from the Labs./Instts. are placed before the discipline wise Peer Review Committees, constituted by VP,CSIR, consisting of distinguished scientists, for consideration. Director will also be required to present the case before Peer Review Committee. The recommendations of Peer Review Committee are submitted for consideration/approval of VP, CSIR through DG,CSIR.

Reference to DOPT

The cases recommended by the Peer Review Committee, on approval of VP,CSIR, are forwarded to DOPT for consideration of committee headed by Cabinet Secretary and comprising of two Secretaries from Scientific Department and Secretary Personnel, Govt. of India.

Approval of President, CSIR

The final recommendations of the aforesaid committee are submitted to President, CSIR i.e. Prime Minister of India for approval.

Guidelines for scrutiny of proposals for extension in service beyond the age of superannuation in the case of Scientists.

(125)

Sub: Managing the Security and Cleaning jobs in the Labs/Instts.

I am directed to refer to this office circular of even number dated 13.1.2003 on the above subject. One of the conditions for award of job contract for security was that the contractor should be registered with DG (Resettlement). A number of references have been received from different Labs/Instts. expressing their difficulties in getting security contractor registered with DG (Resettlement) and apprehended that such agencies may charge rates as per the rates fixed by DG (Resettlement). The matter has been examined and it has been decided with the approval of the Competent Authority that for a Security Agency the condition of registration with DG (Resettlement) may not be considered as a mandatory condition, other agencies who fulfill the other conditions stipulated in CSIR circular letter dated 13.1.2003 may also be considered for award of security contact. Secondly, since the Labs/ are not required to approach DG(Resettlement) to sponsor the Security Agency, payment of wages as per the rates fixed by DG (Resettlement) is not necessary. The security agencies may be selected on the basis of competitive rates submitted by them however, the condition of payment of minimum wages as per the Minimum Wages Act, and fulfillment of other conditions stipulated in the circular dated 13.1.2003 and contract agreement may be ensured, while awarding the job contract.

Copy of CSIR letter No. 14(6)/1/86-E.II dated 3.10.2003

(126)

Sub: Scheme of career progression of incumbents holding isolated posts.

I am directed to refer to this office letter No. 33(89)/81-E.I dated 12.11.1981 and letter No. 17/92/8/2000-E.II dated 30.1.2003 on the above subject and to state that the Governing Body at 158th Meeting held on 16.7.2003 has approved that promotion of incumbents holding isolated posts, up to the scale of Rs. 6500-10500 may be considered by the DPC on the basis of "selection-cum-seniority" without the element of interview. It has further approved that Directors in the case of Labs/Instts. and JS(A) in the case of CSIR Hqrs. may be delegated the power to approve the recommendations of DPC and issue promotion order of incumbents holding isolated category of posts, up to the scale of Rs. 6500-10500, without seeking the approval of DG, CSIR.

It is requested that the above decision may kindly be brought to the notice of all the concerned in your Lab/Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 17(92)/8/2000-E.II dated 16.10.2003

(127)

Sub: Grant of Scholarship to the children of CSIR employees.

I am directed to refer to this office letter No. 20(6)/87 -E.II(2) dated 23.2.1987 regarding grant of scholarship to the children of CSIR employees both at the Laboratory/Institute as well as at CSIR Headquarters. An amount of Rs. 100/- per child is admissible to children of the employees who take up professional courses after passing 12th class examination and where stay in hostel is compulsory. In view of the general rise in prices requests for revision of scholarship amount of Rs. 100/- had been received from various employees of the Council.

In order to examine the proposal with reference to financial liability, it is requested that the number of employees availing the said benefit for their wards and the total expenditure incurred for the said purpose during for the last 3 years i.e. 2001-2002, 2002-2003 & 2003-2004 may kindly be furnished in the enclosed pro-forma at the earliest.

Copy of CSIR letter No. 9/146/2001-E.II dated 11.12.2003

Statement of expenditure incurred on grant of Scholarship under the scheme for Grant of Scholarship to Children of CSIR Employees notified vide CSIR letter No. 20(6)/87-E.II(2) dated 23.2.1987.

Name of Labs./Instts.

Subject	2001-02	2002-03	2003-04
Number of employees whose wards have been granted scholarship.			
Number of Children awarded scholarship under the said scheme.			
Total expenditure incurred.			

Signature of AO/COA

(128)

Sub:- Govt. of India Resolution on Public interest Disclosure & Protection of Informer.

I am to forward herewith a copy of the Central Vigilance Commission circular letter No 004/VGL/26 dated 08.06.2004 (Office Order No. 38/6/2004,) which is in continuation of CVC's. Officer Order No. 33/5/2004 (enclosed) for your information, guidance and necessary action.

Copy of CSIR letter No. 15-6(83)/98-O&M dated 5.7.2004

F.No. 004/VGL/26 dated 08.06.2004 of Government of India, Central Vigilance Commission.

Reference is invited to the Commission's Office Order No. 33/5/2004 dated **171** May, 2004, enclosing a copy of Public Notice issued by the Commission on the "Govt. of India Resolution on Public Interest Disclosures & Protection of Informer". This notice is also available on the Commission's web site.

2. The Commission desires that **wide** publicity may be given to the above 'Public Notice. This may be circulated amongst the staff, *Included* In **the** Organization's Newsletter/periodicals, **web-site** etc.

3. The Commission may be intimated of the compliance in this regard.

OFFICE ORDEER No. 33/5/2004 dated 17th May, 2004 of Government of India, Central Vigilance Commission.

The Government of India has authorised the Central Vigilance Commission (CVC) as the 'Designated Agency' to receive written complaints for disclosure on any allegation of corruption or misuse of office and recommend appropriate action.

2. A copy of the Public Notice issued by the Central Vigilance Commission with respect to the above mentioned Resolution is enclosed. All CVOs are further required to take the following actions with respect to the complaints forwarded by the Commission under this Resolution:

- I. All the relevant papers/documents with respect to the matter raised in the complaint should be obtained by the CVO and investigation into the complaint should be commenced immediately. The investigation report should be submitted to the Commission within two weeks.
- II. The CVO is to ensure that no punitive action is taken by any concerned Administrative authority against any person on perceived reasons/ suspicion of being "whistle blower."
- III. Subsequent to the receipt of Commission's directions to undertake any disciplinary action based on such complaints, the CVO has to follow up and confirm compliance of further action by the DA and keep the Commission informed of delay, if any.
- IV. Contents of this order may be brought to the notice of Secy./CEO/ CMD.
All CVOs may note the above directions for compliance.

Public Notices

GOI Resolution on Public interest Disclosure and Protection of Informer

The Government of India has authorized the Central Vigilance Commission (CVC) as the 'Designated Agency' to receive written complaints for disclosure on any allegation of corruption or misuse of office and recommend appropriate action.

2. The jurisdiction of the Commission in this regard would be restricted to any employee of the Central Government, or of any corporation established by or under any Central Act, Government companies, societies or local authorities owned or controlled by the Central Government. Personnel employed by the State Governments and activities of the State Governments or its Corporations etc. will not come under the purview of the Commission.
3. In this regard, the Commission, which will accept such complaints, has the responsibility of keeping the identity of the complainant secret. Hence, it is **informed** to the general public that **any** complaint, which is to be made under this resolution should comply with the following aspects.
 - I. The complaint should be in a closed / secured envelope.
 - II. The envelope should be addressed to Secretary, Central Vigilance Commission and should be superscribed "Complaint under The Public Interest **Disclosure**". If the envelope is not superscribed and closed, it will not be possible for the Commission to protect the complainant under the above resolution and the complaint will be dealt with as per the normal complaint policy of the Commission. The complainant should give his/her name and address in the beginning or end of complaint or in an attached letter.
 - III. Commission will not entertain anonymous/pseudonymous complaints.
 - IV. The text of the complaint should be carefully drafted so as **not to** give any details or clue as to his/her identity. However, the details of the complaint should be specific and verifiable.
 - V. In order to protect identity of the person, the Commission will not issue any acknowledgement and the whistle-blowers are advised **not** to enter into any

further correspondence with the Commission in their own interest. The Commission assures that, subject to the facts of the case being verifiable, it will take the necessary action, as provided under the Government of India Resolution mentioned above. If any further clarification is required, the Commission will get in touch with the complainant.

4. The Commission can also take action against complainants making motivated/vexatious complaints under this Resolution.
5. A copy of detailed notification is available on the web-site of the Commission <http://www.cvc.nic.tn>.

Issued in Public Interest by the Central Vigilance Commission, INA, Satarkta Bhawan, New Delhi.

(129)

Sub: Out-sourcing of certain jobs by CSIR and its Labs/Instts. – Guidelines thereof – reg.

I am directed to state that the Committee constituted to review the S & T staff strength while recommending reduction in the staff strength in Groups-I and II had suggested 'Out-sourcing of certain jobs'. Accordingly, DG, CSIR had constituted a separate Committee to make its recommendations on out-sourcing of certain jobs in CSIR and its National labs./Instts. Based on the recommendations of the Committee, DG, CSIR, in consultation with Legal Adviser, CSIR and with the concurrence of Financial Adviser, CSIR had approved the out-sourcing of the following jobs:-

(A) Jobs/activities for which job/contracts can be awarded by the Labs/Instts.

- i. Security
- ii. Cleaning
- iii. Horticulture
- iv. Research Farm Operation
- v. Providing skilled, semi-skilled, unskilled manpower for specific defined jobs/activities related to external projects subject to optimal utilization of existing staff strength and expenditure met out of project head only.
- vi. Maintenance/operation of Guest House/Canteen in case adequate staff is not available.

(B) Jobs/activities which can be given on Annual Maintenance Contract (AMC)

1. Operation/Maintenance of Generating Sets.
2. Operation/Maintenance of AC Plants/Cold Storage Rooms
3. Operation/Maintenance of Pump Houses.
4. Operation/Maintenance of Lifts.
5. Maintenance of Electrical and Civil Works for residential complex. Maintenance of Electrical and Civil Works of the Laboratory Building may be done through regular employees.

Copy of CSIR letter No 4-14(24)/2003-E.II dated 25/26.4.2005

(130)

Sub:- Procedure for consideration of proposals for extension in service of Directors/Scientists beyond superannuation upto the age of 62 years – reg.

In continuation of the CSIR letter of even number dated 13.8.2003 on the subject cited above I am directed to state that as communicated by DoPT vide their OM No. 26012/9/2005-Estt. A dated 8.6.2006 henceforth all proposals for extension in service beyond superannuation upto the age of 62 years will be considered by Standing Peer Review Committee (SPRC) for Department of Scientific and Industrial Research (DSIR) constituted under the Chairmanship of Secretary, DSIR by the Hon'ble Prime Minister of India. The recommendations of the newly constituted SPRC will be submitted, with the recommendation of Hon'ble VP, CSIR, to the EO Division of DoPT for obtaining approval of the appointments Committee of Cabinet (ACC).

The aforesaid SPRC will hold biennial meetings 3-4 months in advance to conduct review of cases of retirement coming up in the six months block April to September and Oct. to March so that the ACC gets sufficient time to consider the proposals. As such, to abide by DoPT instructions, proposals for extension in service in respect of Directors/Scientist must be forwarded to CSIR Hqrs. by 30th September of the previous year for the cases of retirement falling due between six months block of April to September and by 31st March for the cases of retirement falling due between six months block of October to March. Proposals received after due dates will not be considered.

Further, proposal for extension in service beyond superannuation in respect of Scientist must contain 15 sets of bio-data, details of work done, work proposed to be done alongwith justification for extension in service duly forwarded by the Director under his signature.

In the case of extension in service in respect of Director, the proposal under his signature must contain 15 sets of bio-data, work done and work proposed to be done for placing the same before SPRC.

In both the above cases a one page write-up justifying the need for extension in service beyond superannuation of Scientist/Director must also be sent alongwith the proposal.

Copy of CSIR letter No. 4 - 38/2002-E.II dated 16.6.2006

(131)

Sub:- Retention in service beyond 50 years (for Groups 'A' and 'B' services) & 55 years (for Groups 'C' and 'D' service) Of age under FR 56(j) -Constitution of-Review Committee Representation Committees.

In continuation to this office letter No, 7(54/4)/56-EII dated 19th March, 1986, on the above subject, I am directed to forward herewith the revised constitution of Review

Committee and Representation Committees as given in Annexure I, which has-been approved by DG, CSIR

The time schedule for such review under FR 56(j) will be the same as contained in CSIR letter No. 7(54)/4/56-EII dated 3rd December, 1985. You are, therefore, requested to review cases falling under FR 56, (j) and send report of action taken biannually as already requested vide DO letter No.15-1/56/2006-O&M dated 7th March, 2006 from D.G, CSIR to all Directors of Labs/Instts.

Copy of CSIR letter No. 7(54/41/IF)56-EII dated 22.6.2006

Annexure

Schedule of Review and Representative Committees to be constituted under FR 56(j)

Name of Post	Review Committee	Representation Committee
Common Cadre Staff in CSIR Hqrs. & National Labs/Instts. (Review meetings to be handled at CSIR Hqrs.) Group-A Officers (Officers in the scale of Rs. 8000-13000 & above)	J.S (Admn.) F.A (Final orders will be passed by DG, CSIR)	Two Directors in the scale of Rs. 22400-24500. (Final orders will be passed by the VP, CSIR).
Group-B Officers (Officer in the scale of Rs. 5500-10500 & below)	Deputy Secretary/Sr. Dy. Secretary Dy. FA/Sr. Dy. FA Final orders will be passed by JS(A).	Director of a Lab F.A (Final orders will be passed by DG, CSIR.)
Staff other than Common Cadre Staff. CSIR Hqrs. (Group-A) Officers in the scale of Rs. 18400-22400 & above.	Two Directors in the grade of Addl. Secy. (Final orders will be passed by President, CSIR, if the recommendations are accepted by DG, CSIR)	No representation will be allowed since the recommendations of the Review Committee are to be accepted at the level of President, CSIR.
Officer in the scale of Rs. 16400-20000 & below upto the level of Rs. 8000-13500	One Director in the scale of Rs. 22400-24500. One HoD of the level Sci. Gr. IV(6) at CSIR Hqrs, (Final orders will be passed by DG, CSIR)	DG, CSIR Sr. Most Director in the scale of Rs. 22400-24500 (Final orders will be passed by the VP, CSIR).
Officers in the scale of Rs. 6500-10500 and below except Gr. I&II	One HoD (CSIR Hqrs.) DS(CO) (Final orders will be passed by JS(A))	One Director in the scale of Rs. 22400-24500. One HoD (CSIR Hqrs.) (final orders will be passed by DG, CSIR)
Group-C & D and Gr. I & II	Dy, Secy, (Co) Dy. FA (Final orders will be passed by	One HoD (CSIR Hqrs.) Sr. Dy. Secy.

	JS(A)	(Final orders will be passed by DG, CSIR)
National Labs/Instts. Group-A Officer in the scale of Rs. 18400-22400 & above.	Two Directors in the scale of Rs. 22400-24500 (Final orders will be passed by President, CSIR)	No representation will be allowed since the recommendations of the Review Committee are to be accepted at the level of President, CSIR.
Officers in the scale of Rs. 16400-20000 and below upto the scale of Rs. 8000-13500	Director of sister Lab/Instt Sr. most Scientist in the grade of Rs. 18400-22400. (Final orders will be passed by the Director)	Director of a Lab. in the scale of Rs. 22400-24500. One HoD (Hqrs.) of the level of Sci. Gr. IV(5) (Final orders will be passed by DG, CSIR)
Officers in the scale of Rs. 6500-10500 and below in Group-III (Rs. 4500-7000)	Sr. most Scientists in the Lab. Sr. COA/COA/AO (Final orders will be passed by Director)	Head of a Division (Hqrs.) JS(A) (Final orders will be passed by DG, CSIR)
Group-B(Non-Technical,Excl, Common cadre officers)	Sr. most Scientist of the Lab Sr. COA/COA/AO(Final orders will be passed by Director)	JS(A) FA (Final orders will be passed by DG, CSIR)
Group C&D & Gr. I & II	Sr. COA/COA/AO COFA/F&AO(Final orders will be passed by Director)	One HoD (Hqrs.) Sr. Dy. Secy./Dy. Secy. (Final orders will be passed by DG, CSIR)

(132)

Sub:- Regarding the amount accumulated under Tier-I of the New Pension Scheme.

I am directed to state that CSIR had been receiving references from various Labs. / Instts as to whether the amount accumulated under Tier-I of the New Pension Scheme' in respect of an employee who tenders technical resignation to join another Government Department could be transferred to that Government Department / Organization. Accordingly, the matter was examined in consultation with the Department of Economic Affairs, Ministry of Finance, who have clarified that under the New Pension Scheme, pension accounts are fully portable allowing the subscriber to continue to use the same account irrespective of the place of employment. As such, accumulations under Tier-I of the New Pension Scheme can be transferred to another Government Department/Organization to which the employee has joined on tendering technical resignation with the consent of new Government Department / Organization.

Further, the procedure regarding transfer of accumulations is being notified separately by the Pension Section, CSIR Hqrs.

Copy of CSIR letter No. 4-10(17)2003-E.II dated 26.6.2006

(133)

Sub:- Extension in service beyond superannuation upto the age of 62 years of Directors/Scientists – proposals thereof – reg.

I am directed to invite a reference to CSIR letter of even number dated 16.06.2006 notifying the procedure for consideration of proposals for extension in service of Directors/Scientists beyond superannuation upto the age of 62 years and to say that as per the said letter cases of Scientists / Directors due for retirement between October 2006 to March 2007 were to be received by 31.03.2006. However, keeping in view the fact that the revised instructions were received only in June 2006, it has been decided that proposals seeking extension in service beyond superannuation upto the age of 62 years in respect of Directors / Scientists due for superannuation during November, 2006 to March, 2007 may be forwarded as per the said instructions by 21.08.2006 positively for placing the same before the second meeting of SPRC scheduled for 12.09.2006.

Copy of CSIR letter No. 4-38/2002-E.II dated 8.8.2006

(134)

Sub: Proposal for extension in service in respect of Scientists beyond superannuation upto the age of 62 years- forwardal thereof- reg.

Proposals for extension in service in respect of Scientists beyond superannuation up to the age of 62 years are required to be forwarded by Director of the respective Lab./Instt, with his recommendations and full justification, as envisaged in the CSIR circular letters of even number dated 13.08.2003 and 16.06.2006. However, it has been observed that proposals for extension in service in respect of Scientists have been received from Lab./Instt. without any specific recommendations and justification of the Director concerned. Even proposals for extension in service of Scientists at the level of Scientist Group IV (3) & IV (4) are being forwarded by Directors as a routine, while as per DoPT instructions normally "Outstanding Scientists" working in the pay scale of Rs. 22,400-24,500 or above could be considered, however Scientists who are in the pay scale of less than Rs. 22,400-24,500/- can be considered depending upon merit provided the extension is in Public Interest and satisfy one of the two conditions envisaged in CSIR circular letter dated 13.08.2003.

Keeping in view the above and the fact that proposal for extension in service beyond superannuation are considered by a High Powered Committee constituted under the Chairmanship of Secretary, DSIR/DG, CSIR it has been decided by the competent" authority that proposals for extension in service beyond superannuation upto the age of 62 years of Scientists be forwarded by Directors only -in- very deserving cases as it is not appropriate to recommend cases of Scientists at the lower level when Senior Scientists in the required field are already available in the Labs/Instt. to carry out the assigned task.

It has further been decided that while forwarding the proposals for extension in service of Scientists beyond superannuation the following documents must invariably be sent to enable the office to place the matter before Standing Peer Review Committee on time.

- a. Fifteen sets of Bio-data, details of work done, work proposed to be done during the extension period along with a one page write up justifying the need for extension in service beyond superannuation.
- b. Justification for extension in service with specific recommendations of the Director.
- c. Vigilance clearance certificate.
- d. Upto date APARs/ARPs of the Scientists in case it is maintained at Laboratory level and in case it is maintained at CSIR Hqrs. it may be ensured that up to date APARs/ARPs duly completed in all respects are made available to CSIR Hqrs.

The above instructions may please be brought to the notice of all concerned for information, observance and strict compliance.

Copy of CSIR letter No. 4-38/2002-E.II dated 28.9.2006

(135)

Sub: Reservation for persons with disability.

The undersigned is directed to invite attention to para 16 of this Department's O.M. No. 36035/3/2004-Estt(Res) dated 29.12.2005 which reads as follows:-

- a. Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Ministry of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.
- b. If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.
- c. In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability. If the vacancy is filled by a person with disability of the category for which it was reserved or by a person of other category of disability by inter se exchange in the subsequent recruitment year, it will be

treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years where after the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

2. The OM dated 29.12.2005 has introduced the concept of backlog reserved vacancies in the matter of reservation for persons with disabilities which did not exist prior to the issue of these instructions. Before the issue of the aforesaid OM, vacancies reserved for persons with disabilities were filled by able bodied persons if persons with disabilities were not available for filling up such vacancies. Nevertheless, it is possible that some Ministries/Departments/ establishments might have kept posts reserved for the persons with disability vacant due to non-availability of persons with disabilities either consciously or by default. If there are such vacancies which were earmarked reserved for persons with disabilities but were not filled either by the handicapped persons or able bodied persons and are still lying vacant, these would be, by definition backlog reserved vacancies of the persons with disabilities.
3. All the Ministries/Departments are requested to send information about the backlog reserved vacancies, in the enclosed Proforma-I. If there is no backlog reserved vacancy for the persons with disabilities under the Ministry/ Department etc., a 'nil' information may be sent. Information may also be sent in Proforma II in respect of the carry forward reservation (as distinct from carry forward vacancies) which are to be filled in future from out of the current vacancies.
4. While furnishing the information it may be kept in view that a backlog reserved vacancy means a vacancy which was earmarked reserved for persons with disabilities but which could not be filled and remained vacant and is still vacant

[FNO. 36035/10/2006-ESTT. (RES)DESK,GOI. MIN. OF PP&PGDOPT DATED 12-12-2006]

(136)

Sub:- Prior consultation with Financial Advisers.

In the meeting of Finance Minister with Finance Secretary & Financial Advisors held on 8th Sept., 2006, the issue of prior consultation with Financial Advisors before seeking approval of Minister or the Competent Authority on the proposals, was discussed. A redefined Charter for Financial Advisor was issued on June 1, 2006 to strengthen the role of Financial Advisors in the present scenario. Accordingly, with a view to achieve the intended outcomes defined in measurable and monitorable terms and to ensure 'value for money', it is important that Financial Advisors are "fully, involved in the key "processes/activities which have clear economic and financial dimension. The benefit of advice of FA can be had and best utilized only if it is obtained before obtaining the approval of The Competent Authority otherwise the purpose of obtaining advice gets defeated.

2. It has been decided that prior consultation with Financial Advisors would be mandatory before a proposal is sent to Ministry of Finance, on the following issues:
 - i. Creation of new posts.
 - ii. Issues involving abandonment or sacrifice of any revenue; and,
 - iii. Notes seeking approval of Cabinet or its sub-committees on matter having financial implication.
3. This issues with the approval of Finance Minister.
Copy of CSIR letter No. 17(68)/2005-E-II dated 1.2.2007

(137)

Sub: Constitution of Selection Committee under CSRAP Rules, 2001 for considering cases of movement to Group IV under Para 2.3.5 of Revised MANAS.

I am directed to refer to Para 2.3.5 of Revised MANAS, which provides that employees who were in position on 1.2.1981 and acquired after 31.12.81 the entry level qualification of the next higher Group to the one in which they were placed could be considered alongwith other who apply in response to advertised posts. Such employees, if found fit for selection, will be permitted to carry their posts to the higher Group, if so required over and above the number of outside candidates selected against the posts advertised. Wherever posts are not advertised in a particular year or, if advertised do not cover the specialization of particular Scientists/Technologists of the above category, special Interviews may be arranged for thm as a onetime measure. Their selection will be on acquiring a comparable level expected in open recruitment to such position.

Certain Group III employees were found to be eligible by their respective labs for movement to Group IV in terms of the above provision of Revised MANAS, and they approached RAB to constitute Selection Committees under CSRAP Rules, 2001 to consider candidature of their Group III employees. RAB had a point of doubt as to whether constitution of Selection Committee as per CSRAP Rules, 2001 for the candidates being considered as per provisions of Revised MANAS as valid or not and sought a clarification from CSIR. It has since been clarified that in such cases the Selection Committee to be constituted under Para 6.4 of CSRAP Rules, 2001.

It is therefore requested, that while forwarding proposal for constitution of Selection Committee in respect of Group III employees found eligible under Para 2.3.5 of Revised MANAS, full particulars of the employee be sent to RAB, particularly.

- i. Present grade with date of joining;
- ii. Date of joining into Council service;
- iii. Qualifications possessed at the time of joining Council service
- iv. Name of the qualification acquired after joining Council service and the year
In which acquired;
- v. Area of specialization, if any;

- vi. Whether proposal is for arranging special interview, as a one time measure;
- vii. Whether the candidate belongs to SC/ST category.

If desired, a few names may also kindly be suggested for the purpose of constituting Selection Committee under Para 6.4 of CSRAP Rules.

Copy of CSIR letter No. 1-1(1)/2006-RAB dated 1.3.2007

(138)

Sub:- Constitution of Recruitment and Assessment Board (RAB).

I am directed to state that in accordance with Rule 5.0 of CSIR Scientists, Recruitment & Assessment Promotion (CSRAP), Rules, 2001, CSIR, with the approval of its Governing Body, established the Recruitment & Assessment Board on 12.6.2002. A chairperson of RAB was also appointed. A need has now been felt to have a complete Recruitment & Assessment Board to devise its own procedures in respect of recruitment and assessment to be conducted by the Board. Accordingly, a proposal for constitution of a full-fledged Board was placed in 168th meeting of the Governing Body held on 8.12.2006. The Governing Body has approved the constitution and powers and functions to be given to the Recruitment & Assessment Board:

A. Constitution

1.	Chairperson, RAB	(To be appointed by the President, CSIR)
2.	An Eminent Scientist	Member (A sitting member of CSIR Governing Body)
3.	One Co-Chairperson	Member (from the panel of co-chairpersons approved by the Vice-President, CSIR)
4.	Senior Director of a CSIR Laboratory/Institute	Member
5.	Chairman, Recruitment & Assessment Centre(DRDO)/Chairman, Agricultural Scientist Recruitment Board	Member
6.	Head, RAB	Convener

(Members of the Board are to be appointed/nominated by the Vice-President, CSIR)

B. Term of the Board

The term of the Board shall be Three years from the date of its constitution.

C. Powers and Functions

1. The Board may from time to time review and devise its own procedures for recruitment and assessment and may vary the procedure but such a procedure

The Board may recommend modifications in the Recruitment & Assessment Promotion Rules. However, power to amend the rules shall vest with the Governing Body. On the basis of suggestions/recommendations of the Board, an agenda item/note may be moved to the Governing Body for considering the proposed amendments.

- The above decision will come into force from the date of issue of this notification.

(139)

[illegible]

Guidelines to have an effective and accountable security system in Labs/Instts. and CSIR Hqrs.

Annexure-I

1. The Security of the Laboratory/Institute will be the responsibility of the Director of the Laboratory/institute., however, where two Laboratories/ Institutes are housed in the same campus, the responsibility for managing the Security will be of the Laboratory to which campus belongs;
2. Director of the Laboratory/Institute may constitute a Security Committee under the Chairmanship of Senior Scientist with Controller of Administration/ Administrative Officer, Controller of Finance & Accounts/ Finance & Accounts Officer and Security Officer/Security Assistant as Member-Convener, which may review the Security arrangements of the Laboratory/Institute from time to time and based on its recommendations the Director may take suitable action to strengthen the Security system. In the absence of Security Officer/Security Assistant one of the Section Officer (Gen.) looking after the work of Security may be included as Member-Convener in the Security committee.
3. Security points may be identified keeping in view the Security aspect, actual requirements, economy instructions issued by the Government from time to time.
4. During the office hours, Security duty points may be reduced to bare minimum to curtail expenditure.
5. After the office hours Security points may be identified and some of the gates/buildings could be closed to ensure economy in expenditure, at the same time keeping in view the safety of the campus and its property, with a provision for night patrolling. Ministry of Home Affairs instructions contained 'in circular No. 1-25016/15/2006-SSD circulated vide CSIR letter No. 14(6)/1/86-EII dated 7.8.2006 (copy enclosed for ready reference) regarding entry of visitors after office hours may be strictly followed.
6. Security Guards may be deployed in the colonies for vital installations such as power house, water tanks/pumps etc. specifically during night, when the operators are not on duty;
7. The Security Contractor may be given freedom to bring his own Security Guards or re-appoint the Security Guards deployed by the earlier Contractor on his own terms & conditions. and it will be the responsibility of the Contractor to ensure that no liability on this count should come on CSIR in respect of workers deployed by him.
8. Duty points will be specified for security contract to ensure deployment of Security Guards by the Contractor. It is necessary to specify the number of Security Guards/Security Supervisor to be deployed by the Contractor in the award letter and agreement so as to keep a check on statutory provisions of Labour Laws such as remittance of ESI & EPF etc. in respect of workers deployed by the Contractor. The Contractor should ensure that Security

Guards/Security Supervisors are deployed for eight hours duty with provision for weekly off.

9. The labs./Instts 'should ensure that expenditure should not exceed the budget allocated by CSIR.
10. As far as possible, it should be ensured that only Ex-Servicemen retired employees of para military forces or properly trained Security personnel are deployed by Security Contractor. This should be specified in the NIT and the contract agreement.
11. It shall be specifically provided in the NIT that the monthly rates payable to the workers of the Contractor should be the one fixed by the Central Government or the State Government, whichever is higher and that the contractor shall provide uniform etc. to the Security Guards/Security Supervisors.
12. The work of the Contractor shall be supervised by the Contractor himself or his authorized representative/Security Supervisor. The Contractor shall review the Security arrangements of the Lab./Instt in consultation with the Director or his nominee or Security Committee from time to time:
13. The Laboratory/Institute shall also get itself registered under Contract labour (Regulation & Abolition)Act, 1970.
14. The contract shall be awarded only to registered Contractors holding valid license under Contract Labour (Regulation & Abolition) Act. 1970. Certificate in form V may be issued to the Contractor for obtaining license as provided under Contract labour (Registration and Abolition) Central Rules, 1971.
15. The wages to the workers deployed by the Contractor shall to be disbursed by the Contractor himself or his nominee in the presence of representative of Director, who will sign the payment register in token of having disbursed the salary in his presence by the Contractor.
16. The Contractor shall maintain all records of the workers deployed by him in the Laboratory/Institute as required under the various Labour Laws and the laboratory/Institute should not intervene in such matters.
17. It may be ensured that the Contractor has his own code number under the EPF & ESI Act, and the amount recovered on this account is deposited by Contractor with the respective authorities.
18. The lab./Instl. shall ensure that agreement as per draft agreement is executed by the Contractor immediately after the award of the work.
19. For evaluation of the bids for security contracts, L-1 may be decided keeping in view the component of profit margin in the form of service charges quoted by the prospective bidders, as the Contractor is liable to pay minimum wages as fixed by Central Government or State Government, whichever is higher, plus the statutory dues like ESI, EPF, Bonus, Service Tax etc.
20. As it is mandatory for the Contractor to pay minimum wages as fixed by Central Government or State Government, whichever is higher, plus the statutory dues like ESI, EPF, Bonus, Service Tax etc., any bidder quoting less than the

minimum wages and also not appropriately quoting for these charges shall be disqualified at the stage of evaluation.

(140)

Sub:- Delegation of Powers to sanction leave to Directors and officiating arrangement during their absence.

In pursuance to powers conferred under Sub-para (VI) of Sr. No. 1 of the First Schedule of CCS (Leave) Rules 1972, the Director General, CSIR, has been pleased to delegate the powers to sanction leave (i.e. EL, CL & RH including while availing LTC), to the Directors of CSIR Labs./Instts. (including Acting Directors) in their own case, except in case when leave is availed for going abroad on personal grounds for which approval of DG, CSIR may be obtained. A copy of the sanction of leave may be endorsed to CSIR Hqrs. for record and information of DG, CSIR.

During the absence of Director on leave, the senior most Scientist of the concerned Lab/Instts. will look after the duties of Directors and will exercise all administrative and financial powers, except disciplinary powers without any additional remuneration, unless there is something adverse against him.

Copy of CSIR letter No. 14(Misc.)/27/99-E.II dated 18.12.2007

(141)

Sub:- Enhancement of Honorarium to the part time Doctors – reg.

In continuation of this office letter of even number dated 01/5.8.2002, I am directed to inform you that the DG.CSIR, on the recommendation of the Committee constituted for the purpose and with concurrence of FA, CSIR, has been pleased to accord approval to the enhancement of rate of honorarium payable to the part time Doctors from Rs. 1600/- to Rs. 4000/- per hour per day, per month subject to a maximum ceiling of Rs. 12,000/- for three hours per day per month.

The DG.CSIR has been further pleased to approve that with a view to provide better medical facilities, CSIR Labs./Instts. may also engage part time specialists such as Pediatrics, Gynecologist, Cardiologist etc. for one or two hours, per week basis depending upon the requirement on the honorarium @ Rs.600/- per hour per day subject to a maximum of two hours, per day per week depending upon the requirements.

The other conditions for engagement of part time doctors will continue to be the same as contained in CSIR circular of even No. dated 3.2.1998 and 3.10.1991.

The revised rates will come into force w.e.f. 1.2.2008.

Copy of CSIR letter No. 4(10)/91-E.II dated 6.2.2008

(142)

Sub:-Benefit of Non-Practicing allowance to Scientists in Gr. IV Having MBBS & MD, MBBS & Ph.D, BVSc & Ph.D qualifications.

I am directed to state that in order to attract medical and veterinary professionals for CSIR R&D programmes in drug and pharmaceuticals, bio-medical and biotechnology areas, the Governing Body, CSIR in its 170th meeting held on 28th January, 2008 has considered the matter, and approved to extend the benefit of Non-Practicing Allowance @ 25% of their Basic Pay to Scientist Gr. IV having MBBS & MD) MBBS & Ph.D. BVSc & MVSc and BVSc & Ph.D qualifications, subject to the condition that Basic Pay+ NPA + DP does not exceed Rs. 44,250 per month.

The benefit will be available with effect from the date of issue of orders.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab/Instt. for guidance and compliance.

Copy of CSIR letter No. 5-1(20)2008 dated 28.2.2008

(143)

Sub:- Enhancement of Honorarium to the part time Doctors – reg.

In continuation of this officer Circular letter of even number dated 6.2.2008, it is clarified that honorarium to part time Doctors is payable @ Rs. 4000/- per month for performing one hour duty per day on all days (except Sundays and holidays) and maximum honorarium @ Rs. 12000/- p.m. can be paid for performing 3 hours duty per day on all days (except Sundays and holidays).

The other conditions for emolument of part time Doctors will continue to apply as notified earlier. It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Insttt. for guidance and compliance.

Copy of CSIR letter No. 4-10/91-E.II dated 28.3.2008

(144)

Sub: Reckoning of Chances in assessment under Revised MANAS.

I am directed to refer to your letter No. 3/39/TYEA/III/2008-E.II dated 17.7.2008, on the subject cited above and to clarify you that Dr. V.K Hans, Gr. III(5), will be eligible for assessment promotion for 2nd chance in the 5th year as per CSIR instructions vide letter No. 17/66/94-PPS dated 28.1.1997 (copy enclosed), on not being recommended by the Assessment Committee for two year earlier assessment as per para 2.3.4 of revised MANAS.

Copy of CSIR letter No. 17/67/22/94-PPS dated 27.8.2008

(145)

Sub:- Revision in the rates of Family Planning Allowance for adoption of small family norms following the recommendations of the Sixth Central Pay Commission.

Consequent upon the implementation of the revised pay structure by the Government with effect from 1st January, 2006 on the basis of recommendations of the Sixth Central Pay Commission and in partial modification of this Ministry's O.M No.6(39)/98-IC.II dated 8th July, 1999, the President is pleased to sanction the revised Family Planning Allowance at double the existing amount of the Family Planning Allowance, subject to a minimum of Rs. 210/- per month as indicated in Column 7 of Annexure to this Office Memorandum.

2. The allowance will be related to the Grade Pay corresponding to the post against which the employee concerned had initially earned or will earn the Family Planning Allowance. All other terms and conditions governing the grant of Family Planning Allowance shall remain unchanged.
3. These orders will be effective from 1st September, 2008.
4. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

Copy of CSIR letter No. 7(20)/2008-E.III(A) dated 24.9.2008

(*Annexure- not printed)

(146)

Sub:- Sixth Central Pay Commission recommendations orders – reg.

I am directed to forward herewith the following Office Memorandum issued by Government of India relating to implementation of Sixth Central Pay Commission recommendations for information, guidance and compliance:-

S.No.	OM No. and date	Subject
1.	1(3)/2008-EII(B) dated 29.8.2008	Recommendation of Sixth Central Pay Commission (SCPC) – Decision of Govt. relating to grant of Dearness Allowance to Central Govt. servants – Revised rates effective from 1.1.2006, 1.7.2006, 1.1.2007, 1.1.2008, 1.7.2008.
2.	1(13)/2008-EII(B) dated 29.8.2008	Decision of the Govt. on the recommendations of SCPC relating to grant of HRA and CCA.
3.	4(2)/2008-EII(B) dated 29.8.2008	Special Compensatory (Hill Area) Allowance Recommendation of the SCPC – Revision of Rates.
4.	4(2)/2008-EII(B) dated 29.8.2008	Grant of Split Duty Allowance to Sweepers and Farashes in Central Secretariat and Allied offices.

5.	5(1)/2008-EII(B) dated 29.8.2008	Bad Climate Allowance – Recommendation of SCPC – Revision of the rates.
6.	11(5)/2008-EII(B) dated 29.8.2008	Special (Duty) Allowance for Civilian Employees of the Central Govt. serving in the North Eastern Region (including Sikkim) and Ladakh – Recommendation of the SCPC.
7.	17(1)/2008-EII(B) dated 29.8.2008	Scheduled Tribal Area Allowance – Recommendation of the SCP C– Revision of Rates.
8.	19039/3/2008- E.IV dated 29.8.2008	Revision in the rates of Cycle (maintenance) Allowance under SR-25.
9.	7(19)/2008-E.III(A) dated 30.8.2008	Revision of rates of Non-Practising, Allowance attached to medical posts other than posts included in the Central Health Services (CHS).
10.	3(1)/2008—EII(B) dated 29.8.2008	Special Compensatory (Remote Locality) Allowance – Recommendation of the SCPC.
11.	21(2)/2008-E.II(B) dated 29.8.2008	Grant of Transport Allowance to Central Govt. employees.
12.	12011/03/2008 dated 2.9.2008	Recommendation of the SCPC – implementation of decision relating to the grant of Children Education Assistance and Reimbursement of Tuition Fee.
13.	2/22(B)/2008- Estt.(Pay-II) dt. 3.9.2008	Grant of Deputation (Duty) Allowance – Recommendations of SCPC.
14.	13018/2/2008- Estt.(I) dated 11.9.2008	Recommendation of the SCPC relating to enhancement of the quantum of Maternity Leave and introduction of Child Care Leave in respect of Central Govt. employees.
15.	12011/04/2008- Estt(Allowance) dated 11.9.2008	Recommendations of the SCPC – implementation of decisions relating to Special Allowance for Child care for women with disabilities and Education Allowance for disabled children of Govt. employees.
16.	14/3/2008-JCA dated 11.9.2008	Grant of increased rate of Washing Allowance to common categories of Group ‘C’ and ‘D’ employees of various Ministries/Departments.
17.	49011/31/20085- Estt(C) dated 12.9.2008	Recommendation of SCPC – Applicability for revised Group ‘D’ pay scales to Casual Labourers with Temporary Status.
18.	1/1/2008-IC dated 13.9.2008	Clarification on CCS (Revised Pay) Rules, 2008.
19.	31011/4/2008- Estt.(A) dated	SCPC – Recommendation to LTC – Acceptance of (Necessary additions/Changes in the CCS(LTC) Rules, 1988).

	23.9.2008	
20.	19030/2/2008-E.IV dated 23.9.2008	Travelling Allowance Rules – Implementation of SCPC.
21.	19039/3/2008-E.IV dated 23.9.2006	Revision of Conveyance Allowance to Central Govt. employees under ST-25 – Recommendations of SCPC.
22.	7(230)/2008-E.III(A) dated 24.9.2008	Revision in the rates of Family Planning Allowance for adoption of small family norms following the recommendations of SCPC.
23.	14028/3/2008-Estt(L) dated 25.9.2008	Recommendations of SCPC relating to encashment of leave in respect of Central Govt. civilian employees.
24.	14028/3/2008-Estt.(L) dated 25.9.2008	Recommendations of SCPC relating to eligibility for encashment of leave.

Copy of CSIR letter No. 5-1(3)/2008-PD dated 4.10.2008

F.No. F.No.7(19)/2008-E.III(A) dated 30th August, 2008 of Government of India Ministry of Finance Department of Expenditure.

Subject:- Revision of rates of Non-Practising, Allowance attached to medical posts other than posts included in the Central Health Services (CHS).

1. The Sixth Central Pay Commission has recommended that Doctors should continue to be paid Non-Practising Allowance at the existing rate of 25% of the aggregate of the band pay and grade pay subject to the condition that the Basic Pay + . NPA does not exceed Rs.85000/-. Consequent upon acceptance of recommendations of the Sixth Central Pay Commission by the Government, the President is pleased to decide that, in modification of this Ministry's O.M. No.7(25)/E.III(A)/97 dated 15.4.1998, the Non-Practising Allowance may continue to be paid at the existing rate of 25% of Basic Pay subject to the condition that the Basic Pay. + NPA does not exceed Rs. 85000/-.
2. The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc. In the case of Government servants in the pay scales of HAG+ and above, basic pay means the pay in the prescribed scale.
3. The revised rate of NPA would be effective from the date an employee draws pay in the revised scale applicable to him in accordance with the provisions of the Central Services (Revised Pay) Rules, 2008.

4. The NPA should be restricted to those Medical Posts for which a Medical qualification recognized under the Indian Medical Council Act, 1956 or under the Dentists Act, 1948 has been prescribed as an essential qualification.
5. The Non-Practising Allowance will be treated as pay for the purpose of computing Dearness Allowance, entitlement of Travelling Allowance and other allowances as well as for calculation of retirement benefits.
6. These orders will not be applicable in respect of medical posts under the Ministries of Railways, Defence and Department of Atomic Energy for which separate orders will issue.

21(2)/2008-E-II(B) dated 29th August, 2008 of Government of India Ministry of Finance Department of Expenditure.

Subject:-Grant of Transport Allowance to Central Govt. employees.

The undersigned is directed to say that consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission, the President is pleased to decide that in modification of this Ministry's O.M. No. 21(1)/97-E-II(B) dated 3.10.1997, the Central Government employees shall be entitled to Transport Allowance at the following rates:-

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

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

2. The grant of transport allowance shall be subject to the following conditions:-
 - (i) The blind or orthopedically handicapped employees in terms of this Ministry's orders vide OM No21(1)/97-E-II(B) dated 3.10.1997 shall continue to draw this allowance at double the normal rates, which shall, in no case, be less than Rs. 1,000/- per month plus the applicable rate of dearness allowance. The other conditions of O.M. No. 19029/1/78-E-

IV(B) dated 31.8.78, related to grant of conveyance allowance to blind and orthopaedically handicapped Central Government employees shall remain changed.

- (ii) The allowance shall not be admissible to those employees who have been provided with the facility of Government transport.
 - (iii) The condition contained in para 3(ii) of O.M. No. 21(I)/97 E-II(B) dated 3.10.1997 by which the grant of Transport Allowance to employees provided with official accommodation within one kilometer of office or within a campus housing the place of work and residence was disallowed, has been withdrawn.
 - (iv) In respect of those employees who opt to retain their pre-revised scales of pay, the corresponding Grade Pay of the pay scale/corresponding pay scale of the post occupied on 1.1.2006 as indicated in CCS(Revised Pay) Rules, 2008 would determine the allowance under these orders.
 - (v) These orders will apply to all civilian employees of the Central Government. The orders will also apply to the civilian employees paid from the Defence Service Estimates. In regard to Armed Forces Personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.
3. Officers drawing grade pay of Rs. 10,000 & Rs. 12000 and those in the HAG + Scale, who are entitled to the use of official car in terms of OM No. 20(5)-E-II(A)/93 dated 28.1.94 shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of Rs. 7,000/- p.m. plus dearness allowance thereon.
 4. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, this order issues in consultation with the Comptroller & Auditor General of India.
 5. The order shall take effect from September 1, 2008.

No.1(3)/2008-E-II(B) 29 August, 2008 of Government of India Ministry of Finance Department of Expenditure

Subject:-Recommendations of the Sixth Central Pay Commission-Decision of Government relating to grant of Dearness Allowance to Central Government servants-Revised rates effective from 1.1.2006, 1.7.2006, 1.1.2007, 1.7.2007, 1.1.2008 and 1.7.2008

The undersigned is directed to say that consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to Dearness Allowance, the President is pleased to decide that the Dearness Allowance admissible to all categories of Central Government employees shall be admissible from the dates mentioned below at the following rates:-

Date from which payable	Rate of Dearness Allowance per mensem
From 1.1.2006	No Dearness Allowance
From 1.7.2006	2% 'of basic pay + NPA, where applicable
From 1.1.2007	6% of basic pay + NPA, where applicable
From 1.7.2007	9% of basic pay + NPA, where applicable
From 1.1.2008	12% of basic pay +- NPA, where applicable

From 1.7.2008	16% of basic pay + NPA, where applicable
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2. The payment of Dearness Allowance under these orders from the dates indicated above shall be made after adjusting the installments of Dearness Allowance already sanctioned and paid to Central Government employees w.e.f. 1.1.2006 vide OM No. 1 (2)/2006-E-II-(B)/166 dated 29.3.2006, 1.7.2006 vide OM No. 1(13)/2006-E-II(B)/523 dated 11.9.2006, 1.1.2007 vide OM No.1(2)/2007-E-II(B)/64 dated 22.3.2007, 1.7.2007 vide OM No. 1(8)/2007-E-II(B)/212 dated 11.9.2007 and 1.1.2008 vide OM No. 1(1) /2008-E-II(B) dated 17.3.2008.
3. The term "basic pay* in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc. In the case of Government servants in the pay scales of HAG+, apex scale and the Cabinet Secretary's scale, basic pay means the pay in the prescribed scale. For the purpose of calculation of dearness allowance, non-practising allowance, where applicable, shall be taken into account as at present.
4. 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).
5. The payment on account of Dearness Allowance involving fractions of 50 paise and above may be rounded off to the next higher rupee and the fractions of less than 50 paise may be ignored.
6. 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 regard to Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.
7. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

No. 2(13)/2008-E.II(B) dated 29thAugust, 2008 of Government of India, Ministry of Finance
Department of Expenditure

Subject:- Decision of the Government on the recommendations of the Sixth Central Pay Commission relating to grant of House Rent Allowance (HRA) and Compensatory (City) Allowance (CCA).

The undersigned is directed to say that, consequent upon the decisions taken by the Government on the recommendations of the Sixth 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(30)/97-E.II(B) dated 03.10.1997 and O.M.No.2(21)/ E.II(B)/2004 dated 18.11.2004, the admissibility of these allowances shall be as under: -

(i) COMPENSATORY (CITY) ALLOWANCE:

The Compensatory (City) Allowance (CCA) stands ABOLISHED.

(ii) HOUSE RENT ALLOWANCE:

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

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

3. The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc. In the case of Government servants in the pay scales of HAG+ and above, basic pay means the pay in the prescribed scale.
4. In respect of those employees who opt to retain their pre-revised scales of pay, the pay for the purpose of these orders shall also include, in addition to the basic pay in the applicable pre-revised scales, Stagnation Increment(s), Dearness Pay and Non-Practising Allowance as per orders in force on 1.1.2006.

5. The list-of cities/towns classified as 'X', 'Y' and 'Z' for the purpose of grant of House Rent Allowance is enclosed as Annexure to these orders.

The following orders have been issued by this Ministry in the past for grant of H RA/CCA at higher rates to the Central Government employees posted within the municipal area:-

- (i) O.M. No.2(4)-E.II(B)/65 dt. 05.11.74 (HRA/CCA at Delhi rates in Faridabad Complex)
- (ii) O.M. No.11023/9/E.II(B)/78 dt. 26.05.79 (HRA/CCA at Delhi rates in Ghaziabad municipal area).
- (iii) O.M. No.21011/20/89-E.II(B)-Vol.II dt. 31.01.90 (HRA/CCA at Delhi rates in NOIDA).
- (iv) O.M. No.11013/2/81 -E.II(B) dt. 03.08.82 (HRA at Mumbai rates in Navi Mumbai).
- (v) O.M. No.11013/1/87-E.II(B) dt. 12.10.87 (HRA/CCA at Jalandhar rates in Jalandhar Cantt.).
- (vi) O.M. No.11023/1/86-E.II(B) dt. 09.12.86 (HRA/CCA at Delhi rates in Gurgaon).
- (vii) O.M. No.11018/6/87-E.II(B) dt. 29.12.88 (CCA at 'B-2' class rates in Jamnagar).
- (viii) O.M. No.11018/2/83-E.II(B) dt. 14.11.86 (HRA at 'C' class in Mahe).
- (ix) O.M. No.2(13)-E.II(B)/74-Vol.II dt. 16.04.92 (HRA at 'C' class rates in Goa and UT of Daman & Diu).
- (x) O.M. No.2(27)-E.II(B)/65 dt. 09.08.65 (HRA at 'C' class rates in Coonoor).
- (xi) O.M. No.2(54)-E.II(B)/73 dt. 29.08.79 and O.M. No. 11016/2/81-E.II(B) dt. 30.04.81 (CCA in cities mentioned in these orders on the basis of costliness).

- (xii) O.M. No.11014/1/E.II(B)/84 dt. 05.02.90 (HRA at 'A', 'B-1 & 'B-2' class rates in Shillong).
- (xiii) O.M. No.11021/1/77-E.II(B) dt. 06.04.78 (HRA at 'C class rates in hill stations).
- (xiv) O.M. No.2(10)/91-E.II(B) dt. 05.02.98 (HRA at 'B-2' class rates in Jammu).
- (xv) O.M. No.2(30)/97-E.II(B) dt. 18.05.98 (classification of Kolkata and Chennai as 'A-1 class cities).
- (xvi) O.M. No.2(3)/E.II(B)/04 dt. 01.03.04 (HRA at 'B-1' class rates in Goa and Port Blair and at 'C class rates in the rural areas of A&N and Lakshadweep Islands).

However, due to (i) inclusion of Navi Mumbai within the UA of Greater Mumbai as per 2001 census, (ii) placement of existing 'C class cities/towns as well as Unclassified places under new category "Z", (iii) abolition of CCA and (iv) upgradation of Jammu, Kolkata & Chennai on account of inclusion of UA, the special dispensation shall continue to be extended only to the following cities:-

- (i) Faridabad, Ghaziabad, NOIDA and Gurgaon at "X" class city rates.
 - (ii) Jalandhar Cantt., Shillong, Goa & Port Blair at "Y" class city rates.
7. All other conditions governing grant of HRA under existing orders shall continue to apply.
 8. Special Compensatory Allowance @ 2.5% of basic pay admissible w.e.f. 01.08.97 to Group 'C', 'D' and Group 'B' non-gazetted employees whose pay scales correspond to or are lower than the pay scales of Group 'C' employees posted at Gandhinagar as per this Ministry's O.M. No.2(64)/97-E.II(B) dated 04.07.2001, also stands ABOLISHED.
 9. These orders shall be effective from September 1, 2008.
 10. 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.
 1. 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.

ANNEXURE

To OM No. 2(13)/2008-E.II(B) dt. 29th August, 2008

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

S.No.	STATES	CITIES CLASSIFIED AS 'X'	CITIES CLASSIFIED AS 'Y'
1.	Andhra Pradesh	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Visakhapatnam (UA),-Guntur

2.	Assam		Guwahati (UA)
3.	Bihar		Patna (UA)
4.	Chandigarh		Chandigarh
5.	Chhattis garh		Durg-Bhilai Nagar (UA), Raipur (UA)
6.	Delhi	Delhi (UA)	
7.	Gujarat		Ahmedabad (UA). Rajkot (UA). Jamnagar (UA), Bhavnagar (UA). Vadodara (UA). Surat (UA)
8.	Haryana		Faridabad*
9.	Jammu & Kashmir		Srinagar (UA), Jammu (UA)
10.	Jharkhand		Jamshedpur(UA), Dhanbad (UA), Ranchi (UA)
11.	Karnataka	Bengaluru(UA)	Belgaum (UA), Hubli-Dharwad, Mangalore (UA). Mysore (UA)
12.	Kerala		Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA)
13.	Madhya Pradesh		Gwalior (UA). Indore (UA), Bhopal (UA). Jabalpur (UA)
14.	Maharashtra	Greater Mumbai(UA)	Amravati, Nagpur (UA), Aurangabad (UA). Nashik (UA), Bhiwandi (UA). Pune (UA). Solapur. Kolhapur (UA)
15.	Orissa		Cutiack (UA). Bhubaneswar (UA)
16.	Punjab		Amritsar (UA), Jalandhar (UA). Ludhiana.
17.	Pondicherry		Pondicherry (UA)
18.	Rajasthan		Bikaner, Jaipur. Jodhpur (UA), Kota (UA)
19.	Tamil Nadu	Chennai(UA)	Salem (UA). Tiruppur (UA), Coimbatore (UA). Tiruchirappalli (UA), Madurai'(UA)
20.	Uttarakhand		Dehradun (UA)
21.	Uttar Pradesh		Moradabad Meerut (UA), Ghaziabad*. Aligarh. Agra (UA). Bareilly (UA), Lucknow(UA). Kanpur(UA). Allahabad (UA). Gorakhpur. Varanasi (UA)
22.	West Bengal	Kolkata (UA)	Asansol (UA)

*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 be classified as “X” or “Y” are classified as “Z” for the purpose of HRA.

No. 4(2)/2008-E.II(B) dated 29th August, 2008 of Government of India . Ministry of Finance Department of Expenditure.

Subject: Special Compensatory (Hill Area) Allowance-Recommendation of the Sixth Central Pay Commission Revision of Rates.

The undersigned is directed to say that the recommendations of the Sixth Central Pay Commission relating to the Special Compensatory (Hill Area) Allowance have been considered by the Government. The President is pleased to decide that, in modification of this Ministry's O.M. No. 5(3)-E.II(B)/64 dated 29.5.1964 as amended from time to time and O.M.No.4(3)/97/E.II(B), dated 17-8-1998, Special Compensatory (Hill Area) Allowance to the Central Government employees shall be admissible at the following rates:-

Category	(Rate per month in Rs.) Altitude of the place at 1000 Metres and above Mean Sea Level
For posts in the grade Pay of Rs. 5400/- and above and pay scale of HAG+ and above	600/-
For posts in the grade pay of less than Rs./- 5400/-	480/-

2. In case of those employees who opt to retain the pre-revised scale of pay, corresponding Grade Pay of the pay scale/ corresponding pay scale of the post occupied on 1.1.2006, as indicated in CCS (Revised Pay) Rules , 2008 would determine the allowance under these orders.
3. The rate of this allowance shall automatically increase by 25%, whenever the Dearness Allowance Payable on the revised pay structure goes up by 50% .
4. All other terms and conditions governing grant of Special Compensatory (Hill Area) Allowance shall continue to be applicable.
5. These orders shall take effect from September 1,2008.
6. In places where more than one Special Compensatory Allowance is admissible, the Central Government employees posted in such stations will have the option to choose the allowance which benefits them the most.
7. 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 regard to Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.
8. 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.

F.No. 9(11)/2008-E-II(B) dated 29th August, 2008 of Government of India, Ministry of Finance, Department of Expenditure.

Subject: Grant of Split Duty Allowance to Sweepers and Farashes in Central Secretariat and Allied offices.

The undersigned is directed to say that consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission, the President is pleased to decide that in modification of this Ministry's O.M. No. 9(20)/2000-EII(B) dated 28.12.2004, the Sweepers and Farashes working in Central Secretariat and allied offices performing split duties, where the break in between the shift is at least 2 hours and they have not been provided residential accommodation within 1 km. of the office premises shall be entitled to Split Duty Allowance at the rate of Rs.200 per month. The other conditions of O.M. No. 9(20)/2000-EII(B) dated 28.12.2004 will remain unchanged.

2. This allowance will be increased by 25% whenever the Dearness Allowance payable on revised pay scale goes up by 50%.
3. **These orders shall take effect from September 1,2008.**
4. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with Comptroller Auditor General of India.

F.No.5(I)/2008-E.II(B) dated 29th August, 2008 of Government of India Ministry of Finance Department of Expenditure

Subject:- Bad Climate Allowance - Recommendation of the Sixth Central Pay Commission- Revision of the rates. .

The undersigned is directed to say that consequent upon the decisions taken by the Government on the recommendations of the 6th Central Pay Commission related to the above mentioned allowance, the President is pleased to decide that in modification of this Ministry's O.M. No.20012/2/73-E.IV(B) dated 4.1.74. O.M. No. 20012/1/86-E.IV dated 23.9.86 and O.M. No.5(I)/97/E.II(B) dt. 1.4.1998 as amended from time to time, the Special Compensatory (Bad Climate) Allowance to the Government employees shall be admissible at the following rates:-

Grade Pay	Rate per month (Rs.)
For posts in the grade pay of Rs. 5400/- and pay scale of HAG+ and above	400
For posts in the grade pay of less than Rs. 5400/-	240

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

3. All other terms and conditions governing the grant of Bad Climate/Unhealthy Locality Allowance shall continue to be applicable.
4. These orders shall take effect from September 1, 2008
5. The rate of this allowance shall automatically increase by 25%, whenever the Dearness Allowance payable on the revised pay structure goes up by 50%.
6. In case there are any other Special Compensatory Allowance(s) admissible at a particular place, the Central Government employees working there will have the option to choose the allowance which benefits them the most..
7. These orders shall also apply to the civilian employees paid from the Defence Service Estimates and the expenditure will be chargeable to the relevant Head of the Defence Service Estimates. In regard to Armed Force personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.
8. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

No. 11(5)/2008-E.II(B) dated 29th August, 2008 of Government of India Ministry of Finance
Department of Expenditure

Subject:-Special (Duty) Allowance for Civilian Employees of the Central Government serving in the North Eastern Region (including Sikkim) and Ladakh -Recommendations of Sixth Central Pay Commission.

The undersigned is directed to state that certain allowances and special facilities have been granted to Central Govt, employees including officers of the All India Services, serving in the North Eastern Region States (including Sikkim) and Union Territories of A&N and Lakshadweep group of Islands.

2. Special (Duty) Allowance is admissible in North Eastern Region @ 12.5% of the basic pay as prescribed in Para 2(iii) of this Ministry's O.M. No.11(2)/97-E.II(B), dated 22.7.1998 as amended from time to time, to those employees who are posted from outside the region having 'All India Transfer Liability'. In partial modification of O.M. dated 22.7.1998, and O.M. No.11 (5)/97-E.II (B), dated 29.5,2002, on the recommendations of Sixth Central Pay Commission, the President is now pleased to decide that this allowance shall be admissible to the Central government employees @12.5% of (the revised Basic Pay + NPA where applicable) irrespective of whether the transfer (including on initial appointment) is from outside the North Eastern Region or from another area of that region. The existing condition that employees should have All India Transfer Liability has also been dispensed with.
3. The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc. In the case of Government servants in the pay scales of HAG+ and above, basic pay means the pay in the prescribed scale.

4. Special (Duty) Allowance allowed to the Government employees including All India Service Officers posted in North Eastern Region including Sikkim shall also be extended to the employees posted in Ladakh, from September 1, 2008.
5. In respect of those employees who opt to retain their pre-revised scales of pay, the pay for the purpose of these orders shall also include, in addition to the basic pay in the applicable pre-revised scale including stagnation increments(s) and Non-Practicing Allowance (NPA), Dearness Pay as per orders in force on 01-01-2006
6. These orders will take effect from September 1, 2008.
7. In so far 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.

F.No. No.17(1)/2008-E.II(B) 29th August, 2008 of Government of India Ministry of Finance
Department of Expenditure

Subject:- Scheduled/Tribal Area Allowance - Recommendation of the Sixth Central Pay Commission - Revision of rates.

The undersigned is directed to say that consequent upon the decisions taken by the Government on the recommendations of the 6th Central Pay Commission, the President is pleased to decide that in modification of this Ministry's O.M. No. 19(14)-E.IV(B)/70-Vol I dated 19.2.1972 read with O.M. No.17(I)/98-E.II(B) dt. 17.7.1998, the Scheduled/Tribal Area Allowance to the Central Government employees shall be admissible at the following rates:-

Grade Pay	Rate per month (Rs.)
Employees drawing grade pay of Rs. 5400/- and above and pay scale of HAG+ and above	400
For posts in the grade pay of less than Rs. 5400/-	240

2. In the case of those employees who opt to retain the pre-revised scale of pay, corresponding Grade Pay of the pay scale/ corresponding pay scale of the post occupied on 1.1.2006, as indicated in CCS (Revised Pay) Rules, 2008 would determine the allowance under these orders.
3. All other terms and conditions governing the grant of Scheduled/Tribal Area Allowance shall continue to be applicable.
4. These orders shall take effect from September 1, 2008.
5. The rates of this allowance shall automatically increase by 25%, whenever the Dearness Allowance payable on the revised pay structure goes up by 50%.

6. In places where more than one Special Compensatory Allowance is admissible, the Central Government employees posted in such stations will have the option to choose the allowance which benefits them the most.
7. The 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 Service Estimates. In regard to Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.
8. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

F.No. 19039/3/2008-E.IV dated 29th August, 2008 of Government of India Ministry of Finance Department of Expenditure.

Subject:- Revision in the rates of Cycle (maintenance) Allowance under SR-25.

Consequent upon the acceptance of the recommendations of the Sixth Central Pay Commission and in supersession of this Department OM.No. 19050/4/92 dated 29th June, 1993, the President is pleased to revise the rate of cycle (maintenance) allowance from Rs.30/- to Rs.60/-per month subject to the provision of SR-25 and orders issued thereunder.

2. The rate of this allowance will be increased by 25% whenever the Dearness Allowance payable on the revised pay scale goes up by 50%.
3. These orders will be effective from September 01,2008.
4. In so far as the staff serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller & Auditor General of India.

F.No. 3(1)/2008-E.II(B) dated 29th August, 2008 of Government of India Ministry of Finance Department of Expenditure

Subject:- Special Compensatory (Remote Locality) Allowance – Recommendation of the Sixth Central Pay Commission – Revision of rates.

The undersigned is directed to say that consequent upon the decisions taken by the Government on the recommendations of 6thCentral Pay Commission and in partial modification of O.M. No. 3/1/98-E.II(B) dt. 20.7.1998. the President is pleased to decide that the Special Compensatory (Remote Locality) Allowance to the Central Government employees serving in the specified areas in different States and Union Territories listed as Parts A.B.C.D in the Annexure to the O.M. shall be admissible at the following rates:-

Category	Part A (Rs. P.M.)	Part B(Rs. P.M)	Part C(Rs. P.M)	Part D(Rs. P.M)
For posts in the grade	2600	2100	1500	400

pay of Rs. 5400 and above and pay scale of HAG+ and above.				
For posts in the grade pay less than Rs. 5400.	2000	1600	1200	320

2. In case of those employees who opt to retain the pre-revised scale of pay, the corresponding Grade Pay of the pay scale/corresponding pay scale of the post occupied on 1.1.2006. As indicated in CCS(Revised Pay) Rules. 2008 would determine the allowance under these orders.
3. All other terms and conditions governing the grant of Special Compensatory (Remote Locality) Allowance including the classification of different areas for the specific purpose of this allowance shall continue to be applicable.
4. These orders shall take effect from September 1,2008.
5. In case any other Special Compensatory Allowance(s) are also admissible at a particular place, the Central Government employees working they will have the option to choose the allowance which benefits them the most.
6. The rates of this allowance shall automatically increase by 25% whenever the Dearness Allowance payable on revised pay structure goes up by 50%.
7. These orders shall apply to the civilian employees paid from the Defence Service Estimates and the expenditure will be chargeable to the relevant Head of the Defence Service 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.
8. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

F.No.12011/03/2008-Estt. (Allowance) dated 2nd September, 2008 of Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training)

Subject :- Recommendations of the Sixth Central Pay Commission-implementation of decisions relating to the grant of Children Education Assistance and Reimbursement of Tuition Fee.

Consequent upon the decisions taken by the Government on the recommendations made by the Sixth Central Pay Commission and in supersession of all earlier orders on the subject of Children Education Allowance and Reimbursement of Tuition Fee, the President is pleased to issue the following instructions :-

- (a) Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.
- (b) Under the Scheme of Children Education Allowance reimbursement can be availed by Government Servants upto to a maximum of 2 children.

- (c) Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from classes nursery to 12th , including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.
 - (d) Henceforth, the reimbursement of Children Education Allowance shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.
 - (e) Reimbursement for the following items can be claimed under this Scheme:
Tuition Fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child; in a year.
 - (f) The annual ceiling fixed for reimbursement of Children Education allowance is Rs. 12000.
 - (g) Under this scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in a quarter could be more than Rs.3000, and in another quarter less than Rs.3000, subject to the annual ceiling of Rs. 12000 per child being maintained.
 - (h) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
 - (i) Hostel subsidy will be reimbursed upto the maximum limit of Rs.3000 per month per child subject to a maximum of 2 children. However, both hostel subsidy and Children Education Allowance cannot be availed concurrently.
 - (j) The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
2. In order to ensure that Government servants have no difficulty in claiming reimbursement, the procedure under this Scheme is being kept simple. Reimbursement should henceforth be made on the submission of original receipts on the basis of self-certification by the Government servant.
 3. These orders shall be effective from 1st September, 2008.
 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.
- F.No. 2/22(8)/2008-Estt.(Pay II) dated 3rd September, 2008 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject:- Grant of Deputation (Duty) Allowance - Recommendation of the Sixth Central Pay Commission.

Consequent upon the acceptance of the Report of the Sixth Central Pay Commission by the Government, the President is pleased to decide the following regarding Deputation (Duty) Allowance:-

- a. Deputation (Duty) Allowance will continued to be paid in case of appointment made in public interest outside the normal field of deployment.
- b. In case of deputation within the same station the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.2000 p.m; and
- c. In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs.4000 p.m.

'Basic pay' in the revised pay structure means the pay down in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.

2. Insofar as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.
3. These orders shall take effect from 1st September, 2008.

F.No.13018/2/2008-Estt.(L) dated 11th September, 2008 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject:- Recommendations of the Sixth Central Pay Commission relating to enhancement of the quantum of Maternity Leave and introduction of Child Care Leave in respect of Central Government employees.

Consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to Maternity Leave and Child Care Leave, the President is pleased to decide that the existing provisions of the Central Civil Services (Leave) Rules, 1972 will be treated as modified as follows in respect of civilian employees of the Central Government: -

- a. The existing ceiling of 135 days Maternity Leave provided in Rule 43(1) of Central Civil Services (Leave) Rules, 1972 shall be enhanced to 180 days.
- b. Leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) that can be granted in continuation with Maternity Leave provided in Rule 43(4)(b) shall be increased to 2 years.
- c. Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e.730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third

year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.

2. These orders shall take effect from 1st September, 2008.
3. In view of paragraph 2 above, a women employee in whose case the period of 135 days of maternity leave has not expired on the said date shall also be entitled to the maternity leave of 180 days. '
4. Formal amendments to the Central Civil Services (Leave) Rules, 1972 are being issued separately.
5. In so far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are issue in consultation with the Comptroller & Auditor General of India.

F.No. No. 12011/04/2008-Estt. (Allowance) dated 11th September, 2008 of Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training)

Subject:- Recommendations of the Sixth Central Pay Commission-implementation of decisions relating to Special Allowance for child care for women with disabilities and Education Allowance for disabled children of Govt, employees.

Consequent upon the decision taken by the Government on the recommendations made by the Sixth Central Pay Commission for providing extra benefits to women employees with disabilities especially when they have young children and children with disability, the President is pleased to issue the following instructions:-

- I. Women with disabilities shall be paid Rs.1000/- per month as Special Allowance for Child care. The allowance shall be payable from the time of the child's birth till the child is two years old.
 - II. It shall be payable for a maximum of two children.
 - III. Disability means a person having a minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No.16-18/97-N I.I dated 1.6.2001. (Annexure)
 - IV. The above limit would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
2. Reimbursement of Education Allowance for disabled children of Government employees shall be payable at double the normal rates prescribed. The annual ceiling fixed for reimbursement of Children Education Allowance for disabled children of Government Employees is Rs. 24000. The rest of the conditions will be the same as stipulated vide OM No.12011/03/2008-Estt. (Allowance) dated 2nd September, 2008 on the subject.
OM No.12011/03/2008-Estt. (Allowance) dated 2nd September 2008 on the subject.

3. Disability means a person having a minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No.16-18/97-NI.I dated 1.6.2001. (Annexure).
4. These orders shall be effective from 1st September, 2008.
5. Insofar as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Audit General of India.

ANNEXURE

***EXTRACTS OF THE NOTIFICATION
MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT***

NOTIFICATION

New Delhi, the 1st June 2001

Subject:- Guidelines for evaluation of various disabilities and procedure for certification.

No. 16-18/97-NI.I In order to review the guidelines for evaluation of various disabilities and procedure for certification as given in the Ministry of Welfare's O.M.No.4-2/83-HW.III, dated the 6th August, 1986 and to recommend appropriate modifications/alterations keeping in view the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, Government of India in Ministry of Social Justice and Empowerment, vide Order No. 16-18/97-NI.I, dated 28.8.98, set up four committees under the Chairmanship of Director General of Health Services-one each, in the area of mental retardation, Locomotor/Orthopaedic disability, Visual disability and Speech & Hearing disability. Subsequently, another Committee was also constituted on 21.7.1999 for evaluation, assessment of multiple disabilities and categorization and extent of disability and procedure for certification.

2. After having considered the reports of these committees the undersigned is directed to convey the approval of the President to notify the guidelines for evaluation of following disabilities and procedure for certification:-

Visual impairment Locomotor / Orthopaedic disability Speech & hearing disability Mental retardation

Copy of the Report is enclosed herewith as Annexure *.

3. The minimum degree of disability should be 40% in order to be eligible for any concessions/benefits.
4. According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified by the Central Government in exercise of the powers conferred by sub section (1) and (2) of section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (of 1996), authorities to give disability Certificate will" be a Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board

consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/Visual including low vision/hearing and speech disability, mental retardation and leprosy cured, as the case may be.

5. Specified test as indicated in Annexure* should be conducted by the medical board and recorded before a certificate is given.
6. The certificate would be valid for a period of five years for those whose disability is temporary and are below the age of 18 years. For those who acquire permanent disability, the validity can be shown as "Permanent.
7. The State Govts./UT Admn. may constitute the medical boards indicated in para 4 above immediately, if not done so far.
8. The Director General of Health Services, Ministry of Health' and Family Welfare will be the final authority, should there arise any controversy/doubt regarding the interpretation of the definitions/classifications/evaluations tests etc.

F.No. 14/3/2008-JCA dated 11th September, 2008 of Government of India, Ministry of Personnel, Grievances and Pension, DoPT.

Subject:- Grant of increased rate of Washing Allowance to common categories of Group 'C' and 'D' employees of various Ministries/ Departments.

Consequent upon the decisions taken by the Government on the recommendations made by the Sixth Central Pay Commission and in supersession of this Department's O.M. No.14/9/95-JCA dated 12.12.2000 on the subject of Washing Allowance, the President is pleased to order that the rate of Washing Allowance will be revised from the existing Rs.30/- per month to Rs.60/- per month for all common categories of Group 'C' and 'D' employees who have been supplied with uniforms. Moreover, the rate of washing allowance will be increased by 25% every time the Dearness Allowance payable on revised pay scales goes up by 50%.

2. These orders shall be effective from 1st September, 2008.
3. Insofar as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

F.No. 49011/31/2008-Estt.(C) dated 12th September, 2008 of Government of India Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

Subject: Recommendations of 6th Central Pay Commission - Applicability for revised Group 'D' pay scales to Casual Labourers with Temporary Status.

The undersigned is directed to say that on the implementation of the recommendations of 6th Central Pay Commission as per Government of India Notification dated 29th August, 2008, the Casual Labourers with Temporary Status will continue to receive their wages as per provisions of the Casual Labourers (Grant of Temporary Status

and Regularisation) Scheme, worked out on the basis of the pay scales for Group 'D' employees as per-I - S Pay Band and the corresponding Grade Pay recommended by the 6th Central Pay Commission and approved by the Government.

2. This issues with the concurrence of Ministry of Finance (Department of Expenditure). F.No. 1/1/2008-IC dated 13th September, 2008 of Government of India, Ministry of Finance, Department of Expenditure.

Subject:- Clarification on CCS (Revised Pay) Rules, 2008.

The undersigned is directed to refer to the Central Civil Services (Revised Pay) Rules, 2008, notified vide G.S.R. No.622(E) dated 29th August, 2008 and to state that clarifications are being sought regarding the date of next increment, the method of fixation of pay on promotion after 01.01.2006, use of fitment tables for cases of pay fixation under Rule 11 of CCS (RP) Rules, 2008, fixation of pay of government servants who were on deputation on 1.1.06 and got promoted in the cadre subsequently while still on deputation, etc.

2. In this connection, the following clarifications are issued:-

Clarification 1: The date of next increment

(i) As per Rule 10 of CCS (RP) Rules, 2008 there will be one uniform date of annual increment, viz. 1st July of every year. Government servants completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. Accordingly, all Government servants who earned their last increment between 02.01.2005 and 01.01.2006 would get their next increment on 01.07.2006.

(ii) For those employees whose date of next increment falls on 01.01.2006, the instructions already provide for granting an increment in the pre-revised pay scale as on 01.01.2006 and then fixing their pay in the revised pay scales. Such Government servants would also get their next increment on 01.07.2006.

Clarification 2: The method of fixation of pay on promotion after 01.01.2006

On promotion from one grade to another/financial upgradation under ACP, a Government servant has an option under FR 22(I)(a)(I) to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment, viz. 1st July of the year. The pay will be fixed in the following manner in the revised pay structure:-

- a. In case the Government servant opts to get his pay fixed from his date of next increment, then, on the date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher post will be granted. Further re-fixation will be done on the date of his next increment i.e. 1st July. On that day, he will be granted two increments; one annual increment and the second on account of promotion. While computing these two

increments, basic pay prior to the date of promotion shall be taken into account. To illustrate, if the basic pay prior to the date of promotion was Rs.100, first increment would be computed on Rs.100 and the second on Rs.103.

- b. In case the Government servant opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1st July if he was promoted between 2nd July and 1st January. However, if he was promoted between 2nd January and 30th June of a particular year, he shall get his increment on 1st July of next year.

Clarification 3: Use of fitment tables for cases of pay fixation under Rule 11 of CCS (RP) Rules, 2008

Rule 11 of CCS (Revised Pay) Rules, 2008 provides for fixation of pay in the revised pay structure subsequent to the 1st day of January, 2006. When the pay of a Government servant will be fixed as per Rule 11 on a date subsequent-to' 01.01.2006,the" fitment tables annexed with this Department's O.M. of even number dated 30.08.2008 will be used as prescribed in the relevant provisions contained in para 2 of the O.M. The pre-revised pay to be reckoned in such cases will be the pay of the Government servant on the day of such fixation.

Clarification 4: Fixation of pay of government servants who were on deputation and got promoted in the cadre subsequently while still on deputation

(i) In case the Government servant was on deputation on 1.1.06 and got promoted to a higher post in his cadre after 1.1.06, but was not granted proforma promotion under the 'Next Below Rule', his pay will get fixed w.e.f. 1.1.06 in the grade which he was holding on 1.1.06.

(ii) In case the Government servant had been granted proforma promotion under the 'Next Below Rule', his pay will be fixed using the provisions of the 'Next Below Rule' as explained in (iii) below.

(iii) In the revised pay structure, the pay of a government servant would be regulated in the following manner on grant of proforma promotion to him under 'Next Below Rule':

- a. In case a Government servant on deputation to a post gets promoted in his cadre to a post in a higher grade, his pay in the pay band will be fixed with reference to the pay in the pay band of the employee immediately junior to him in the cadre of his service. However, the government servant in question would continue to draw the grade pay attached to the deputation post for the remaining duration of the deputation.
- b. In case a Government servant on deputation to a post in PB-4 gets promoted in his cadre to a post in HAG+, his basic pay will be fixed with reference to the basic pay of the employee immediately junior to him in the cadre of his service, but the-total of pay in the pay band and grade pay of the deputation post will not exceed Rs.79,000.

- c. In case a Government servant on deputation to a post in PB-4 gets promoted in his cadre to a post in the apex scale, his basic pay will be fixed with reference to the basic pay of the employee immediately junior to him in the cadre of his service, but the total-of pay in the pay. band and grade pay of the deputation post will not exceed Rs.79,000.
- d. In case a Government servant on deputation to a post in HAG+ gets promoted in his cadre to a post in the apex scale, his basic pay will be fixed with reference to the basic pay of the employee immediately junior to him in the cadre of his service.

Clarification 5: Fixation of pay of government servants who go on deputation to a lower post

(i) In case a Government servant goes on deputation to a post carrying a lower grade pay, his pay in the pay band would continue unchanged, but he will be granted the grade pay of the lower post for the entire duration of the deputation.

(ii) In case a Government servant in HAG+ scale goes on deputation to a lower post in PB-4, his basic pay in the deputation post will be fixed at a stage equal to his basic pay in the cadre of his service, but the total of pay in the pay band and grade pay of the deputation post will not exceed Rs.79,000.

(iii) In case a Government servant in the apex scale goes on deputation to a lower post in PB-4, his pay in the pay band will be fixed at the maximum of PB-4 (Rs.67000) and he will be granted the grade pay attached to the deputation post, but the total of pay in the pay band and grade pay of the deputation post will not exceed Rs.79,000. In case deputation is from the apex scale to a post in HAG+, the basic pay will be protected in HAG+.

Clarification 6: Procedure for placing employees in upgraded scales in case of merger of scales/upgradations recommended by the Sixth CPC.

(i) Where all posts in one or more pre-revised scales are merged with a higher pre-revised scale and given a common replacement scale/ grade pay, the suitability of the incumbents need not to be assessed for granting them the higher replacement scale/grade pay and the incumbents will automatically be granted the replacement pay scale/grade pay recommended by the Commission. Their pay will be fixed in the accordance with the fitment table annexed to this Department's O.M. of even number dated 30.08.2008.

(ii) Similarly, in the case of upgradations recommended by the Pay Commission, i.e. where all posts in a particular grade have been granted a higher replacement pay scale/ grade pay, the suitability of the incumbents need not be assessed for granting them the higher replacement scale/grade pay. The incumbents will automatically be granted the replacement pay scale/ grade pay recommended by the Commission. Their pay in the ..pay band will be fixed with reference to

their fitment table corresponding to pre-revised pay scale. However, the grade pay corresponding to the upgraded post will be granted.

Note: CCS (Revised Pay) Rules, 2008 define the term "basic pay" in the revised pay structure as the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc. In the case of Government servants in the pay scales of HAG+ and above, basic pay means the pay in the prescribed scale.

F.No. 31011/4/2008- Estt.(A) dated 23rd September, 2008 of Government of India Ministry of Personnel, Public Grievances & Pension Department of Personnel & Training

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 (are) 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 24th 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 1st September, 2008.
3. The LTC claim pertaining to the period prior to 31st August, 2008 shall be regulated as per rules applicable on the date of journey and LTC claims already settled will not be reopened.
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.

F.No. 19030/3/2008-E.IV dated 23rd September, 2008 of Government of India, Ministry of Finance, Department of Expenditure.

The undersigned is directed to say that in pursuance of the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to Travelling Allowance entitlements, sanction of the President is conveyed to the modifications in the Travelling Allowance Rules as set out in the Annexure to this Office Memorandum in so far as they apply to civilian employees of the Central Government. Separate orders will be issued by the Ministries of Defence and Railways in respect of their personnel.

2. The 'Grade Pay' for determining the TA/DA entitlement is as indicated in Central Civil Service Revised Pay)Rules 2008.
3. The term 'pay ' for the purpose of these orders refer to basic pay as defined in Rule 3(8) of Central Civil Services(Revised Pay) Rules,2008 and includes the revised non-practicing allowance, if any, admissible in addition.
4. In respect of those employees who opt to continue in their pre-revised scales . of pay, the corresponding Grade Pay of the pay scales of the post occupied on 1/1/2006 would determine the TA/DA entitlements under these orders. However, for determining the Composite Transfer Grant for such employees, the term pay

shall also include, in addition to the basic pay in the pre-revised Scales, stagnation increments, Dearness Pay and NPA as per orders in force on 1/1/2006.

5. These orders shall take effect from 1stSeptember,2008. 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 entitlement.
6. The claims submitted in respect of journey made on or after 15th September, 2008, may be regulated in accordance with these orders.
7. 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.
8. 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

ANNEXURE

Annexure to Ministry of Finance, Department of Expenditure O.M.**NO.**19030/3/2008-E.IV dated 23rdSeptember, 2008.

In supersession of S.R. 17 and G.O.I, M.F No. 10/2/98-IC& 19030/2/97-E.IV dated 17/4/1998, the following provisions will be applicable with effect from 1.9.2008.

1. Entitlements for Journeys on Tour
- A. Travel Entitlement within the Country

Grade Pay (1)	Travel Entitlements (2)
Officers drawing grade pay of Rs. 10,000/- and above and those in pay scale of HAG + and above	Business/Club Class by air/AC First class by train
Officers drawing grade pay of Rs.7600, Rs.8700 and Rs. 8900	Economy Class by air/AC First class by train
Officers drawing grade pay of Rs.5400 and Rs.6600.	Economy Class by air/AC II Tier class by train.
Officers drawing grade pay of Rs.4200, Rs. 4600 and Rs.4800	AC II Tier class by train.
Officers drawing grade pay below Rs. 4200	First Class/AC III Tier/AC Chair car by train

The revised Travel entitlements are subject to following:-

- I. 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.
- II. 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.
- III. Henceforth, 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
- IV. All Government servants are allowed to travel below their entitled class of travel.

B. International Travel Entitlement.

- | | | |
|-------|--|-----------------------|
| (i) | Cabinet Secretary/Secretary to G.O.I. and Equivalent | - First Class |
| (ii) | Officers drawing grade pay of Rs. 10000 and above and those in pay scale of HAG+ | - Business/Club Class |
| (iii) | Others | - Economy Class |

C. Entitlement for journeys by Sea or by River Steamer(SR.40)

Grade Pay (1)	Entitlement (2)
Officers drawing grade pay of Rs. 5400/- and above and those in pay scales of HAG+ and above	Highest Class
Officers drawing grade pay of Rs. 4200/-, Rs. 4600/- and Rs. 4800/-	If there be two classes only on the steamer, the lower class
Officers drawing grade pay of Rs. 2400/- and Ra. 2800/-	If there be two classes only on the steamer, the lower class If there be three classes, the middle or the second class. If there be four classes, the third class

Offices drawing grade pay less than Rs. 2400/-	The lowest class.
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- (ii) Accommodation entitlements 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 will be as follows:

Grade Pay (1)	Entitlement (2)
Officers drawing grade pay of Rs. 5400/- and above and those in pay scales of HAG+ and above	Deluxe Class
Officers drawing grade pay of Rs. 4200/-, Rs. 4600/- and Rs. 4800/-	First/ 'A' Cabin Class
Officers drawing grade pay of Rs. 2400/- and Rs. 2800/-	Second/ 'B' Cabin Class
Offices drawing grade pay less than Rs. 2400/-	Bunk Class

D. Mileage Allowance for Journeys by Road:

In supersession of S.R.46 and the Government of India's Order thereunder, the grade pay ranges' for travel by public /bus/auto/rickshaw/Scooter/motor cycle, mil taxi/taxi/own car is revised as indicated below:

Grade Pay (1)	Entitlement (2)
(i) Officers drawing grade pay of Rs. 10,000 and above and those in pay scales of HAG + and above.	Actual fare by any type of public bus including air-conditioned 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 autorickshaw/own scooter motor cycle, moped etc.,
(ii) Officers drawing grade pay of Rs.5400, Rs. 6600, -Rs.7600, Rs.8700 and Rs. 8900	Same as at (i) above with the exception "that journeys by AC taxi will not be permissible

(iii) Officers drawing grade pay of Rs.4200, Rs. 4600 and Rs.4800	Same as at (ii) above.
(iv) Officers drawing grade pay of Rs.2400 and above but-less than Rs.4200.	Actual fare by any type of public bus Other than air-conditioned bus. OR At prescribed rates for autorickshaw for journeys by autorickshaw/own scooter/motorcycle/moped etc.
(v) Officers drawing grade pay below Rs.2400.	Actual fare by ordinary public bus only OR At prescribed rates for autorickshaw/own scooter/ motorcycle/moped etc

(b) Mileage allowance for road journeys shall be regulated at the following rates in places where no specific rates have been prescribed either by the Director of Transport of the concerned State or of the neighbouring States:

- (i) For journeys performed in own car/taxi - Rs. 16 Per Km
- (ii) For journeys performed by auto rickshaw - Rs. 8 Per Km
own scooter, etc

(c) The rate of Mileage Allowance for journeys on bicycle, on tour and transfer, is revised from 60 paise to Rs.1.20 per kilometer.

3. Daily Allowance on Tour

Grade Pay	Daily Allowance
Officers drawing grade pay of Rs.10,000/-and above and those in pay scales of HAG+ and above	Reimbursement for Hotel accommodation / guest house of up-to Rs.5000 per day; reimbursement of AC taxi charges of up-to 50 kms. for travel within the city and reimbursement of food bills not exceeding Rs.500 per day.
Officers drawing grade pay of - Rs.7600.to Rs.8900	Reimbursement for Hotel accommodation--of-up-toRs.3000 per day; reimbursement of non-AC taxi charges of up-to 50 kms. per diem for

	travel within the city and reimbursement of food bills not exceeding Rs.300 per day.
Officers drawing grade pay of Rs.5400 to Rs.6600	Reimbursement for Hotel accommodation of up-to Rs: 1500 per day; reimbursement of taxi charges of up-to Rs.150 per diem for travel within the city and reimbursement of food bills not exceeding Rs.200 per day.
Officers drawing grade pay of Rs.4200 to 4800/-	Reimbursement for Hotel accommodation of up-to Rs.500 per day; reimbursement of travel charges of up-to Rs.100 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 150 per day.
Officers drawing grade pay of below Rs.4200/-	Reimbursement for Hotel accommodation of up-to Rs.300 per day; reimbursement of travel charges of up-to Rs. 50 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 100 per day.

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. For journeys on foot, an allowance of Rs.5 per kilometer travelled on foot shall be payable additionally.

1. T.A. on Transfer

A. Accommodation and Mileage Allowance Entitlements :

- (i) Accommodation and Mileage Allowance entitlements as prescribed at para2 above, except for International Travel for journey on tour by different modes will also be applicable in ease of journeys on transfer. The general conditions of admissibility prescribed in S.R.I 14 will, however, continue to be applicable.
- (ii) 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-E IV dt.. 17th April 1998 , shall continue to be applicable.

i. Transfer Grant and Packing Allowance:

- (i) The Composite Transfer Grant shall be equal to one month's pay as defined in para 3 of this O.M. in case of, transfer involving a change of station located at a distance of or more than 20 km from each other.
- (ii) In cases of transfer to stations which are at a distance of less than 20kms 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.
- (iii) At present, only one transfer grant is permitted if the transfer of husband and wife takes place within 6 months of each other from the same place to the same place. With effect from the date of implementation of these orders, in cases where the transfer take 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.

C. Transportation of Personal Effects

Grade Pay (1)	By Train/Steamer (2)	Rate per Km for transport by road (Rs. Per.km) (3)
Officers drawing grade pay of Rs. 7600 and above and those in pay scale HAG+ and above	6000 kgs. by goods train/4 wheeler wagon/ 1double container.	18.00 (Rs. 0.30 per kg per km)
Officers drawing grade pay of Rs. 4200, Rs. 4600, Rs. 4800, Rs. 5400 and Rs. 6600	6000 kgs. by goods train/4 wheeler wagon/1single container.	18.00 (Rs. 0.30 per kg per km)
Officers drawing grade pay of Rs. 2800	3000 kgs.	9.00 (Rs. 0.31 per kg per km)
Officers drawing grade pay below Rs. 2800	1500 kgs.	4.60 (Rs. 0.31 per kg per km)

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.

D. Transportation of Conveyance

Grade Pay (1)	Scale (2)
Officers drawing grade pay of Rs.4200/- and above and those in pay scales of HAG+ and above	One motor car etc. or one motor cycle/scooter, or one horse
Officers drawing grade pay less than Rs.4200/-	One motorcycle/scooter/Moped, or one bicycle

5. T.A. Entitlement of Retiring Employees

A. Transportation of Conveyance

In partial modification of S.R147,- the expenditure on transportation of conveyance by government servants on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.

B. Lumpsum Transfer Grant and Packing Allowance

- (i) The composite transfer grant equal to a month's pay last drawn as defined in para 3 of this O.M., may be granted in the case of those employees who, on retirement, settle down at places other than the last station(s) of their duty located at a distance of or more than 20 kms. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, presently admissible are subsumed in the composite transfer grant and will not be separately admissible.
 - (ii) 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 composite transfer grant subject to the condition that a change of residence is actually involved.
6. The TA/DA rates mentioned in para 2 D(b) and (c) (mileage for road journey by taxi/ own car/ autorickshaw/ own scooter/bicycle etc.), para (3) (all components of daily allowance on tour including rate of DA for journey on foot) and para 4(c) (rates of transportation of personal effects) of this Annexure, shall automatically increase by 25% whenever Dearness Allowance payable on the revised pay structure goes up by 50% .

F.No. 19039/2/2008-E.IV dated 23rd September, 2008 of Government of India, Ministry of Finance, DoPT.

Subject:- Revision of Conveyance Allowance to Central Government Employees under SR-25 Recommendation of the Sixth Central Pay Commission.

Consequent upon the acceptance of the recommendation of the Sixth Central Pay Commission and in modifications of this Department's OM No. 19039/3/95-E.IV dated LB"

September, 1998 the President is pleased to revise the rates of Fixed Conveyance Allowance admissible under SR-25 as indicated below:

	Fixed Conveyance	Allowance
Average monthly travel On official duty	For journeys by own motor car	For journeys by other modes of conveyance (in Rupees)
201-300 Kms	1120	370
301-450 Kms	1680	480
451-600 Kms	2070	640
601-800 Kms	2430	750
Above 800 Kms	3000	850

2. These rates shall automatically increase by 25% whenever the Dearness Allowance payable on the revised pay structure goes up by 50%.
3. These orders will be effective from 1st September 2008.
4. In so far as the staff serving in the Audit and Accounts Department are concerned, these Orders issue in consultation with the Comptroller & Auditor General of India.

F.No.7(20)/2008-E.III(A) dated 24th September, 2008 of Government of India Ministry of Finance Department of Expenditure

Subject:- Revision in the rates of Family Planning Allowance for adoption of small family norms following the recommendations of the Sixth Central Pay Commission.

Consequent upon the implementation of the revised pay structure by the Government with effect from 1st January, 2006 on the basis of recommendations of the Sixth Central Pay Commission and in partial modification of this Ministry's O.M. No.6(39)/98-IC.II dated 6th July, 1999, the President is pleased to sanction the revised Family Planning Allowance at double the existing amount of the Family Planning Allowance, subject to a minimum of Rs.210/- per month as indicated in Column 7 of Annexure to this Office Memorandum.

2. The allowance will be related to the Grade Pay corresponding to the post against which the employee concerned had initially earned or will earn the Family Planning Allowance. All other terms and conditions governing the grant of Family Planning Allowance shall remain unchanged.
3. These orders will be effective from 1st September, 2008.
4. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

Annexure to OM. No. 7(20)/2008-E.III(A) dated 24th September, 2008

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

Present Scale			Revised Pay Structure			Rate of Family Planning Allowance
Sl. No.	Post/ Grade	Present Scale	Name of Pay Band/ Scale	Corresponding Pay Bands/ Scales	Corresponding .Grade Pay	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	S-I	2550-55-2660-60-3200	-IS	4440-7440	1300	210
2	S-2	2610-60-3150-65-3540	-IS	4440-7440	1400	
3	S-2A	2610-60-2910-65-3300-70-4000	-IS	4440-7440	1600	
4	S-3	2650-65-3300-70-4000	-IS	4440-7440	1650	
5	S-4	2750-70-3800-75-4400	PB-1	5200-20200	1800	
6	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900	
7	S~6	3200-85-4900	PB-1	5200-20200	2000	
8	S-7	'4000-100-6000	PB-1	5200-20200	2400	
9	S-8	4500-125-7000	PB-1	5200-20200	2800	250
10	S-9	5000-150-8000	PB-2	9300-34800	4200	400
11	S-10	5500-175-9000	PB-2	9300-34800	4200	
12	S-II	6500-200-6900	PB-2	9300-34800	4200	
13	S-12	6500-200-10500	PB-2	9300-34800	4200	
14	S-13	7450-225-11500	PB-2	9300-34800	4600	450
15	S-I 4	7500-250-12000	PB-2	9300-34800	4800	500
16	S-15	8000-275-13500	PB-2	9300-34800	5400	550
17	New Scale	8000-275-13500 (Group A Entry)	PB-3	15600-39100	5400	
18	S-16	9000	PB-3	15600-39100	5400	
19	S-17	9000-275-9550	PB-3	15600-39100	5400	
20	S-18	10325-325-10975	PB-3	15600-39100	6600	650
21	S-19	10000-325-15200	PB-3	15600-39100	6600	
22	S-20	10650-325-15850	PB-3	15600-39100	6600	
23	S-21	12000-375-16500	PB-3	15600-39100	7600	
24	S-22	12750-375-16500	PB-3	15600-39100	7600	750
25	S-23	12000-375-18000	PB-3	15600-39100	7600	
26.	S-24	14300-400-18300	PB-4	37400-67000	8700	
27	S-25	15100-400-18300	PB-4	37400-67000	8700	800
28	S-26	16400-450-20000	PB-4	37400-67000	8900	
29	S-27	16400-450-20900	PB-4	37400-67000	8900	900
30	S-28	14300-450-22400	PB-4	37400-67000	10000	
31	S-29	18400-500-22400	PB-4	37400-67000	10000	1000

F.No. 14028/3/2008-Estt.(L) dated 25th September, 2008 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject:- Recommendation of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Government civilian employees.

Consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Government civilian employees/the President is pleased to decide that in supersession of all earlier orders on the subject, both Earned Leave and Half Pay Leave shall be considered for encashment of leave subject to overall limit of 300 days. The cash equivalent payable for Earned Leave shall continue unchanged. However, cash equivalent payable for Half Pay Leave shall be equal to leave salary as 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. To make up the shortfall in Earned Leave, no "commutation of Half Pay Leave shall be permissible. The Cash equivalent for half pay leave component shall, henceforth, be calculated in the manner indicated below:-

Cash payment in lieu of half pay leave component =	Half pay leave salary admissible on the date of retirement plus Dearness allowance admissible on that date	×	Number of days of half pay leave at credit subject to the total of earned leave and HPL at credit not exceeding 300 days.
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	30		

2. These orders shall take effect from 1st September, 2008.
3. Formal amendments to the Central Civil Services (Leave) Rules, 1972 are being issued separately.
4. In so far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are issue in consultation with the Comptroller & Auditor General of India.

F.No. 14028/3/2008-Estt.(L) dated 25th September, 2008 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject: - Recommendations of the Sixth Central Pay Commission relating to eligibility for encashment of leave.

Consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to eligibility for encashment of leave, the President is pleased to decide that for purposes of payment of encashment of leave to a person dying in harness under the provisions of Rule 39-C of the Central Civil Services

(Leave) Rules, 1972, the amount should be paid to the relations as per the following order :-

1. widow or the eldest surviving widow (with reference to the date of marriage) or husband;
 2. the eldest surviving son or an adopted son;
 3. the eldest surviving unmarried daughter;
 4. the eldest surviving widowed daughter;
 5. the father;
 6. the mother;
 7. the eldest surviving married daughter;
 8. the eldest surviving brother below the age of 18 years;
 9. the eldest surviving unmarried sister;
 10. the eldest surviving widowed sister; and
 11. the eldest child of the eldest predeceased son.
2. These orders shall take effect from 1st September, 2008.
3. Formal amendments to the Central Civil Services (Leave) Rules, 1972 are being issued separately.
4. In so far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are issue in consultation with the Comptroller & Auditor General of India.

(147)

Sub:- Orders relating to implementation of Sixth Central Pay Commission recommendations.

I am directed to forward herewith the following Office Memorandum issued by Government of India relating to implementation of Sixth Central Pay Commission recommendations for information, compliance and necessary action:-

S.No	OM No. and dated	Subject
1.	13018/2/2008-Estt.(L) dated 29.9.2008.	Grant of Child Care Leave to women Government employees- Clarification regarding.
2.	4/6/2008.Estt. (Pay-II) dated 1.10.2008.	Revision of Special Allowance and Cash Handling Allowance - Recommendations of the Sixth Central Pay Commission.
3.	7(1)E.Coord/2008 dated 1.10.2008	Expenditure Management -Economy Measures and Rationalization of Expenditure -Supplementary guidelines related to TA/DA.
4.	1(3)/2008 EII B dated 3.10.2008	Rates of Dearness Allowance applicable w.e.f. 1.7.2008 to the employees of Central Govt, and Central Autonomous Bodies continuing to draw their

		pay in the pre-revised scale.
5.	12(1)E-II-A/2008 dated 24.10.2008	Interest bearing advances/Sixth Pay Commission recommendation.
6.	13018/2/2008-Estt.(L) dated 18.11.2008.	Child Care Leave in respect of Government employees as a result of Sixth Central Pay Commission - Clarification regarding.

Copy of CSIR letter No. 5-1(3)/2008-PD dated 19.11.2008

F.No. 13018/2/2008-Estt.(L) dated 18.11.2008 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject:- Child Care Leave in respect of Government employees as a result of Sixth Central Pay Commission - Clarification regarding.

The order regarding introduction of Child Care leave (CCL) in respect of Central Government employees were issued vide this Department's O.M. of even number dated 11th September, 2008. Subsequently, clarification in this regard were also issued vide O.M. dated 29th September, 2008.

2. Consequent upon the implementation of orders relating to Child Care Leave, references has been received from various sections regarding the procedure for grant of this leave etc. In this connection, it is mentioned that the intention of the Pay Commission in recommending Child Care Leave for women employees was to facilitate women employees to take care- of their children at the time of need. However, this does not mean that CCL should disrupt the functioning of Central Government offices. The nature of this leave was envisaged to be the same as that of earned leave. Accordingly, while maintaining the spirit of Pay Commission's recommendations intact and also harmonizing the smooth functioning of the offices, the following clarifications are issued in consultation with the Department of Expenditure (Implementation Cell) with regard to Child Care Leave for Central Government employees:-
 - b. CCL cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.
 - c. The leave is to be treated like the Earned Leave and sanctioned as such.
 - d. Consequently, Saturdays, Sundays, Gazetted; holidays etc. falling during the period of leave would also count for CCL, as in the case of Earned Leave.
 - e. CCL can be availed only if the employee concerned has no Earned Leave at her credit.

(148)

Sub:- Orders relating to implementation of Sixth Central Pay recommendations.

I am directed to forward herewith the following Office Memorandum issued by Government of India relating to implementation of Sixth Central Pay Commission recommendations for information, compliance and necessary action:-

S.No.	OM No. and date	subject
1.	11013/7/2008-Estt.(A) dated 18.11.2008.	CCS(Conduct) Rules, 1964- Permission to avail of mileage points earned by Govt, servants on tickets purchased for official travel.
2.	25011/1/2008-Estt. (A) dated 19.11.2008.	Sixth Central Pay Commission Recommendation - Special dispensation in the form of Special Casual Leave to Central Government employees with disabilities.
3.	19030/3/2008-(E.IV)) dated 19.11.2008	Traveling Allowance Rules - Implementation of Sixth Central Pay Commission.
4.	13018/2/2008-Estt.(L) dated 2.12.2008	Child Care Leave in respect of Central Government employees as a result of Sixth Central Pay Commission recommendations- Clarification regarding.

Copy of CSIR letter No. 5-1(3)/2008-PD dated 17.12.2008

F.No. 25011/1/2008-Estt. (A) dated 19.11.2008 of Govt. of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject:- Sixth Central Pay Commission Recommendation -Special dispensation in the form of Special Casual Leave to Central Government employees with disabilities.

The undersigned is directed to say that the Sixth Central Pay Commission had recommended that the number of Casual Leave available for employees with disabilities should be 12 days as against 8 days for other employees and it has been decided that the additional benefit of 4 days leave shall be granted in the form of Special Casual Leave. The undersigned is accordingly directed to convey the sanction of the Government that Central Government employees with disabilities as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 may be granted Special Casual Leave for 4 (four) days in a calendar year for specific requirements relating to the disability of the official.

2. These orders take effect from 1st September, 2008.

(149)

Sub:- Orders relating to implementation of Sixth Central Pay Commission recommendation.

I am directed to forward herewith the following Office Memorandum issued by Government of India relating to implementation of Sixth Central Pay Commission recommendations for information, compliance and necessary action:-

S.No.	O.M. No. and date	Subject
1.	2(19)/E.II(B)/2008 dated 2.1.2009	HRA for civilian employees of the Central Government serving in the State and Union Territories of North Eastern Region including Andaman & Nicobar Island and Lakshadweep Island.
2.	2(13)/2008-E.II(B) dated 7.1.2009	Decision of the Government on the recommendations of the Sixth Central Pay Commission relating to re-classification of cities/owns for grant of House Rent Allowance (HRA).
3.	19030/3/2008-E.IV dated 22.1.2009	Travelling Allowance Rules – Implementation of the Sixth Central Pay Commission.

Copy of CSIR letter No. 5-1(50)/2008-PD dated 2.2.2009

No. 2(19)/E.II(b)/2008 dated 2nd January, 2009 of Government of India Ministry of Finance Department of Expenditure

Subject: HRA for civilian employees of the Central Government serving In the State and Union Territories of North Eastern Region including Andaman & Nicobar island And Lakshadweep Island.

The undersigned is directed to refer to this Ministry's OM No. 11016/1/E II (B)/84 dt. 29.3.84, OM No. 11/2/97-EII(B) dt. 22.7.98 and OM No. 2(34)/E.II(B)/99 dated 12.8.99 on the subject mentioned above and to say that the Central Government- employees posted to North Eastern Region including sikkim, Andaman & Nicobar island and lakshadweep island who leave their families behind at the old duty station, are allowed HRA of the station from which they were originally transferred in addition to the HRA admissible at the new place of posting.

2. Consequent upon revision of rates of House Rent Allowance w.e.f. 1.9.2003, notified vide this Department's OM No. 2(13)/2008-E.II(B) dated 29th August, 2008, the following has been decided:

- a) In case of civilian employees of Central Government transferred to and posted from a date prior to 1.1.2006 who leave their families behind at the old duty station, the HRA of the old duty station, will be calculated w.e.f. 01.09.2008 on the pre revised pay as on date of transfer but the percentage rates of HRA effective from 1.9.2008 as per OM Mo. 2(13)/2008-E.II (B) dated 29th August, 2008 will apply w.e.f. 1.3.2008.
- b) In case of civilian employees of Central Government transferred to and posted from a date on or after 1.1.2006, the HRA of the old duty station w.e.f. 01.09.2008 will be-calculated or, the revised pay as on date of transfer with the percentage rates effective 1,09.2008 as per OM no. 2(13)/2008-E.II(B) dated 29th August, 2008.

3. The above HRA at revised rates and. on revised pay, as applicable,, would be payable from 1.9.2008 in all cases.

4. These orders will be applicable to Central Government employees posted to Ladakhon or after 1.9.2008.

5. These orders will not be applicable to such employees who were transferred out of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep islands before 1,9.2008, irrespective of their date of posting to the Region/Island.

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

(150)

Sub: Interest bearing Advances/Sixth Central Pay Commission recommendation on House Building Advance – regarding.

I am directed to forward herewith a copy of Ministry of Urban Development, New Delhi OM No. 17011/11/(4)/2008-H.III dated 27.11.2008 for information, compliance and necessary action.

Copy of CSIR letter No. 5-1(3)/2008-PD dated 19.2.2009

F.No. 17011/11/(4)/2008-H.III dated 27.11.2008 of Government of India, Ministry of Urban Development (Housing-III Section)

The undersigned is directed to say that the implementation of the recommendations of the Sixth Central Pay Commission relating to interest bearing advances, including House Building Advance, granted to Central Government employees is under consideration of the Government.

- 2. Pending finalization of the new arrangements, the matter has been examined in consultation with the Department of Expenditure and the following provisions for House Building Advance shall be in operation;

- i. The maximum limit for grant of HBA shall be 34 months of pay in the pay band subject to a maximum of Rs. 7.50 lakh or cost of the house or the repaying capacity whichever is the least, for new constructions/purchase of new house/flat.
 - ii. The maximum limit for grant of HBA for enlargement of exiting house shall be 34 month's of pay in the pay band subject to a maximum of Rs. 1.80 lakh or cost of the enlargement or repaying capacity, whichever is the least.
 - iii. The cost ceiling limit shall be 134 times the pay in pay band subject to a minimum of Rs. 7.50 lakh and a maximum of Rs. 30.00 lakh relaxation up to a maximum of 25% relaxable up to a maximum of 25% of the revised maximum cost ceiling of Rs. 30.00 lakh.
3. All Minister/Department of Government of India are request to be bring the contents of this OM to the notice of all concerned.
 4. These orders shall be effective from the date of their issue.

(151)

Sub: Travelling Allowance Rules – Implementation of the Sixth Central Pay Commission.

I am directed to forward herewith a copy of Ministry of Finance, Department of Expenditure OM No. 19030/3/2008-E.IV dated 18.2.2009 for information, compliance and necessary action.

Copy of CSIR letter No. 5-1(3)/2008-PD dated 12.3.2009

F.No. 19030/3/2008-E.IV dated 18.2.2009 of Ministry of Finance, Department of Expenditure

In para 4(c) column (3) of OM No. 19030/3/2008-E.IV dated 23.9.2008 on the above subject, the following may be corrected.

Rate per km, for transport by road (Rs. Per km)	READ
18.00 (Rs. 0.30 per kg / per km)	18.00 (Rs. 0.003 per kg/per km)
18.00 (Rs. 0.30 per kg /per km)	18.00 (Rs. 0.003 per kg/per km)
9.00 (Rs. 0.31 per kg /per km)	9.00 (Rs. 0.0031 per kg/ per km)
4.60 (Rs. 0.31 per kg /per km)	4.60 (Rs. 0.0031 per kg /per km)

(152)

Sub:- Benefit of Non Practicing Allowance to Scientific Gr. IV.

In continuation of this office circular No. 5-1(20)/2008 dated 28.2.2008 on the above subject, I am directed to state that DG. CSIR has been pleased to approve to extend

the benefit of Non Practicing Allowance @25% of their basic pay to Scientists Gr.IV having the qualification of full time degree in BAMS & MD (Ayurveda), subject to the condition that Basic Pay + NPA does not exceed Rs. 85000/- per month. The benefit will be available with effect from the date of issue of these orders.

It is requested to bring the above decision to the notice of all concerned in your Laboratory/Institute for guidance and compliance.

Copy of CSIR letter No. 5-1(20)/2008-PD dated 17.3.2009

(153)

Sub:- Re. Reimbursement of telephone charges including Mobile/ Broadband charges upto ceiling amount.

I am directed to state that in pursuance of Government of India, Department of Expenditure OM No.7(14)/C&V/2006-1/C dated 14.11.2006 and 9.7.2007 (copies enclosed). DG, CSIR, with the concurrence of FA, has been pleased to decide that in CSIR the following category of employees may be reimbursed telephone charges including mobile/broadband charges up to the ceiling amount mentioned below:-

Sl. No.	Rank/Designation	Ceiling Amount (Per Month)
(i)	CSIR Directors/ Scientist 'H' in the Additional Secretary Grade/JS(A)/FA/CVO	Rs.2000/-*
(ii)	Scientist 'G'/Group-IV(6)* i.e. equivalent rank to Joint Secretary to the Govt. of India	Rs.1800/-*
(iii)	Scientists IV(3) to IV(5)/Technical Officer III(6) to III(7) and officers upto the rank of Dy. Secretary/COA and equivalent	Rs.1500/-
(iv)	Group 'A' officers below the rank of Dy. Secretary/COA (Restricted to 25%)	Rs.800/-

*As per Ministry of Finance, Department of Expenditure OM dated 9.7.2007 excess expenditure upto 30% of the ceiling amount can be reimbursed to officers of the level of Joint Secretary and above with the concurrence of FA and approval of DG, CSIR subject to submitting a certificate to the effect that excess expenditure incurred was for official purposes and was unavoidable.

2. DG, CSIR has further been pleased to decide that since the internet connection is to promote scientific work and upgradation of skill for scientific and technical staff, telephone/internet facility may be extended to all Scientists Group-IV(1) and IV(2) and Technical officers III(4) and III(5) without the restriction of 25%, and reimbursement may be restricted to Rs. 800/-.
3. The above reimbursement will be subject to the following conditions:

- (a) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned officer. There will not be any separate ceiling for land line/mobile/broad band.
 - (b) The amount reimbursable will cover land line and/or mobile connection.
 - (c) The amount reimbursable is exclusive of all taxes, if any.
 - (d) Officers are at liberty to choose any service provider and avail any option for payment within the maximum monthly ceiling.
 - (e) It will also include broad band facility or such facilities through which data, voice or image is transferred.
 - (f) STD facility on existing telephone may be provided at the residential telephone (in Case provided by office), however, there would be no enhancement of ceiling, as prescribed above.
 - (g) No Telephone Connection/Instruments (handset/Mobile) would be provided by the office.
 - (h) The amount reimbursable will be reduced by Rs.400/-per month, if the officers of the rank of Deputy Secretary/COA and above does not have broadband facility at his/her residence
 - (i) Where Internet facility has been provided through office the amount reimbursable will be reduced by Rs.400/- p.m.
4. The expenditure would be met from the Lab. Fund under Budget Head P-04 within the allocated fund. The excess expenditure, if any, may be met out of project fund or Lab. Reserve.
 5. A copy of Ministry of Finance, Deptt. of expenditure OM No. 7(14)/C&V/2006 dated 10.4.2007 relating to clarifications on various queries and doubts raised on the issued is also enclosed for necessary guidance/compliance.

Copy of CSIR letter No. 5-1(43)/2008-PD dated 20.4.2009

No.7(14)/C&V/2006 Dated April 10, 2007

Government of India Ministry of Finance Department of Expenditure

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

The undersigned is directed to refer to the Department's O.M. of even no. dated 14.11.2006, on the subject mentioned above and to state that clarification have been sought by various Ministries/Departments about certain Issues relating with the implementation of the aforesaid O.M. like the number of connections qualifying for reimbursement, whether the taxes applicable were to be paid for by the officer or office, whether the entitlement of the residential telephone is to be regulated by this O.M. etc.

2. The queries/doubts raised by various quarters have been duly examined and the following clarifications are Issued:

Sl.No.	Queries	Clarifications
1.	How will the reimbursable amount be calculated if an officer is provided with landline, mobile phone and broadband facility by the Office/Deptt. and the amount of the bills relating to each facility exceeds the prescribed ceiling.	The total expenditure on one or all of the Stated facilities should not exceed the ceiling amount applicable In the case of the Officer, no separate ceiling has been provided In respect of the stated facilities individually.
2.	Is Rs.400/- to be reduced on account of broadband facility be applicable In those cases also where the broadband facility have not been provided by the Office/Department and the Officers have got Installed broadband facility on personal landline telephones on their own.	Officers of DS and above level are required to subscribe to Broadband facility and In its absence Rs.400./- shall be deducted/reduced from the ceiling amount. However no individual/separate ceiling, has been fixed In respect of the three facilities covered by the overall ceiling.
3.	What will be the reimbursable amount if the Officers provided landline telephone facility at the residence on functional basis by way of taking over their personal landline telephones have got provided broadband facility on their own and the amount of telephone bill furnished is within the prescribed ceiling.	The entire amount shall be reimbursable if expenditure ceiling is observed, Even Officers to whom telephone facility has been provided on functional basis can use mobile phone/Broadband facility.
4.	Whether private Service provider are to be allowed in the case of landline telephones also and the Office/Deptt. can provide a telephone connection of private service provider.	Yes.
5.	Whether STD and/or broadband facilities can be made available by the Office/Deptt. on residential telephone of those Officers also who have been provided Official telephone facilities at their residences on functional basis.	The stated facilities can be provided however, expenditure incurred, If any, on providing the same shall be borne by the concerned Official in this case.
6.	Whether Officers of the rank of Director/Deputy Secretary or below-provided with the facility of	Yes.

	residential telephone can avail mobile or broadband facility also within the ceiling fixed for each rank.	
7.	Whether the facility of STD is permitted to Officers below the rank of Joint Secretary on residential telephone as per the O.M.	Yes.
8.	Whether the ceiling envisaged will also apply In case of official connections (both landline and mobile) provided to officers (both entitled and non-entitled) on functional grounds, the payment of which is made by the Government.	Yes, regarding the non-entitled Officers the maximum reimbursable amount shall be restricted to. Rs.800/-p.m. (as at Sl.No.5 of O.M.) unless a higher rate of reimbursement has specially been provided for originally.
9.	Whether an officer who has been provided residential Landline connection by the Office and also uses his own mobile connection apart from the Official phone would be entitled for reimbursement if the total usage of Official connection plus his own mobile is less than the ceiling fixed.	Yes, subject to production of proper bills/receipts in respect of the facility acquired personally/privately.
10.	What is the effective date from which the limits laid down on the ceiling amounts are to be observed.	14.11,2006 i.e. the date of issue of the earlier comprehensive OM. Is the effective date for this purpose.
11.	Whether the residential telephone facilities to personal staff of Minister will also be governed by the above quoted Instructions.	Yes, if they are entitled for residential telephone facility.
12.	Whether all Officers below the rank of Deputy Secretary I.e. Group 'A' and Group 'B' gazetted and non-gazetted officials, who have been allowed residential telephone facility by the Department under the 25% restriction instructions can also claim reimbursement of their mobile phone bill subject to overall/ceiling of Rs.800/-p.m.	Yes.
13.	Whether reimbursement can be made to those Officers who are using pre-paid mobile connections and submit recharge coupons only instead of any proper bills/receipts etc.	No

14.	Whether re-imbursement Is to be allowed only in such cases where the mobile/telephone connection is in the name of the Officer	Yes
15.	Whether the instant O.M. shall apply on those cases where husband and wife are sharing the same residential telephone and both are entitled Officers as per this O.M. In this case whether reimbursement of the total amount (upto combined ceiling amount) can be made If either the husband or wife submits the combined bills of landline/mobile/broadband facility being used by both.	Yes. A certificate be obtained from the Officer submitting the bill that the other Officer(husband/wife) shall not claim the reimbursement in respect of the same bill.

16.	Whether the Officials, otherwise non-entitled, who have been allowed the facility of residential/mobile phone on functional basis like Parliament Assistants and others are also covered by the present O.M.	Yes, the reimbursable amount In such cases shall be restricted to Rs. 800/- i.e. at par with categories at Sl. No.5 in the O.M.
17.	Whether the O.M. envisages payment of taxes on the expenditure incurred on landline/mobile phone/broadband facility by the Officer concerned or the Department.	The applicable taxes on the expenditure Incurred upto the ceiling amount shall be paid for/reimbursed by the Office. Expenditure incurred if any, in excess of ceiling amount shall be paid for by the Officer concerned along with taxes on the same.
18.	Whether Officers equivalent in rank to Additional Secretary/JointSecretary/Director/Deputy Secretary to the Government of India are also entitled for mobile connection and broadband connection on their residential telephones.	Yes, subject to the condition that such an Officer Is entitled for the residential telephone facility,
19.	Whether the broadband Installation charges/Initiation charges etc. being charged by the service providers for providing this facility are reimbursable by the Department or has to be borne by the individual.	In case the telephone has been provided by the Deptt. , the Installation charges for the same shall be borne by the Deptt.. However in case of personal telephone, the said charges shall be borne by the individual.

20.	Whether the broadband and telephone call charges are to be restricted on only one landline connection.	Yes.
21.	Whether the reimbursement will be restricted to one landline and/or one mobile connection to each Officer or reimbursement can be made for multiple connections.	Reimbursement shall be restricted to one landline and/or one mobile connection only,
22.	Whether the amount of Rs.400/-reimbursable on the broadband facility also include (a) mobile internet connection (b)internet dial up facility (c)through cable operators (d) service providers providing broadband facility without any landline or mobile connection.	Yes.
23.	Whether 'reimbursement' means that the officer concerned has to first pay the bill and then claim the amount paid from office.	No. The term 'reimbursement' In the context of the referred O.M. means that the payment for expenditure Incurred on the indicated telecom facilities shall be restricted to the ceiling amount. It does not seek discontinuation of the practice of office making payment to service providers on receipt of bills.
24.	Whether .the entitlement of an officer to the facility of residential telephone Is to be decided as per this O.M.	No. The O.M. shall not be referred to for the purpose of deciding/determining an officer's entitlement to the residential telephone facility.
25.	How will the entitlement of an officer who Is drawing pay in an Intervening pay scale(higher to pay scale of one of the categories identified In the O.M. but lower than the pay scale of next such category) i.e. officers drawing pay in scales higher than the pay scale of Director but lower than the pay scale of Joint Secy. In the GOI or other such cases are to be regulated.	In cases such as this, the ceiling on expenditure applicable to an officer shall be as provided for in respect of the category drawing pay in the lower scale . Thus the entitlement of an officer drawing pay in an scale intervening between that of Director and Joint secy. shall be at

		par with that of DS/Dir.
26.	Can the officers covered in-the O.M. dtd 14..11.2006 also avail facilities like ISD on landline, mobile E-mail devices, etc.	No.
27.	Whether in those cases where an officer has subscribed to broadband facility at his residence though not on a telephone in his name but in the name of one of his family members, full reimbursement (upto the ceiling amount) can be permitted on the landline/mobile connections In his name.	Yes.

2. All Ministries/Departments may implement the contents of O.M. dated 14/11/2006 read with the aforesaid clarifications. It is reiterated that no additional funds shall be provided for this purpose and concerned ministries/departments/organizations will have to meet all the expenditure on this account within the Existing budget for 'Office Expenses - Telephones'.

(154)

Sub:- Classification of posts under CCS(CCA) Rules, 1965.

I am directed to forward herewith a copy of DoPT O.M.No.11012/7/2008-Estt (A) dated 17.04.2009 along with the notification of Gazette of India Extraordinary S.O.946 (E) dated 09.04.2009 for information, compliance and necessary action.

Copy of CSIR letter No. 5-1(62)/2009-PD dated 13.5.2009

No.11012/7/2008-Estt.(A) dated 17th April, 2009 of Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

Under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, all Central Government posts are classified into four categories, viz., Groups "A", "B", "C" and "D". This classification at present is based on the norms prescribed by the Department of Personnel and Training vide S.O. 332(E) dated 20.04.1998 published in the Gazette of India Extraordinary.

2. As per clause (4) of the Central Civil Services (Revised Pay) Rules, 2008 notified vide notification No G.S.R. 622(E) dated 29.8.2008, the pay band and grade pay or the pay scales, as applicable, of every post/grade specified in column 2 of the First Schedule thereto shall be as specified against it in columns 5 and 6 thereof. Consequent upon the notification of the said rules, it has become necessary to prescribe revised norms for categorization of posts into the abovementioned four categories based on the pay band and grade pay or the pay scales as applicable, as approved by the Government.

Accordingly, an Order classifying the various Central Civil Services posts into Group "A", "B", "C" and "D" based on the revised norms of pay has been notified in the Gazette of India Extraordinary vide S.O. 946 (E) dated 09.04.2009. A copy of the Order is enclosed. All posts in the Central Civil Services would now stand classified strictly in accordance with the norms of pay band and grade pay or pay scales as prescribed in the said Order.

3. In some Ministries/Departments, posts may exist which are not classified as per the norms laid down by this Department. If, for any specific reason, a Ministry/Department proposes to classify the posts differently, it would be necessary for that Department to send a specific proposal to Department of Personnel and Training giving full justification in support of the proposal within three months of this O.M. so that the exceptions to the norms of classification laid down in S.O. 946 (E) dated 09-04-2009 can be notified,

(155)

Sub: Clarification regarding date of next increment .in cases where Government servants are not able to join posts in a particular grade pay on promotion/appointment on 1st of January of a year due to Sunday or Gazetted holiday for All India Services officers.

I am directed to enclose herewith a copy of the clarification issued by the Ministry of Finance, Department of Expenditure vide their Office Memorandum No. 1/1/2008-IC dated 13th March, 2009 regarding date of next increment in cases where Government servants are not able to join posts in a particular grade pay on promotion/appointment on 1st of January of a year due to Sunday or Gazetted holiday and to state that same clarification would be applicable to the All India Services officers.

Copy of OM No. 14021//5/2009-AIS-II dated 20.5.2009

(156)

Sub:- Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees.

I am directed to state that Govt. of India, Deptt. of Personnel and Training vide OM No. 35034/3/2008-Estt.(D) dated 19th May 2009 has notified the Modified Assured Career Progression Scheme (MACPS) for the Central Government civilian employees. The scheme is not automatically applicable to employees of Central Autonomous/Statutory bodies, as such, before taking a conscious decision to adopt the scheme with the approval of the competent authority, it has been desired that the financial implications involved due to the implementation of the MACPS in the case of non-technical employees in CSIR may be worked out. Accordingly, a copy of the scheme is being forwarded with the request to intimate the total number of employees, who would be benefited for financial upgradation under the scheme as on 1st Sept. 2008 and the tentative financial implications involved.

This information may please be intimated to CSIR latest by 6th June 2009 to enable Headquarters to take a view for adoption of the scheme at the earliest.

While computing the financial implications, the employees presently covered under isolated Category, but eligible for financial upgradation under the MACPS, may also be taken into account and shown separately. The MACPS may not be implemented till the same is adopted at CSIR Hqrs. and a circular to this effect is issued to all Labs./Instts.

Copy of CSIR letter 5-1(63)/2009-PD dated 28.5.2009

(157)

Sub:- Additional Relief on death/disability of Government servants covered by the new Defined Contribution Pension System (NPS).

I am directed to enclose herewith the following OM (s) issued by Govt. of India, Ministry of Personnel Public Grievances and Pensions, Deptt. Of Pension & Pensioner's Welfare, Lok Nayak Bhavan, Khan Market, New Delhi on the subject mentioned against each for your information guidance and compliance. These OM(s) may also be downloaded from CSIR website www.pensionerportal.gov.in.

S.No.	Circular/Clarification No. & Date	Subject
1.	38/41/06/P&PW(A) dt. 5.5.2009	Additional Relief on death/disability of Government servants covered by the new Defined Contribution Pension System (NPS).
2.	38/37/08-P&PW(A) dt. 12.5.2009	Clarification on Full Pension/Representations reg.
3.	38/37/08-P&PW(A) dt. 21.05.2009	Implementation of Government's decision on the recommendations of the Sixth Central Pay Commission – Revision of pension of pre-2006 pensioner/family pensioners etc.
4.	4/38/2008—P&PW(D) dt. 27.5.2009	Revision of 1/3 rd commuted portion of pension in respect of Government servants who had drawn lumpsum payment on absorption in Central Public Sector Undertakings/Central Autonomous Bodies – amount of the revised 1/3 rd restored pension plus Dearness Pay (DP) & Dearness Relief (DR) on implementation of Government's decision on the recommendations of the Sixth Central Pay Commission to be not less than 1/3 rd pre- revised restored pension plus admissible DP & DR as already drawn up to 1.9.2009 – Regarding.

F.No. 38/41/06/P&PW(A) dt. 5.5.2009 of Government of India, Ministry of Personnel Public Grievances and Pensions, DoPT.

The undersigned is directed to say that the pension of the Government servants appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension System (known as New Pension Scheme), notified by the Ministry of Finance (Department of Economic Affairs) vide their OM No. 5/7/2003-ECB 2 PR dated 22.12.2003.

2. On introduction of the New Pension Scheme, among others, the Central Civil Services (Pension) Rules, 1972 and the Central Civil Services (Extraordinary Pension) Rules, were amended on 30.12.2003. Under the Pension/Extraordinary Family Pension/Liberalized Pensionary Award relief are not available to the Government servants appointed on or after 1.1.2004.
3. Ministry of Finance (Department of Economic Affairs) has subsequently clarified that the New Pension Scheme is a replacement for only pension under normal circumstances and family pension in case of death of employees after retirement.
4. A High Level Task Force (HLTF) constituted by the Government has recommended certain additional benefits that can be provided on death or discharge on invalidation/disability of a Government servant covered by the New Pension Scheme. It is likely to take some time before the Rules regulating these benefits under the New Pension System are put in place.
5. Meanwhile, considering the hardships being faced by the employees appointed on or after 1.1.2004 who are discharged on individual/disablement and by the families so such employees who have died during service since 1.1.2004, the President is pleased to extend the following benefits to Central Civil Government Servants covered by the New Pension Scheme, on **provisional basis**. Till further orders:
 - I. Retirement from Government service on invalidation not attributable to Government duty:
 - i. Invalid Pension calculated in terms of Rule 38 and Rule 49 of the Central Civil Services (Pension) Rules, 1972.
 - ii. Retirement gratuity calculated in terms of Rule 50 of the Central Civil Services (Pension) Rules, 1972.
 - II. Death in service not attributable to Government duty:
 - i. Family Pension (including enhanced family pension computed in terms of Rule 54 of the Central Civil Services (Pension) Rules, 1972.
 - ii. Death gratuity computed in terms of Rule 50 of the Central Civil Services (Pension) Rules, 1972.
 - III. Discharge from Government service due to disease/injury attributable to Government duty:
 - i. Disability Pension computed in terms of the Central Civil Services (Extraordinary Pension) Rules.
 - ii. Retirement gratuity computed in terms on the Central Civil Services (Extraordinary Pension) Rules read with Rule 50 of the Central Civil Services (Pension) Rules, 1972.

- IV. Death in service attributable to Government duty:
- i. Extraordinary Family Pension computed in terms of Central Civil Services (Extraordinary Pension) Rules, and Scheme for Liberalised Pensionary Award.
 - ii. Death gratuity computed in terms of Rule 50 of the Central Civil Services (Pension) Rules, 1972.
- The employee/his family will also be paid Dearness Pension/Dearness Relief admissible from time to time in addition to the above benefits, on provisional basis.
6. The above provisional payments will be adjusted against the payments to be made in accordance with the Rules framed on the recommendations of the HLTF and recoveries, if any, will be made from the future payments to be made on the basis of those rules.
 7. The recommendations of the HLTF envisage payment of various benefits on death/discharge of a Government employee after adjustment of the monthly-annuitised pension from the accumulated funds in the NPS Account of the employee. Therefore, no payment of monthly-annuitised pension will be made to the employee/family of the employee during the period he/she is in receipt of the provisions benefits mentioned in para 5 above.
 8. In cases where, on discharge/death of the employees, the amount of accumulated funds in the NPS Account have been paid to the employee/family of the employee, the amount of monthly-annuitised pension from the date of notified by the Department of Financial Services/PFRDA and the same will be adjusted against the payment of benefits/relief after the notified rules in this respect are in place.
 9. These instructions will be applicable to those Government servants who jointed Government service on or after 1.1.2004 and will take effect from the same date i.e. 1.1.2004.
 10. This order issues with the concurrence of Ministry of Finance, (Department of Expenditure) vide their UO No. 127/EV/2009 dated 13.4.2009.

(158)

Sub:- Deficiencies in Quarterly Progress Report.

I am to forward herewith a copy of Central Vigilance Commission OM No. 98 VGL, 25 dated 29.5.2009 on the subject cited above with the request that the copies of the same may kindly be provided to all concerned for necessary action and compliance.

The instructions/clarifications issued earlier vide this officer letter of even no. dated 22/01/2008 may also be kept in mind while furnishing information in the Quarterly Progress Reports (QPRs). Further, the Sr. COA/COA/AO of the Lab./Instt. who looks after vigilance matters should scrutinize the QPRs from all angles so as to ensure that the information furnished therein is in the prescribed format and includes all requisite details before, signing and forwarding the same to this office it may be ensured that such reports do not have an deficiency/ shortcoming as pointed out in the instruction-ibid.

Copy of CSIR letter No. 15-1(120)/90-Vig. dated 22.7.2009

F.No. 98 VGI, 25 dated 29.5.2009 of Government of India, Central Vigilance Commission.

Sub : Deficiencies in QPRs.

From a perusal of the QPRs being received from various organizations, following deficiencies have been observed :

- i. QPRs are not being submitted in the prescribed format.
- ii. The required certificate from the CVOs that all the qualify log works have been reported, is not being given in the QPRs.
- iii. Estimated cost/Tendered Value of work is not being indicated in lacs uniformly, for some works in the same QPR, estimated Cost/Tendered Value is being indicated in Rupees, Lacs and Crores which creates confusion.
- iv. QPRs received from various units of the organization are forwarded to CTEO as it is, without scrutiny and compilation by CVOs, in the formats as used by units.
- v. In case the work in progress is less than the prescribed value, only two highest value works are to be reported, whereas a number of works below the prescribed value are being reported unnecessarily.
- vi. Clear name of works including locations is not being provided in a number of cases.
- vii. Full designation and location of the Engineer in charge is not being indicated in the QPRs."
- viii) Date of start and date of completion are not being indicated in dd-mm-yy format, rather unwanted information such as -number of days allowed to the agency to start the work after issue of LOI etc. are being given.
- ix) Against the requirement of indicating the physical progress of the work in % terms, the quantities of various items of work are being given, which are not required.
- x) In the column 'Tender Amount', only 'Item Rate' is being mentioned which does not serve the purpose.

Therefore, all CVOs are advised to furnish QPRs with due care keeping in view the deficiencies noted above.

(159)

Sub:- Orders relating to Sixth Central Pay Commission recommendation, Permission to avail of mileage points, representation of women in jobs/ Committees/ Boards, regulation of Journey by air during LTC, Benefit of reservation to Persons with Disability on acquiring disability after entering into Government service, admissibility/entitlement for traveling by Shatabadi Express -reg.

I am directed to forward herewith the following Office Memorandums issued by Government of India on the subject cited above for information, guidance and compliance:-

S. NO.	DoPT/MoF OM No. and Date	Subject
1.	1/1/2008-1C dated 29.1.2009	Fixation of Pay and grant of increment in the revised pay structure -clarifications regarding.
2.	1/1/2008-IC dated 13.3.2009	Date of increment in cases where government servants are not able to join post in a particular grade pay on promotion /appointment on 1st of January of a year due to Sunday or Gazetted holiday.
3.	2/23/2008-Estt.(Pay II) dated 28.5.2009	Revision of rates of Deputation (Duty) Allowance / pay fixation on appointment on the personal staff of Ministers.
4.	11013/7/2008-Estt.(A) dated 3.6.2009	CCS (Conduct) Rules, 1984 - Permission to avail of mileage point earned by Government Servants on tickets purchased for official tour / visits and acceptance of Free Companion Ticket" by Govt. servants introduced from time to time by various airlines.
5.	36035/3/2009-Estt(Res.) dated 10.6.2009	Benefit of reservation to Persons with Disability who acquire disability after entering into Government service
6.	19030/3/2008-E.IV dated 29.6.2009	Admissibility/ entitlement for traveling by Shatabadi Express.
7.	35021/2/2009-Estt.(C) dated 30.6.2009	Representation of women members on various Committees / Boards concerned with selection to Group C&D posts in Central Government.
8.	35021/2/2009-Estt.(C) dated 3.7.2009	Concerted efforts to increase representation of women in Central Government jobs.
9.	35021/2/2009-Estt. (C) dated 8.7.2009	Representation of women members on various Committees/ Boards concerned with selection to posts in Central Government
10.	31011/2/2006-Estt.(A) dated 27.7.2009	Regulation of journey by air while availing Leave Travel Concession-clarification regarding.

Copy of CSIR letter No. 5-1(3)/2008-PD dated 15.9.2009

F.No. 1/1/20G8-1C dated 29.1.2009 of Government of India, Ministry of Finance, Department of Expenditure, Implementation Cell.

Subject:- Fixation of Pay and grant of increment in the revised pay structure -clarifications regarding.

Following the notification of the CCS (Revised Pay) Rules, 2008, this Department has received reference from some administrative departments, seeking clarification regarding various aspects of fixation of pay in the revised pay structure as also pay fixation and grant of increments in future under the revised pay structure. The matter has been

considered in this Department. The points of doubt raised by administrative departments and the clarifications thereto are issued as under:-

S.NO.	Point of Doubt	Clarifications
	<p>As per the provision of FR22 (1)(a)(1), split option has to be submitted by the eligible employee (other than those appointed on deputation to ex-cadre post or ad hoc basic or on direct recruitment basis) within one month of promotion. Some of the employees, promoted before 1.1.2006 as well as after 1.1.2006 but before notification of Revised Pay Rules, 2008 implementing 6th CPC recommendations; had opted for their pay fixation on promotion from the date of their next increment which was falling after 1.1.2006 in the 5th CPC scales as per the rules/pay structure then in force. Consequent upon implementation of recommendations of 6th CPC in August/Sept. 2008 effective from 1.1.2006, the option submitted by a number of employees has now turned to be disadvantageous. Whether such employees may be allowed to revise their options under FR22(1)(a)(1).</p>	<p>DoP&Ts OM No. 16/8/2000-Estt.(Pay-1) dt. 25.2.2003 provides that a Government Servant may give a revised option for pay fixation under FR 22(1)(a)(1) within one month from the date of orders of such unforeseen developments or change of rules. In any such cases, that have resulted from the notification of CCS (Revised Pay) Rules, 2008, Government Servants may be allowed to exercise a revised option for fixation of their pay in the promotion post within one month from the date of issue of these clarifications, if they have already not been allowed to do so under DOPT's OM dated 25.2.2003 mentioned above.</p>
2.	<p>As per Rule 5 of the Central Civil Servants (Revised Pay Rules, 2008, a Govt. servant placed in a higher pay scale between 1.1.2006 and the date of notification of these rules on account of promotion, upgradation of pay scales etc. can elect to switch over to the revised pay structure from the date of such promotion (i.e. after</p>	<p>Proviso to Rule 5 to CCS (RP) Rules, 2008 states that a Government servant may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequently increment in the existing scale, or until he vacates his post, or ceases to draw pay in that scale.</p> <p>The Rule ibid further provides that in cases where a Government servant has been</p>

	<p>placement in the promotion grade), upgradation etc. The employees promoted or upgraded to higher grade have option to have their pay fixed/re-fixed as per the provisions of FR 22/FR 23 from the date of next increment.</p> <p>Whether such employees covered by Rule 5 of CCS (RP) Rules, 2008 can also revise their options now to choose either from the date of promotion/upgradation or the date of increment etc. (Which may fall on the 1st July, 2006, 2007 , 2008 or 2009 etc.) as annual increment in the new structure ins given uniformly on 1st July?</p> <p>Whether such option will also be available in the cases of ad-hoc promotions (whether or not followed by regularization without break)</p>	<p>placed in a higher pay scale between 1.1.2006 and the date o notification of these Rules on account of promotion upgradation of pay scale etc., the Government servant may elect to switch over to the date of such promotion, upgradation, etc.</p> <p>It is clarified that such cases will be regulated under proviso to Rule 5 of the CCS (Revised pay) Rules, 2008. After switching over to the revised pay structure, Clarification 2 (the method of fixation of pay on promotion after 1.1.2006) issued vide OM No. 1/1/2008-IC dated 13.9.2008 will apply.</p> <p>In the case of ad-hoc promotions granted between 1.1.2006 and date of notification of CCS (RP) Rules, 2008, a Government Servant has the option to have his pay fixed under proviso to Rule 5. However, Clarification 2 (the method of fixation of pay on promotion after 1.1.2006) issued vide OM NO 1/1/2008-IC dated 13.9.2008 will not apply in such cases.</p>
3.	<p>As per Rule 13 (i) of CCS(RP) Rules, 2008 in the case of promotion from one grade pay to another and that involving change of pay bands, one increment equal to 3% of basic may be allowed and in addition higher grade pay of the promotional post may also be allowed. As per clarification 2 of MOF OM No. 1/1/2008-IC dated 13.9.2008, on promotion from on grade to another, a Govt. servant has an option under FR22(I)(a)(1) to get his pay fixed in the higher post either from the date of his promotion, or from date of his</p>	<p>Point No. (a): FR 22(I)(a)(1) still holds good.</p> <p>Point No. (b) & (c) : Clarification No. 2 of this Department's OM No. 1/1/2008-IC dated 13th September, 2008 prescribed the method of fixation of pay under FR22(I)(a)(1) after introduction of the system of pay bands and grade pay.</p>

	<p>next increment. As per the provisions of FR22(I)(a)(1), the benefit of fixation under above rule s admissible only in cases of appointment involving duties & responsibilities of greater importance. Further, the grant of option under above FR is also subject to the condition that the appointment is not on deputation on ex-cadre basis/ad-hoc or direct recruitment basis.</p> <p>It is not clear whether: FR 22(I)(a)(1) still holds goods in its present form with all the attendant conditions; or The same has got modified on introduction of Sixth CPC Pay structure, and if yes What is the extent of modification to above FR.</p>	
4.	<p>Methodology for rounding off:</p> <p>As per Rule 9 of the notification, the rate of increment if the revised pay structure will be 3% of the sum of the pay in the pay band and grade pay applicable, which will rounded off to the next multiple of 10 has to be done in terms of rupees or even a paisa has to be rounded off to next multiple of 10. For example, if the pay after drawl of increment works out to Rs. 10510.10 the same has to be rounded off to 10520 or 10510.</p>	<p>In the case Fitment Tables annexed with this Department's OM of Even number dated 30.8.2008, rounding off has already been done and the same should be implemented without any modification.</p> <p>In the case of calculating of increments under the revised pay structure, paise should be ignored but any amount of a repee or more should be rounded off to next multiple of 10. To illustrate, if the amount of increment comes to Rs. 1900.70 paise, then the amount will be rounded off Rs 1900; if the amount of increment works out to be Rs. 1901, then it will be rounded off to Rs. 1910.</p>
5.	Grant of stagnation increment:	

	Whether the employees who have been granted stagnation increment between February 2005 or thereafter are to be granted additional increment w.e.f. additional increment w.e.f. 1.1.2006, while fixing the pay or not? Since they have reached at the maximum of the existing pay scale.	In all cases, where a Government servant has been granted an increment (whether normal annual increment or stagnation increment) after January 1 st , 2005, no increment will be allowed on 1.1.2006 at the time of fixation of pay in the revised pay structure.
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2. All Ministries/Departments are requested to take note of the above clarifications.

F.No. 1/1/2008-IC, dated 13.3.2009 of Government of India, Ministry of Finance, Department of Expenditure, Implementation Cell.

Subject:- Date of next increment in cases where Government-servants are not able join posts in a particular grade pay on promotion/appointment on 1st of January of a year due to Sunday or Gazettd holiday - clarification regarding.

As per the provisions of Rule 10 of CCS (RP) Rules, 2008, w.e.f. 1.1.2006, in the case of all Central Government employees, there is a uniform date of increment, i.e. 1st of July of every year;- Government servants completing six months and above in the revised pay structure as on 1st of July are eligible to be granted the increment. From the above provision of CCS (RP) Rules it flows that Government servants who have rendered less than 6' months of service as on 1st of July of a year will not be eligible to draw increment on that day and their date of increment will fall 12 months later on the next 1st of July. Accordingly, all the Government servants who join posts in a particular grade on account of promotion/appointment etc., on 1st of January of a year will be eligible to draw their annual increment on the 1st of July of that year. However, those who join the posts between 2nd January and 30th June, will not be eligible for the same.

2. In the light of the above position, some administrative departments have sought clarification from this Department regarding date or' next increment in cases where Government servants are not able join posts in a particular grade pay on promotion/appointment on 1st of January of a year due to 1st of January falling on a Sunday or Gazettd holiday. In this connection, it is clarified that in the normal course, a Government servant was to join post in a grade pay on appointment/ promotion on 1st of January of a year, but he could not join the post only because of January of the year happened to be a Sunday or gazetted holiday, the Government servants who join posts on

the 1st working day of the year will be treated to have completed 6 months of service on 1st of July of that year for the purpose of granting annual increment on that day.

No. 14021/5/2009-AIS-II, dated 20.5.2009 of Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

Subject:- Clarification regarding date of next increment in cases where Government servants are not able to join posts in a particular grade pay on promotion/appointment on 1st of January of a year due to Sunday or Gazetted holiday for All India Services officers.

I am directed to enclose herewith a copy of the clarification issued by the Ministry of Finance, Department of Expenditure vide their Office Memorandum No. 1/1/2008-IC dated 13th March, 2009 regarding date of next increment in cases where Government servants are not able to join posts in a particular grade pay on promotion/appointment on 1st of January of a year due to Sunday or Gazetted holiday and to state that same clarification would be applicable to the All India Services officers.

F.No 2/23/2008-Estt. (Pay II) dated 28th May, 2009 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject:- Revision of the rates of Deputation (Duty) Allowance/Pay fixation on appointment on the personal Staff of Ministers – regarding.

Consequent upon the implementation of the recommendations of the sixth Central Pay Commission, the President is pleased to decide that in supersession of all earlier orders on the subject, the pay of employees who are appointed on the personal staff of Ministers will be regulated in the following manner:-

- I. OFFICERS OF CENTRAL GOVERNMENT/AUTONOMOUS BODIES APPOINTED ON THE PERSONAL STAFF OF MINISTERS.
 - (i) When officers of the Central Government/Autonomous Bodies holding posts at lower levels or those who are not cleared for appointments at level at which the post in the Personal Staff of Minister exists are appointed to higher posts, in addition to their basic pay, they may be allowed Deputation (Duty) Allowance at the rate of 15% of the basic pay subject to a maximum of Rs. 4000 per month.
 - (ii) As regards officers who go on deputation to equivalent and/or analogous posts on the Personal Staff of the Ministers, in addition to their basic pay, they may be allowed Deputation (duty) Allowance in accordance with this Department's OM No. 2/22(B)/2008-Estt.(Pay-II) dated 3rd September, 2008 on the subject of "Grant of Deputation (Duty) Allowance –Recommendations of the Sixth Central Pay Commission".
 - (iii) In the case of officer of All-India Services and Organized Group 'A' Services who are appointed on the Personal Staff of Ministers under the Central Staffing Scheme, they may be allowed Central Secretariat (Deputation on Tenure) Allowance in accordance with this Department's OM No. 2/22(A)/2008-Estt. (Pay II) dated 3rd September, 2008 on the subject

of revision of the rates of Central Secretariat (Deputation on Tenure) Allowance and Special Pay applicable etc. in the case of organized Group 'A' officers; and as per the provisions of relevant Pay Rules in the case of All-India Services officers.

II. OFFICERS FROM THE STATE GOVERNMENT/PUBLIC SECTOR UNDERTAKINGS APPOINTED ON THE PERSONAL STAFF OF MINISTERS:

In the case of officers from State Government/Public Sector Undertakings, their terms of appointment may be governed by the orders contained in this Department's OM No. 2/29/91-Estt. (Pay II) dated 5th January 1994. The rate of Deputation (Duty) Allowance payable in their case will be in accordance with this Department's OM No. 2/22(B)/2008-Estt.(Pay-II) dated 3rd September 2008 on the subject of "Grant of Deputation (Duty) Allowance – Recommendations of the Sixth Pay omission.

III. OFFICERS FROM PRIVATE SECTOR APPOINTED ON THE PERSONAL STAFF OF MINISTERS:

In the case of officers from Private Sector appointed on the Personal Staff of the Minister, they may be granted the grade pay corresponding to the post in which they are appointed and their pay in the pay band may normally be fixed at the entry level pay prescribed for their grade pay vide Section II Part A of First schedule to the CSS (RP) Rules, 2008. However, where it is proposed to fix their pay by granting advance increment(s), the approval of this Department will have to be obtained.

2. Basis pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.
3. These orders shall come into effect w.e.f. 1.9.2008.
4. In so far as persons serving in the Indian Audit & Account Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

F.No. 11013/7/2008-Estt.(A) dated 3rd June, 2009 of Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

Subject:- CCS (Conduct) Rules, 1964 – Permission to avail of mileage points earned by Government servants on tickets purchased for official tour/visits and acceptance of 'Free Companion Ticket' by Government servants introduced from time to time by various Airlines.

The undersigned is directed to refer to the instructions issued vide this Department's OM No. 11013/7/2008-Estt.(A) dated 6.10.2008 on the above subject directing that the mileage points earned on account of travel in the form of free companion tickets or other variations thereof by a Government servant or members of his (or her) family and any action to the contrary to these instructions rendered a Govt. servant liable for departmental action. A review of these instructions was done in consultation with the Ministry of Finance and it has been decided to modify the instructions contained in the said OM to the extent that the Govt. servants shall be allowed

to avail the facility of free companion tickets offered by the airlines for International travel only.

2. These orders shall take effect from the date of issue.
3. All Ministries/Departments are requested to please bring the forgoing to the notice of all concerned for information and necessary action.

F.No.36035/3/2009-Estt.(Res.), dated 10th June, 2009 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training
Subject:- Benefit of reservation to persons with disability who acquire disability after entering into Govt. service.

The undersigned is directed to say that various Ministries/Departments have been seeking clarification whether a person who acquires disability after entering into Govt. service shall get the benefit of reservation in services as provided in this Department's OM No.36035/3/2004-Estt.(Res.) dated 29.12.2005.

2. It is hereby clarified that the OM dated 29.12.2005 does not make any distinction between persons acquiring disability before or after entering into service. An employee who acquires disability after entering into service will be entitled to get the benefit of reservation as a person with disability as provided in the instructions contained in the above referred OM from the date he produces a valid certificate of disability.

3. All Ministries/Departments etc. are requested to bring it to the notice of all establishments under their control.

F.No. 19030/3/2008-E.IV dated 29.6.2009 of Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

F.No. 35021/2/2009-Estt.(C) dated 30.6.2009 of Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

Subject:- Representation of Women Members on the various Committees/ Boards concerned with selection to Group C&D posts in Central Government.

The undersigned is directed to refer to this Department's OM. No.35021/1/85-Estt(c) dated 8th November,1985 (Copy enclosed) on the subject mentioned above and to say that the matter has been further considered and reviewed by this Department and it has been decided that all appointing authorities may be instructed to scrupulously observe the following guidelines:-

- i. The composition of selection Committees should be representative, it should be mandatory to have one woman member in the Selection Boards/ Committees for making recruitment to ten (10) or more vacancies and lady candidates are expected to be available for the service / Post.

- ii. Where the number of vacancies against which selection is to be made is less than 10, no efforts should be spared in finding a lady officer for inclusion in such Committees / Boards.
- iii. In the event of such an officer not being available in the Ministry / Department itself, there is no objection to nominating lady officer from any other office at the same station.
- iv. Wide Publicity should be given to all appointments in Government, Advertisements should be issued in the language (s) spoken by large number of people of the State/UTS, apart from English and Hindi. Further, for Group' (C) level Posts, having only basic qualifying requirements, information about vacancies for recruitment should also be disseminated through schools and colleges in that area, in addition to normal channels.

F.No. 35021/12/2009-Estt.(C) dated 8th July, 2009 of Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

Subject:- Representation of Women Members on the various Committees/Boards concerned with selection to posts in Central Government.

The undersigned in directed to refer to this Department's OM of even number dated 30.6.2009 on the subject mentioned above and to say that it has been decided that that the guidelines contained therein will be applicable to selection to all groups of posts in Central Government. Accordingly, all appointing authorities may be instructed to scrupulously observe the following guidelines:-

- i. The composition of selection Committees should be representative. It hold be mandatory to have one woman member in the Selection Boards/Committee for making recruitment to ten (10) or more vacancies and lady candidates are expected to be available for the service/Post.
 - ii. Where the number of vacancies against which selection is to be made is less than 10, no efforts should be spared in finding a lady officer for inclusion in such Committees/Boards.
 - iii. In the event of such an officer not being available in the Ministry/Department itself, there is no objection to nominating lady officer from any other office at the same station.
 - iv. Wide Publicity should be given to all appointments in Government, Advertisements should be issued in the language (s) spoken by large number of people of the State/UTs, apart from English and Hindi. Further, for Group 'C' level Posts, gavng only basic qualifying requirements, information about vacancies for recruitment should also be disseminated through schools and colleges in that area, in addition to normal channels.
2. With a view to monitoring the trend in recruitment of women, all Ministries/Departments are requested to submit a consolidate report including attached subordinate/ offices on the total number of posts and employees GroupWise and gender wise as on 31.3.2009 latest by 31.8.2009. The consolidated annual position as on 31st March every year may also be furnished thereafter by 30th May of that year.

F.No 31011/2/2006-Estt.(A) dated 27th July, 2009 of Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

Subject:- Regulation of Journey by air while availing Leave Travel Concession – clarification regarding.

The undersigned is directed to refer to Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-E.IV dated 13.7.2009 modifying the OM No. 7(2)/E.Coord/2005 dated 23rd November, 2005 and superseding of OM No. 19024/1/E.IV/2005 dated 24/3/2006. It has been decided by the Department of Expenditure that in all cases of air travel both domestic has been decided by the Department of Expenditure that in all cases of air travel both domestic and international where the Government of India bears the cost of air passage, the officials concerned may travel only by air India. The matter whether these orders will apply in cases of LTC has been considered in consultation with Ministry of Finance, Department of expenditure and it is confirmed that these orders/conditions will apply in cases of LTC also.

2. This issues in consultations with Ministry of Finance (Department of Expenditure) vide their ID No. 39/DS(EG)/2009 dated 20.7.2009.

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Sub:- Amendment to Rule 33 – B of GPF (CS) Rules, 1960 issue of Notification dated 27th May, 2009, published in the Gazette of India on 6th June, 2009 – reg.

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance:-

S.No.	OM No. & date	Subject
1.	DoP&PW OM No. 45/4/2008-P&PW (F) dated 7 th August, 2009.	Amendment to Rule 33 – B of GPF (CS) Rules, 1960 issue of Notification dated 27 th May, 2009, published in the Gazette of India on 6 th June, 2009 – reg.
2.	DoPT OM No. 13018/4/2009-Estt.(L)dated 8- July, 2009.	Special provisions in the Rules and Regulations for the benefit of women employees - need to increase the representation of women in the Central Government jobs.
3.	DoPT letter No. 39020/03/2009-Estt.(B) dated 15 th July, 2009.	Need for concerted efforts to increase the representation of Women in Central Government jobs mentioned in the President's address to the joint session of Parliament.
4.	DoPT OM NO. 31011/2/2006-Estt. (A) dated 9 th September,	Regulation of Journey by air while availing Leave Travel Concession – clarification reg.

	2009.	
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Copy of CSIR letter No. 5-1(17)/2009-PD dated 23.9.2009

F.No.45/4/2008-P&PW(F)dated 7th August, 2009 of Government of India Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners' Welfare.

The undersigned is directed to enclose a copy of Notification No. S.O. 1529 dated 27th May, 2009, published in the Gazette of India on 6th June, 2009 on the subject cited above and to request that the contents thereof may please be brought to the notice of all offices under their control for information and compliance.

F.No. No. 13018/4/2009-Estt.(L) dated 8.7.2009 of Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training

Subject:- Special provisions in the Rules and Regulations for the benefit of women employees - need to increase the representation of women in the Central Government jobs.

The undersigned is directed to say that Government of India is conscious of its responsibilities to provide greater opportunities to women. It has thus outlined in its 100 days programme, to make concerted efforts to increase the representation of women in the Central Govt. jobs. The National Policy for empowerment of women also envisages bringing about the advancement, development and empowerment of women. The Constitution of India not only grants equality to women, but also empowers the State to adopt measures of positive discrimination in favour of women. This includes creating an environment through positive economic and social policies for full development of women to enable them to realize their full potential. To achieve this goal government has been taking several measures for empowerment of women in general and has made several special provisions in the rules and regulations for the benefit of women employees.

The Government as an ideal employer has made several provisions to enable women employees to work in a very congenial atmosphere. These provisions enable them to develop to the fullest extent in their working efficiency and to contribute their best in the efficient transaction of government business. The Government is also conscious of the fact that women employees play a positive role in their families as well as in work place to preserve the rich heritage of our composite culture. Thus policies have been framed and

established to ensure mainstreaming of women's perspective in all development processes, as catalysts, participants and recipients. The various women friendly policy decisions taken by the Government and incorporated in the relevant rules for the benefit of women employees are detailed in the Annexure.

Suitable instructions have been issued to ensure that there is no discrimination against women candidates on the grounds of sex, in the matter of selection made by various bodies/boards in the Government. It has been made mandatory to have one woman member in the selection boards/committees for making recruitment to 10 or more vacancies and where lady candidates are expected to be available for the service/post under the Central Govt. Even where the vacancies are less than 10, no effort should be spared in including a lady officer in such committees/boards.

All Ministries/Departments are accordingly requested to give wide publicity to these facilities and programmes available to women employed in the Central Government so as to attract and encourage women candidates to join, the work force in large numbers. It will once again reiterated that whenever any advertisement for recruitment in the Government is to be made by the Ministries / Departments / Attached / Subordinate offices / Recruiting agencies, it may be highlighted that women candidates fulfilling the requirements for the post are encouraged to apply against the recruitment advertisement. The advertisement may also state that the specific benefits available to women employees may be perused in the website of the Ministry/Department as well as in the website of this Department, namely persmin.nic.in.

ANNEXURE

Maternity benefits

A female Govt. employee with less than two surviving children is granted Maternity Leave for 180 days. In continuation of the maternity leave a female Govt. servant can also take any leave due and admissible for a period of two years. In case of miscarriage including abortion, the female employee is entitled to leave not exceeding 45 days* during entire service. (O.M. No.13018/2/08-Estt.(L) dated 11.9.2008 & Notification No. 13018/7/94-Estt.(L) dated 31.3.1995).

Child Care Leave

The women employees having minor children and who have exhausted earned leave are granted child care leave (admissible in different spells) for a maximum period of two yrs. (Le.730 days) during their entire service for taking care of up to two children whether for rearing or to look after any of

their needs like examination, sickness etc. In continuation of the Child Care leave, a female Govt. servant can also take any leave due and admissible for a period of one year. (O.M.No.13018/2/2008-Estt.(L) dated 11.9.2008, 29.09.2008 & 18.11.2008) .

Child Adoption Leave

A female Govt. employee with less than two surviving children is granted on valid adoption of a child below the age of one year Child Adoption Leave for a period of 135 days. In continuation of the Child Adoption leave a female Govt. servant can also take any leave due & admissible for a period of one year. (O. M. No.13018/4/2004-Estt. (L) dated 31.3.2006)

Special allowance to women with disability

Women employees with disabilities are paid Rs-1000/- p.m. as Special Allowance for child care. The allowance is payable from the time of the child birth till the child is two yrs. old for a maximum of two, children. (O.M. No. 12011 /04-Estt,AL) dated 11.9.2008)

Guidelines for provision of creche facility

The Govt. of India has set up day care centres/ creches in Offices or major residential areas of the employees as a welfare measure.

Posting of husband & wife at the same station

The Govt. of India has issued detailed instructions to its offices to ensure the posting of the husband and wife at the same station so as to enable them to lead a normal family life and to ensure the education and welfare of their children (O.M. No.28034/2/27-Estt-A dated 3.4.1986 & 12.6.1997) .

To facilitate posting of couples in the same station, it has been approved that in case of a woman officer, whose husband is posted under the Govt. of India, the 'cooling off period may be waived up to six months so that she may get. a posting at the station where her husband is posted.

Social priority for working women in allotment of residential accommodation

The Directorate of Estates maintains a separate pool for the married/single women in Govt. house allotment.

Provision for protection of women as kept In CCS conduct rules, 1964

Rule 3.3(C) of the Central Civil Services (Conduct) Rules 1964 explicitly prohibits acts of sexual harassment of any women at her work place. For this purpose. "Sexual Harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise, as (a) physical contact and advances, (b) demand or request for sexual favours, (c) sexually coloured remarks , (d)

showing any pornography or (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The guidelines issued under the said Conduct Rules vide DOPT's O.M. No.11013/10/97-Estt.(A) dated 13.2.1998 provide for creation of an appropriate complaint mechanism in every organisation for redressal of the complaints made by the victims. In terms of DOPT's O.M. No. 11013/10/97-Estt.(A) dated 13.7.1999 and O.M No. 11013/11/2001-Estt.(A) dated 22.7.2003, a complaint committee should be headed by an officer sufficiently higher in rank than that of the complainant. As per sub-rule(2) of rule 14 of the Central Civil Services (Clarification, Control and Appeal) Rules, 1965 and the instructions issued vide DOPT's O.M. No.11013/11/2001-Estt.(A) dated 4.8.2005, the report of the complaints committee shall be deemed to be an inquiry report.

Rule 13-A of the said rules says, no Government servant shall-

- (a) Give or take or abet the giving or taking of dowry;
- (b) Demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Age Relaxation for appointment

Widows, divorced woman and woman judicially separated from their husbands and who are not remarried are allowed age concession up to the age of 35 years (40 years for member of SCs/STs) for posts of Group C&D filled through SSC/Employment Exchange (O.M. No. 15012/6/98-Estt(D) dated 21.12.1998)

Special dispensation for women officers of North East Cadre

All India Service lady officers borne on the North East Cadres may be allowed to go on inter cadre deputation after completion of six years of actual service in the North East. Such lady officers would also be eligible for deputation for a maximum of 9 years instead of five years. The lady officers would have the flexibility to utilize the maximum allowable period of inter cadre deputation in two spells instead of one. (O.M.No.13017/16/2003-AIS (1) dated 11.7.2006)

The case of marriage between an All India Services lady officer borne on the North East Cadre and an officer of another Cadre, the lady officer would be mandatorily accommodated in the cadre of her spouse, if she so opts. (O.M. No. 13017/16/2003-AIS (1) dated 10.7.2006)

Change of Cadre in case of marriage of All India Service Officer

Inter cadre transfer is permitted for members of All India Service officers on marriage to another member of All India Service where the officer or officers concerned have sought a change. (O.M. No. 13017/16/2003-AIS (1) dated 8.11.2004).

Sub: Revised Proformas for implementation.

- a. Proforma for Deputation abroad for attending Conference, Symposia, Workshop, Meeting (Total Page. 6) and,

- b. CSIR Travel Grant Scheme for Conference participation abroad (Total Page. 4)

I am directed to forward herewith the above revised two proformas for use by all the Scientists of the laboratories.

All deputation and financial grant proposals are required to be submitted to CSIR Headquarters in these formats henceforth.

Your cooperation is solicited.

Copy of CSIR letter No Misc/ISTAD/2009 dated 12.10.2009

Proforma for Deputation Abroad for attending Conferences, Symposia, Workshop, Meetings

**Council of Scientific and Industrial Research
International Science & Technology Affairs Directorate (ISTAD), New Delhi**

Application Proforma

(Total no. of pages 6)

PART A: General Information

(Part A&B to be filled by the Applicant)

(All columns are mandatory to be filled)

Attach recent Passport
size photo or Uploaded
photograph in jpg
format

(Please attach one page brief CV)

1. Name of the National Laboratory/Institute :
2. Name of the Candidate :
(with Email/Fax/Phone)
3. OASIS Registration no. :
4. Designation :
5. Basic Pay & Scale of Pay with Pay grade :
6. Date of Birth :
7. Date of Joining the regular CSIR service :
8. Educational Qualifications :
9. Nature of Employment : ☐ Permanent ☐ Contract/Temporary
☐ Probation
10. If on probation or on contract,
Please state the period :

11. Area of Specialization :
12. List of Major R&D publications during
The last 3 years (Attach sheet, if necessary) :

PART B: Information about the Conference/Symposium/Workshop/Meeting

1. Title of the Conference/Symposium/Workshop/Meeting:*
- a. Venue :
- b. Period of the event :
- c. Period of connected visits (if any) :
- d. Purpose of visit (Please (✓))

☐ Chairman ☐ Keynote Speaker ☐ State of the art rapporteur

☐ Panelist ☐ Presenting a paper ☐ Any other (Specify)

Or ☐ Oral ☐

Poster ☐

(Please specify)

2. Relevance of the theme to the laboratory's :
thrust area or emerging area or network
project/supra project (in not more than 50 words)

3. Particulars of any additional visit(s)

- a. Purpose :
- b. Justification :
- c. Sponsorship :

4. Visits abroad during last 3 years, including fellowships, if any
(use additional sheet, if necessary)

Countries	Visited	Period	Purpose	Funding source
-----------	---------	--------	---------	----------------

- a. _____
- b. _____
- c. _____
- d. _____

5. Whether the report(s) on above visits :

Were submitted? If yes,
Please enclose a copy of the last :
Deputation report

6. Itinerary/Flight details (arrival & Departure
To the place of conference) :
7. Whether applied to
DST/DBT/INSA/other :
Funding sources? Any outcome?
(Please mention)

Date:
Place:

Signature of the Applicant
With designation

PART C: Funding Arrangement

Requested from Lab/CSIR
Hosts/Others

Committed by the

1. (a) International Airfare (Rs.) :
i. Conference/Symposium
ii. Associated Visits, if any :

- (b) Registration Fee
(in equivalent Indian Rupees) :
(c) Cash allowance
@US \$ for no. of Days
(in equivalent Indian Rupees)
(d) Accommodation :
@US \$ for no. of Days
(in equivalent Indian Rupees)
(e) Part Cash Allowance
@ US \$ for no. of Days
(in equivalent Indian Rupees)

Total :

- (f) Ratio of the external funding to the total expenditure:%
- (g) In case of project fund, please indicate the title(s)
Of the project(s), project number and name of the
Sponsor. Also indicate whether provision exists for
Foreign tour in the project.

(h) Availability of Funds Yes ☐ No ☐

Signature with stamp of FAO/COA
(To be certified by FAO/COA)

(i) Whether all documents referred in : ☐ Yes ☐ No Remarks, if any ☐
Checklist Part D have been attached?

(j) Whether any vigilance case pending/
Contemplated against him/her at the
Lab level.

Date :

Place :

Name & Signature of Authorized Signatory with stamp
(COA/AO/SO)

2. Recommendation/Remarks of Chairman, of ISTAG

Signature of Chairman, ISTAG with date & stamp

3. Director's Recommendation

i. I recommend/do no recommend the visit*: Yes No ☐ ☐
ii. Detailed justification from the Director

Signature of Director with Stamp

Date:

Place:

Part D: supporting documents

Following documents, to be attached along with the proforma while forwarding the
application. Please attach all documents to enable ITAD CSIR to process the deputation.

S.no.

Reference(s)

- | | |
|--|---------------|
| a. Letter of Invitation |Flag 'A' |
| b. Conference Brochure with Registration Fee details |Flag 'B' |
| c. Acceptance of the paper |Flag 'C' |
| d. Accommodation cost/details |Flag 'D' |

- e. External funding (attach relevant documents)Flag 'E'
- f. Funding from CSIR/its Labs
(attach a certificate on availability of
Funding from Administration /Finance
divisions of the labs.)Flag 'F'
- g. Copy of the last Deputation ReportFlag 'G'
- h. Visits made during last 3 yearsFlag 'H'
- i. For Additional Visits(s)

Invitation Letter(s)/e-mails

.....Flag 'I'

Funding arrangement(s)

(Attach relevant documents)

.....Flag 'J'

*Please tick (✓) whichever is applicable.

**CSIR Travel Grant Scheme for Conference Participation Abroad
(For CSIR Regular Scientists)**

International Science and Technology Affairs Directorate
(ISTAD)

Council of Scientific and Industrial Research

New Delhi(Please attach one

page brief CV)

Attaché recent
Passport size photo
or Upload
photograph in jpg
format

Application Proforma

(Total no. of Pages: 4)

All columns are mandatory (Incomplete form shall not be entertained)

(Please mark (✓)the applicable category)

1.	Travel Grants for CSIR Scientists for preidentified major International
2.	Travel Grant for CSIR Scientists for International Conference of their own choice
3.	Travel Grants for CSIR Young Scientists below the age of 45 years.

I. Name with designation :

II. Name of CSIR Laboratory:

III. About the International Conference:

Title:

Place:

Period:

IV. Personal Particulars:

Name of the Candidate	
Designation & Name of CSIR Labs.	
Date of joining CSIR with OASIS Registration no.	
Educational qualification	
Date of Birth	
Area of specialization	
Email.Fax/Phone	
Number of Publications/Patents (Please enclose list of most recent publications of last two years)	
Membership of National and International Academic bodies Awards/honors won List of foreign visits in last three years	<hr/> <hr/> <u>Country</u> <u>Period</u> <u>Purpose</u>
Whether applied to other scientific agencies viz. DST/DBT/INSA/other funding sources? Any outcome?	
Details of last International Conference attended: (Please attach a copy of last deputation report)	Name of conference: _____ Place of conference : _____ Date of conference: _____
Conference& Travel details: Date/Time of Departure from India..... Date/Time of Arrival to host country Date/Time of Departure from host country Date/Time of Arrival in India..... (Enclose copy of complete itinerary)	
Title of the Paper to be presented: (Please enclose a copy of the submitted abstract and documentary evidence showing that the same has been accepted for presentation)	
Mode of presentation (Please tick as applicable)	Oral b. Poster

Special role in the conference (Please tick as applicable and enclose documentary evidence for confirmation)	Presiding/chairing session Delivering plenary, keynote or invited talk
Financial Details: Cost of international air travel (in equivalent Indian Rupees) Visa fees & medical fees, if any (in equivalent Indian Rupees) Cash allowance (in equivalent Indian Rupees) Cost of accommodation at moderate rates (in equivalent Indian Rupees) Registration fee (in equivalent Indian Rupees) Admissible DA Part cash allowance (in equivalent Indian Rupees)	From CSIR II. Other Sources
Total :	

17. Ratio of the external funding to the total expenditure:%

18. In case of project fund, please indicate the title(s)

Of the project(s), Project no. And name of the sponsor.

Also indicate whether provision exists for foreign tour in the project.

19. Availability of Funds Yes No.

Signature with stamp of FAO/COA
(To be certified by FAO/COA)

20. I undertake to submit to CSIR a detailed 'Visit Report on the subject of the conference etc. Along with a copy of the proceedings within 4 weeks of my return to India. I also confirm that I have not received travel grant for participation in conference abroad from ISTAD (CSIR) during the last three years.

Signature of Applicant

21. Vigilance Clearance

There is no vigilance case pending contemplated against him/her at laboratory level. It is also confirmed that he/she has not received travel grant for participation in conference abroad from ISTAD (CSIR) during the last three years. The above information is verified & correct as per records of our Laboratory.

Name & Signature of Authorized Signatory with stamp
(COA or AO/SO of Labs)

22. Recommendation/Remarks of Chairman of ISTAG

Place:

Date:

Signature of Chairman ISTAG with stamp

23. Director's Recommendation

1. I recommend/do no recommend the visit*: Yes No

2. Detailed justification from the Director as the applicant is below/above 45 years*

Signature of Director with Stamp

Date:

Place:

*Please strike off the one whichever is not applicable

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Sub:-Acceptance of castes certificates produced by candidates.

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance:-

S.No.	OM No. & date	Subject
1.	Dept. of Revenue Letter 275/192/2008-IT(B) dated 31 st August, 2009.	Clarification regarding deduction of tax at source from payments of second installment of arrears to Government employees on account of implementation of Sixth Central Pay Commission's recommendations.
2.	DoPT OM No, 36011/3/2009- Estt.fRes.) dated 2 nd Sept.,2009	Acceptance of castes certificates produced by candidates.
3.	DoPT OM No. 28034/9/2009- Estt.(A) dated 30 th Sept.,2009	Posting of husband and wife at the same station.

Copy of CSIR letter No. 5-1(17)/2009-PD dated 21.10.2009

No.36011/3/2009-Estt. (Res.) dated 2nd September, 2009 of Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

The undersigned is directed to say that this Department's O.M. No.36012/6/88-Estt. (SCT) dated 24.4.1990 and O.M. No. 36012/22/93-Estt. (Res.) dated 15.11.1993 provide that the Caste/Tribe/Community certificates in the proforma prescribed and issued by any of the authorities stated in the said OMs will only be accepted by the appointing authorities as sufficient proof in support of a candidate's claim to belong to Scheduled Caste/ Schedule Tribe/ Other Backward Class. It has been brought to the notice of this Department that some Organizations do not accept the certificates in the proforma so prescribed and ask the candidates to submit certificates in some other format. It is emphasized that instructions referred to above should be followed scrupulously.

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

F.No.28034/9/2009-Estt.(A) dated 30th, September, 2009 of Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training)

Subject: Posting of husband and wife at the same station.

In view of the utmost importance attached to the enhancement of women's status in all walks of life and to enable them to lead a normal family life as also to ensure the education and welfare of the children, guidelines were issued by DOP&T in O.M No. 28034/7/86-Estt.(A) dated 3.4.86 and No.28034/2/97-Esrt.(A) dated 12.6.97 for posting of husband and wife who are in Government service, at the same station. Department had on 23.8.2004 issued instructions to all Mins./Deptts. to follow the above guidelines in letter and spirit.

2. In the context of the need to make concerted efforts to increase representation of women in Central Government jobs, these guidelines have been reviewed to see whether the instructions could be made mandatory. It has been decided that when both spouses are in same Central Service or working in same Deptt. and if posts are available, they may mandatorily be posted at the same station. It is also necessary to make the provisions at Paras 3(iv) and (Vi) of the O.M. dated 3.4.86 stronger as it is not always necessary that the service to which the spouse with longer service belongs has adequate number of posts and posting to the nearest station by either of the Department may become necessary.
3. On the basis of the 6lh CPC Report, Govt. servants have already been allowed the facility of Child Care Leave which is admissible till the children attain 18 years of age. On similar lines, provisions of O.M. dated 12.6.97 have been amended.

The consolidated guidelines will now be as follows:-

- i. Where the spouses belong to the same All India Service or two of the All India Services, namely IAS, IPS and Indian Forest Service (Group 'A'):-
The spouse may be transferred to the same cadre by providing for a cadre transfer of one spouse to the Cadre of the other spouse, on the request of the member of service subject to the member of service not being posted under this process to his/her home cadre. Postings within the Cadre will, of course, fall within the purview of the State Govt.

- ii. Where one spouse belongs to one of the All India Services and the other spouse belongs to one of the Central Services:-
The cadre controlling authority of the Central Service may post the officer to the station or if there is no post in that station, to the State where the other spouse belonging to the All India service is posted.
- iii. Where the spouses belong to the same Central Service:-
The Cadre controlling authority may post the spouses to the same station.
- iv. Where the spouse belongs to one Central Service and the other spouse belongs to another Central Service:-
The spouse with the longer service at a station may apply to his/her appropriate cadre controlling authority and the said authority may post the said officer to the station or if there is no post in that station to the nearest station where the post exists. In case that authority, after consideration of the request, is not in a position to accede to the request, on the basis of non-availability of vacant post, the spouse with lesser service may apply to the appropriate cadre authority accordingly, and that authority will consider such requests for posting the said officer to the station or if there is no post in that station to the nearest station where the post exists.
- v. Where one spouse belongs to an All India Service and the other spouse belongs to a Public Sector Undertaking.
The spouse employed under the Public Sector Undertaking may apply to the competent authority and said authority may post the said officer to the station, or if there is no post under the PSU in that station, to the State where the other spouse is posted.
- vi. Where one spouse belongs to a Central Service and the other spouse belongs to a PSU:-
The spouse employed under the PSU may apply to the competent authority and the said authority may post the officer to the station or if there is no post under the PSU in that station, to the station nearest to the station where the other spouse is posted. If, however, the request cannot be granted because the PSU has no post in the said station, then the spouse belonging to the Central Service may apply to the appropriate cadre controlling authority and the said authority may post the said officer to the station or if there is no post in that station, to the station nearest to the station where the spouse employed under PSU is posted.
- vii. Where one spouse is employed under the Central Govt. and the other spouse is employed under the state Govt.:
The spouse employed under the Central Govt. may apply to the competent authority and the competent authority may post the said officer to the station or if there is no post in that station to the State where the other spouse is posted.
- viii. "The husband & wife, if working in the same Department and if the required level of post is available, should invariably be posted together in order to enable them to lead a normal family life and look after the welfare of their children especially till the children attain 18 years of age. This will not apply on appointment under the central Staffing Scheme. Where

only wife is a Govt. servant, the above concessions would be applicable to the Govt. servant.

5. Complaints are sometimes received that even if posts are available in the station of posting of the spouse, the administrative authorities do not accommodate the employees citing administrative reasons. In all such cases, the cadre controlling authority should strive to post the employee at the station of the spouse and in case of inability to do so, specific reasons, therefore, may be communicated to the employee.
6. Although, normal channels of representations/complaints redressal mechanism exist in the Min./Deptts., added safeguards to prevent non-compliance may be provided by ensuring that the complaints against non-adherence to the instructions are decided by the authorities at least one level above the authorities which took the original decision when they are below the level of secretary to the Govt. of India/Head of the PSU concerned and all such representation are considered and disposed off in time bound manner.

(163)

Sub:- Drawl/grant of advance increments to Scientists working in CSIR.

I am directed to enclose herewith a copy of the Govt. of India, Ministry of Finance, Department of Expenditure, Implementation Cell U.O. No. 10/1/2009-I.C dated 04.11.2009 regarding drawl/grant of advance increments to Scientists working in CSIR for your kind information, guidance and compliance, Kindly acknowledge receipt.
Copy of CSIR letter No. 30-1(159)/2008-Finance dated 12.11.2009

F.No. U.O. No. 10/1/2009-I.C dated 04.11.2009 of Government of India ministry of Finance Department of Expenditure implementation Cell

FA (CSIR) may please refer to CSIR I.D. Note No.5-1/3/2006-PD dated 19th October, 2009 seeking clarification from this Department regarding grant of advance increments to Scientists working in CSIR.

The issues raised in the ID Note and clarifications thereto are as under:-

Issue raised	Clarification
(i) Pay fixation for those officials who were granted advance increment prior to 1 st January, 2006.	In the case of employees who were granted advance increment(s) prior to 1.1.2006, their pay in the revised pay structure will be fixed corresponding to the stage at which their basic pay was as on 1.1.2006.
(ii) Pay fixation for those official who have been granted advance increment on or after 1 st January, 2006.	In the case of employees- who were granted advance increments between 1.1.2006 and 1.9.2008, under the Revised Pay Rules, 2008, such employees will only be granted annual

	increments on 1 st of July of every year. No advance increments, corresponding to the advance increments granted under the pre-revised pay scale will be granted to them while making their due-drawn statement.
(iii) Rate at which the advance increment to be granted.	Consequent upon the implementation of CCS (RP) Rules, 2008, advance increments cannot be granted in the running pay bands, as over the years, the same will lead to unintended advantage to the employee concerned. It may be noted that under the revised pay structure, annual increments are granted @ 3% of basic pay on every 1 st of July and the amount of increment keeps on increasing every year. Grant of advance increments will increase the basic pay, which will eventually reflect in the amount of increments earned in subsequent years.

3. In view of (iii) above, CSIR is advised to calculate fixed amount, of one advance increment for each grade pay @ 3% of the basic pay at entry level for that grade pay, The amount so calculated for one increment can be granted to the employee concerned depending on the number of advance increments approved by the competent authority as a separate element distinct from basic pay, The employee shall earn no increment on this element of advance increment.

4. Based on para (iii) above, CSIR may submit a proposal to this Department for concurrence.

5. This issues with the approval of Joint Secretary (per).

(164)

Sub: Review of Scheme for Compassionate Appointment in the light of the 6th Pay Commission recommendations – instructions regarding.

I am directed to forward herewith a copy of Government of India, Department of Personnel and Training O.M.No. 14014/2/2009-Estt.(D) dated 11.12.2009 on the above subject for information, compliance and necessary action.

Copy of CSIR letter No. 5-1(41)/2008-PD dated 29.1.2010

F.No. 14014/2/2009-Estt.(D) dated 11.12.2009 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The modification of the existing Scheme for Compassionate Appointment has been considered in the light of the recommendation of the 6th CPC as contained in para 2.2.9 and 2.2.10 of its Report. Accordingly, in partial modification of the Scheme for Compassionate Appointment issued by this Department vide O.M. No.14014/6/94-Estt.(D) dated 9th October, 1998, as amended from time to time, it has been decided in consultation with the Department of Expenditure that for appointment on compassionate grounds, in exceptional circumstances Government may consider recruiting persons not immediately meeting the minimum educational standards. Government may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be governed by the minimum of the - 1S pay band of Rs. 4440-7440 without any grade pay. In addition, they will be granted all applicable Allowances, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum of 1S pay band without any grade pay. The period spent in the -1S pay band by the future recruits will not be counted as service for any purpose as their regular service will start only after they are placed in the pay band PB-1 of Rs.5200-20200 along with grade pay of Rs.1800.

2. The above decision may be brought to the notice of all concerned for information, guidance and necessary action.
3. Hindi version will follow.

(165)

Sub: Amendment in CCS (Leave) Rules, 1972 – regarding.

I am directed to forward herewith a copy of Government of India, Department of Personnel and Training Notification No. [11012/1/2009-Estt.(L)] dated 1.12.2009 on the above subject for information, compliance and necessary action.

Copy of CSIR letter No. 5-1(38)/2008-PD dated 3.2.2010

F.No. 11012/1/2009-Estt.(L) dated 1.12.2009 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

GSR.... In exercise of the powers conferred by the proviso to article 309 read with clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972, namely:

1. These rules may be called the Central Civil Services (Leave)

(Amendment) Rules, 2009(2) 'They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Leave) Rules, 1972, (hereinafter referred to as the said rules), for rule 6 the following rule shall be substituted, namely, -

"6. Transfer to industrial establishment- If a Government servant governed by these rules is appointed in an industrial establishment wherein his leave terms are governed by the Factories Act, 1948 (63 of 1948), the authority competent to grant leave shall, suo moto, issue an order granting cash equivalent of leave salary in respect of earned leave and half pay leave at his credit subject to a maximum of 300 days and the cash so granted shall be a sum equal to the leave salary as admissible for earned leave and leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary at the rate in force on the date the Government servant ceases to be governed by the provisions of the said rules:

Provided that in the event of his return to a post or service to which the Central Civil Services (Leave) Rules, 1972 apply, the benefit of cash equivalent of leave salary payable under rule 39 shall be modified as under -

On superannuation encashment of leave shall be subject to the condition that the number of days of both earned leave and half pay leave for which encashment has already been allowed under this rule and the number of days of earned leave and half pay leave to be encashed on superannuation does not exceed 300 days;

On premature retirement .- cash equivalent of unutilised earned leave and half pay leave should be subject to the condition that the number of days of earned leave and half pay leave for which encashment had already been allowed under this rule and the number of days of earned leave and half pay leave to be encashed on premature retirement shall not exceed 300 days."

3. In the said rules, for rule 28, the following rules shall be substituted, namely, -

'28.Earned leave for persons serving in Vacation Departments . -

(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 the full vacation;

(b) In respect of any year in which a Government servant avails 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 ;

(c) If, in any year, the Government servant does not avail any vacation, earned leave shall be admissible to him in respect of that year under rule 26.

EXPLANATION: For the purpose of this rule, the term "year" shall be construed not as meaning a calendar year in which duty is performed but as meaning twelve months of actual duty in a Vacation Department.

NOTE 1. — A Government servant entitled to vacation shall be considered to have availed 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.

NOTE 2. - 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.

- (2) Vacation may be taken in combination with or in continuation of any kind of leave under these rules:

Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Government at a time under rule 26.

(3) The earned leave under this rule at the credit of a Government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year shall not exceed the maximum limit of 300 days.

NOTE. - The facility of crediting of unavailed portion of joining time shall be admissible to persons serving in Vacation Departments, in accordance with the provisions of sub-clause (ii) of clause (a) of sub-rule (1) of rule 26."

4. In the said rules, in rule 29, for sub-rule (1), the following sub-rule shall be substituted, namely:-

"(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 installments of ten days each on the first day of January and July of every calendar year."

5. In the said rules, in rule 38-A, -

a. sub rule (1) shall be omitted;

b. for sub-rule (5), the following sub-rule shall be substituted, namely:-

"(5) The period of leave encashed shall not be deducted from the quantum of leave that can normally be encashed by him under rules 6, 39, 39-A, 39-B, 39-C and 39-D.

6. In the said rules, in rules 39

(a) for sub-rule (2), the following sub-rule shall be substituted, namely, -

"(2) (a) Where a Government servant retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall, sua motu, issue an order granting cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the Government servant on the date of his retirement subject to a maximum of 300 days;

(k) The cash equivalent of leave salary under clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one-time settlement, -

Cash equivalent For earned leave =	Pay admissible on the date of retirement plus Dearness Allowance admissible on that date X	Number of days of unutilized earned leave at credit subject to the total of earned leave and half pay leave not exceeding 300 days.
	30	
Cash payment in lieu of half pay leave component =	Half pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date X	Number of days of unutilized earned leave at credit subject to the total of earned leave and half pay leave not exceeding 300 days.
	30	

Note. - The overall limit for encashment of leave including both earned leave and half pay leave shall not exceed 300 days.

(c) To make up the shortfall in earned leave, no commutation of half pay leave shall be permissible.

(b) In sub-rule (4), in clause (a), for sub-clause (ii) the following sub-clause shall be substituted, namely:- .

"(ii) after expiry of the period of extension, cash equivalent in the manner provided in clause (b) of sub-rule (2) in respect of both earned leave and half pay leave at credit on the date of retirement, plus the earned leave and half pay leave earned during the period of extension reduced by the

earned leave and half pay leave availed of during such period, subject to a maximum of 300 days."

(c) for sub-rule (5), the following sub-rule shall be substituted, namely, -

"(5) A Government servant who retires or is retired from service in the manner mentioned in clause (c) of sub-rule (1), may be granted sua moto, by the authority competent to grant leave, cash equivalent of the leave salary in respect of both earned leave and half pay leave at his credit subject to a maximum of 300 days. The cash equivalent payable shall be the same as in sub-rule (2) of rule 39."

(d) in sub rule (6), in clause (a), -

(i) for sub-clause (i), the following sub-clause shall be substituted, namely, -

"(i) where the services of a Government servant are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo moto, by the authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days and the cash equivalent payable shall be the same as in sub-rule (2) of rule 39".

(ii) for sub-clause (iii), the following sub-clause shall be substituted, namely.-

"(iii) a Government servant, who is re-employed after retirement may, on termination of his re-employment, be granted, suo moto, by an authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date of termination of re-employment subject to a maximum of 300 days including the period for which encashment was allowed at the time of retirement and the cash equivalent payable shall be the same as in sub-rule (2) of rule 39."

7. In the said rules, for rule 39-A, the following rule shall be substituted, namely:-

"39-A. Cash equivalent of leave salary in case of death in service. - In case a Government servant dies while in service, the cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the deceased Government servant on the date of his death, not exceeding 300 days shall be paid to his family in the manner specified in rule 39-C and the cash equivalent payable shall be the same as in sub-rule (2) of rule 39."

8. In the said rules, for rule 39-B, the following rule shall be substituted, namely:-

"39-B, Cash equivalent of leave salary in case of invalidation from, service. - (1) A Government servant who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of both earned leave and half pay leave, if any, at the credit of the Government servant on the date of invalidation from service, subject to a maximum of 300 days and the cash equivalent payable shall be the same as in sub-rule (2) of rule 39."

(2) A Government servant not in permanent employ or quasi-permanent employ shall not, however, be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.";

9. In the said rules, in rule 39-C, for clauses (vii) to (xi), the following clauses shall be substituted, namely:-

"(vii) failing (i) to (vi) above, to the eldest surviving married daughter;

(viii) failing (i) to (vii) above, to the eldest surviving brother below the age of eighteen years;

(ix) failing (i) to (viii) above, to the eldest surviving unmarried sister;

(x) failing (i) to (ix) above, to the eldest surviving widowed sister; and

(xi) failing (i) to (x) above, to the eldest child of the eldest predeceased son.'.

10. In the said rules, the brackets and words "(including the number of days for which encashment has been allowed along with Leave Travel Concession while in service)" wherever they occur, shall be omitted.

11. In the said rules, in rule 43,

(i) in sub-rule (1), for the figures and word "135 days", the figures and word "180 days" shall be substituted;

(ii) in sub-rule (4), in clause (b), for the words "one year", the words "two years" shall be substituted.

12. In the said rules, after rule 43-A the following rule shall be inserted, namely, -

"43-AA Paternity Leave for Child Adoption .- (1) A male Government servant (including an apprentice) with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days within a period of six months from the date of valid adoption.

2. During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3. The paternity leave may be combined with leave of any other kind.

4. The Paternity Leave shall not be debited against the leave account.

5. If Paternity leave is not availed of within the period specified in sub-rule (1) such leave shall be treated as lapsed.

Note:- The Paternity Leave shall not normally be refused under any circumstances."

13. In the said rules, in rule 43-B, in sub-rule (1), for the figures and word "135 days", the figures and word "180 days" shall be substituted;

14." In the said rules, after rule 43-B, the following rule shall be inserted, namely; -

"43-C. Child Care Leave. - (1) A woman Government servant having minor children below the age of eighteen years and who has no earned leave at her credit, may be granted child care leave by an authority competent to grant leave, for a maximum period of two years,

i.e,730 days during the entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness, etc.

- (2) During the period of child care leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave;
- (3) Child care leave may be combined with leave of any other kind.
- (4) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of rule 30 or sub-rule (1) of rule 31, leave of the kind due and admissible (including commuted leave not exceeding 60 days and leave not due) upto a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub-rule (1).
- (5) Child care leave may be availed of in more than one spell.
- (6) Child care leave shall not be debited against the leave account."

(166)

Sub: Calculation of monthly contribution towards cost of Pension payable during foreign service-reg.

I am directed to enclose herewith the OM No. 2/34/2008-Estt.(Pay II) dated 19.11.2009 received from Ministry of Personnel Public Grievances and Pensions, Deptt. Of Personnel & Training , Govt. of India, Lok Nayak Bhavan, New Delhi on the subject "Calculation of monthly contribution towards cost of Pension payable during foreign service" for your information, guidance and compliance. This OM can also be downloaded from website of CSIR (www.csir.res.in).

Copy of CSIR letter No. 34-1(11)/CSIR/Pen/2009-10/411 dated 19.2.2010

F.No. 2/34/2008-Estt.(Pay II) dated 19.11.2009 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

The undersigned is directed to invite reference to this Department's OM No. 2/3/2000-Estt. (Pay II) dated 15th May, 2000 on the above subject and to say that order w.e.f. 1.1.1996 the pension contribution payable in respect of a Government servant during the active period of his foreign service shall be based on the maximum of the pay as defined in Rule 9(21)(a)(i) of the Fundamental Rule of the revised pay scale of the post held by a Government servant at the time of proceeding on foreign service or to which he may receive proforma promotion while on foreign service.

- 2. Consequent upon revision of Central Government pay scales in Pay Bands and Grade Pay w.e.f. 1.1.2006 after implementation of the Sixth Central Pay Commission's recommendations, the question of issuing necessary revised orders on the above subject has been engaging the attention of the Government of India. The President is now pleased to decide that pension contribution payable in respect of a Government servant during the active period of his foreign service shall be based on the existing basic pay (Pay in the Pay Band plus Grade Pay) of the post held by a Government servant at the time of proceeding

on foreign service and in case he receives proforma promotion /financial up-gradation while on foreign service, on the basic pay (Pay in the Pay Band plus Grade Pay) fixed on such promotion/financial up-gradation.

3. These orders will apply w.e.f. 1.1.2006. in respect of persons who are already on foreign service as on 1.1.2006, the rates of pension contribution will be calculated as per above formula with effect from the date they opt to come over to the revised scale in their parent cadres. For the earlier period, the pension contributions will be as per extant orders i.e. the orders in force period prior to 1.1.2006 from time to time.
4. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders are being issued after consultation with the Comptroller and Auditor General of India.

(167)

Sub:- Recovery of contribution from CSIR employees taking treatment through CSIR dispensaries – CAG Audit Para – “Operation of Dispensaries under CSIR.

I am directed to state that medical facility through CGHS is extended to employees working in Labs./Instts located in Delhi and also to pensioners who have retired and settled in Delhi. The employees of CSIR and their family members working in Labs./Instts located outside Delhi are either getting medical facility through CSIR dispensaries or are governed by CS(MA) Rules. Employees and pensioners located in Delhi and availing CGHS facility are paying medical contribution at the prescribed rates by the Government, whereas employees of Labs./Instts outside *Delhi* availing medical facility through CSIR dispensaries/AMAs/CS(MA) Rules are not paying any medical contribution, though pensioners are paying medical contribution at the prescribed rates, for availing dispensary facility.

CAG Audit in the year 2001 while auditing the CSIR accounts had pointed out that huge expenditure is being incurred for procurement of medicines by CSIR dispensaries besides incurring a large amount on salaries of Doctors/Nurses etc, and expenditure on reimbursement of medical claims and had sought information as to whether CSIR had ever considered charging token contribution from the beneficiaries of dispensaries on the pattern of CGHS.

The CAG audit para of 2001 has not been settled. In order to settle the issue DG. CSIR has decided to work out the annual financial implication to facilitate arriving at a logical conclusion, to settle the observations of CAG:-

1. Number of employees, including pensioners availing medical *facility* through CSIR dispensaries;
2. Expenditure incurred by the Labs./Instts towards salary of Doctors and other dispensary staff;
3. Cost of medicine provided through the dispensary;
4. Approx. expenditure on medical & consultation fee to AMA had the employee obtained their treatment under CS(MA) Rules, through AMA's;

5. Whether the CSIR dispensary is providing medical facility at par with CGHS dispensary.

Copy of CSIR letter No. CAG/Audit/2001-E.II dated 2.3.2010

(168)

Sub: Annual Closing of NPS Accounts.

The S-1 form of each individual subscriber received from the Labs/Instt., have been submitted to National Security Depository Limited, Mumbai for allotment of Permanent Retirement. Accordingly NSDL Mumbai has dispatched the PRAN to the respective Lab./Instt., I hope all the Lab/Instt., might have received the PRAN. In case any Lab/Instt is not in receipt of PRAN may kindly be brought to the notice of the undersigned to take further action in this regard. Further, the Lab/Instt is required to send a confirmation, the number of PRAN received and the number of forms they have submitted to CSIR Hqtrs.,.

NSDL, Mumbai has forwarded two envelopes containing I-Pin and T-Pin password in the month of October, 2009. The Lab/Instt. is required to login the password. Further, the password is valid upto 60 days from the date of issue, in case any of the Lab/Instt is not login the password, the same may be get it renewed by using the following steps:

- Click on message showing as 'account is expired'.
- System will ask for current password, new password & confirm password.
- In current password, provide 8 digit PIN given by CRA and new password as you want and confirm the same
- System will accept your password and message will come as "Password change successfully". Please login again. Now you have to login with your new I-PIN.

In case the Lab/Instt is facing any problem, they may contact Miss. Ranjana on phone No.022-24994230 of NSDL, Mumbai.

As you may be aware that the Financial Year 2009-10 is closing, the interest of NPS accounts @ 8% as communicated by Ministry of Finance, Department of Economic Affairs vide their Resolution No.5(1)/B(PD)/2009, dated 15th October, 2009 may be calculated and entered into individual ledgers. These accounts may be reconciled with broadsheets as well as IMPACT and keep ready by 20th March, 2010. The data of all NPS subscribers may be kept ready in soft copy in excel in the format given in Annexure-1. Further, direction may be given very shortly.

Copy of CSIR letter No. 34-2(5)/CSIR/NPS/2009-10 dated 5.3.2010

(169)

Sub:-Grant of variable rate of increment @ 4% in the case of officers in PB-3 – regarding.

I am directed to state that CSIR has been receiving references from various Labs./Instts. on the above subject and to state that the guidelines for grant of variable increment @ 4% to high performers in PB-3 are yet to be finalized and notified by Department of Personnel and Training, Govt. of India.

All the Labs./Instts. are, therefore, informed that till such guidelines are received from the Govt. of India or any scheme is formulated by CSIR, the existing rate of annual increment of 3% may be followed.

Copy of CSIR letter No. 5-1(79)/2009-PD dated 26.3.2010

(170)

Sub: Expenditure Management- Economy Measurement and Rationalization of Expenditure.

Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord/2009 dated 22nd March 2010 has been reviewed by the DG, CSIR in view of the facts that; (i) these austerity measures would allow opportunity for more scientists to participate in scientific conferences and workshops; (ii) with the availability of video conferencing facility, the need for travel has decreased and hence it will not cause hardship for senior officers. Hence, it has now been decided to adopt the same with the following modifications:

1. JS/Scientist 'G' using CSIR fund will travel only by low cost economy ticket within India.
2. All Scientist 'H' and above can utilize low cost coupon of business class which is normally lower than the full fare economy class. For all short sectors with less than one hour journey, economy class to be availed by everyone.
3. Scientists entitled to travel by business class can avail such benefit if the source of the fund is not from CSIR budgetary support.
4. External experts may travel as per the entitlement; however, they should be requested to avail concessional coupons for business class as far as possible.

Endorsement of MoF, DoE OM No.No.7(1)/E.Coord/2009 dated 22nd March 2010 vide CSIR letter of even number dated 23-3-2010 stands modified to this extent.

Copy of CSIR letter No. 30-1(36)/2008-Finance dated 29.3.2010

(171)

Sub: Instructions related to outsourcing of certain jobs by CSIR Labs./Instts. – compliance of the provisions of Contract Labour (Regulation & Abolition) Act, 1971 and other related labour laws etc.

I am directed to invite a reference to CSIR Circular No. 4-14(24)/2003-E.1I dated 25/26 April 2005 on the subject cited above and to state that the guidelines/instructions contained in CSIR Circulars No. 14(6)/1/86-E.1I dated 13-1-2003 and 3-10-2003 relating to managing the security and house keeping jobs in the Labs./Instts., may please be strictly followed and it should be ensured that proper Agreement is executed by the Contractor, as per the draft Agreement circulated by CSIR and all the requirements under Contract Labour (Regulation & Abolition) Act, 1971 and other labour laws are strictly complied with by the Contractor and the Lab./Instt.

It is, therefore, once again requested that while awarding any job contract including AMC in the Lab./Instt., the instructions issued from time to time by CSIR including Contract Labour (Regulation & Abolition) Act, 1971 and other labour laws, may please be followed scrupulously, to avoid any legal complication at a later stage.

Copy of CSIR letter No. 14(6)/86-E.II(PD) dated 22.4.2010

(172)

Sub:- Pay fixation on grant of non-functional scale to Section Officers of CSS subsequent to implementation of CCS (Revised Pay) Rules, 2008.(Service matter)

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, compliance and guidance.

S.No.	Govt. of India, OM No. & date	Subject
1.	DoPT Order No. 6/3/2009-CS.I(S) dated 19 th November, 2009.	Pay fixation on grant of non-functional scale to Section Officers of CSS subsequent to implementation of CCS (Revised Pay) Rules, 2008.
2.	DoPT CM No. 10/3/2004-CS-II(Pt.) dated 24 th November, 2009.	Pay fixation on grant of non-functional scale to Private Secretaries of CSSS subsequent to implementation of CCS (Revised Pay) Rules, 2008,

Copy of CSIR letter No. 5-1(17)/2008-PD dated 17.6.2010

No.6/3/2009-CS.I(S) dated 19th November, 2009 of Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

Subject: Pay fixation on grant of non-functional scale to Section Officers of CSS subsequent to implementation of CCS(Revised Pay) Rules, 2008.

The undersigned is directed to refer to this Department's Order No.21/36/03-CS.I dated 13th November, 2003 regarding introduction of Non Functional scale of Rs.8000-275-13500/- to Section Officers of Central Secretariat Service (CSS) and to say that the matter relating to pay fixation on grant of non-functional scale to Section Officers of CSS subsequent to implementation of CCS (Revised Pay) Rules, 2008 has been considered in the Department of Personnel and Training [both CS Division and Estt.(Pay) Division] in consultation with the Department of Expenditure.

2. It has been clarified by Estt.(Pay) Division vide their U.O. No.5/2/2009-Estt(Pay-I) dated 17.09.2009 that at the time of grant of non-functional upgradation to Section Officers belonging to CSS, their pay fixation may be done under Rule 13 of CCS {Revised Pay) Rules, 2008 i.e. they should be granted one increment @ 3% of their basic pay and to the figure so arrived at the difference in grade pay (Rs.5400 - Rs.4800 - Rs.600) should be added. Further, this dispensation may be implemented w.e.f. 1-1-2006.

3. All the Cadre Units of CSS are requested to take further necessary action.

No.10/3/2004-CS-II (Pt.) dated 24th, November, 2009 of Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training.

Subject:- Pay fixation on grant of non-functional scale to Private Secretaries of CSSS subsequent to implementation of CCS(Revised Pay) Rules, 2008.

The undersigned is directed to refer to this Department's OM. No. 10/3/2G04-CS.I dated 24.6.2005 regarding introduction of Non-functional scale of Rs.8000-275-13500 (Pre-revised) to Private Secretaries of Central Secretariat Stenographers Service and to say that the matter relating to pay fixation on grant of Non-functional scale to Private Secretaries of CSSS subsequent to implementation of CCS(Revised Pay) Rules,2008 has been considered in the Department of Personnel and Training { both CS Division and Estt(Pay) Division) in consultation with the Department of Expenditure.

2. It has been clarified by Estt.(Pay) Division vide their U.O. No. 5/2/2009-Estt.(Pay-I) dated 17.09.2009 that at the time of grant of Non-functional upgradation to Private Secretaries of CSSS their pay fixation may be done under Rules 13 of CCS (Revised Pay) Rules,2008 i.e. they should be granted one increment @ 3% of their basic pay and to the figure so arrived at, the difference in grade pay (Rs. 5400-Rs.4800 - Rs,600) should be added. Further, this dispensation may be implemented w.e.f. 1-1-2006.

All the Cadre Authorities of CSSS are requested to lake further necessary action.

(173)

Sub: Procedure to be followed for holding of International conferences/Workshops/Seminars, etc. (Domestic & International).

I am directed to enclose herewith a copy of Govt. of India, Ministry of Finance, Department of Expenditure OM No.7(1)/E.Coord/2010 dated 31st May 2010 (copy enclosed) on the above subject for your information, guidance and compliance. Kindly acknowledge receipt.

Copy of CSIR letter No. 30-1(36)/2008-Finance dated 21.6.2010

Attention is drawn to this Department's OM No. 7(21)E.Coord/93 dated 27th May, 1998 and O.M No. 7(S)/E.Coord/2002 dated 28th May, 2003 on the procedure to be followed for holding Conferences/Seminars/Workshops. The matter has been considered further and it has been decided that henceforth only proposals involving expenditure above Rs. 10 lakh will need to be referred to the Department of Expenditure. In respect of domestic conferences/workshops/seminars etc., the approval will be accorded by the Secretary (Expenditure). For International Conferences, the approval of Cabinet Secretary would be obtained. In respect of the latter, the operative instructions of 28th May, 2003 are reiterated as follows:

- (i) That the proposals for hosting of international conference/seminar/workshop etc. should be submitted by the Ministries/Departments after clearance, of the Minister-in-charge to the Cabinet Secretary through Secretary (Expenditure). The Ministries/Departments are also required to ensure clearance of Ministry of External Affairs from political 'angle and Ministry of Home Affairs from security angle, before referring the proposals to Cabinet Secretary through Secretary (Expenditure). All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.
- (ii) Provision should have been made in the Budget at the BE stage to ensure that the conference was well planned. Priority will be given to those conferences that arise out of international agreements/obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.
- (iii) "In principle" approval of the Minister-in-charge should be taken sufficiently in advance say 4 to 6 months in advance before the event.
- (iv) Political clearance from Ministry of External Affairs/ security clearance from Ministry of Home Affairs shall be taken prior to the file being referred to Department of Expenditure.

- (v) The file thereafter may be referred to the Secretary (Expenditure) and Cabinet Secretary for approval, wherever such approval is prescribed at least one month before the date of the Conference Workshop and before invitations are issued; and
- (vi) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval.

2. Notwithstanding the enhancement in the prescribed expenditure ceiling, all Ministries/Departments may ensure utmost economy in public expenditure.

3. These instructions will come into operation with immediate effect.

F.No. 7(5)E.Coord./2002 dated 28th May, 2003 of Ministry of Finance, Department of Expenditure E-Coord. Branch

Instructions on the procedure to be followed for holding international conferences/workshops/seminars etc. have been issued earlier vide

- i) O.M. No. 7(37)E.Coord./92 dated 15th October, 1992
- ii) O.M. No.1,(4)E.Coord./2000 dated 24th September, 2000
- iii) O.M. No. 7(4)E.Coord/2001.dated 6th June, 2001
- iv) O.M. No. 7(5)E.Coord./2002 'dated 1st January, 2003

2. The operative part of these instructions are:

- (i) That the proposals for hosting of international conference/seminar/workshop etc. should be submitted by the Ministries/Departments after clearance of the Minister-in-charge to the Cabinet Secretary through Secretary (Exp.). The Ministries/Departments are also required to ensure clearance of Ministry of External Affairs from political angle referring the proposals to Cabinet Secretary through Secretary(Exp.) All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.
 - (ii) Ministries/Departments can hold the international conference/seminar/workshop etc. in consultation with the concerned FA provided the expenditure involved is upto Rs. 5 lakh after following the prescribed procedure as per OM dated 15.10.1992. The proposal involving expenditure beyond Rs. 5 Lakh would require the approval of Cabinet Secretary through Secretary (Exp.).
 - (iii) The Ministries/Departments are required to ensure that economy instructions issued by this Department from time to time are observed scrupulously in the spending of public funds.
3. An instances has come to the notice of this Department that a Ministry did not observe these guidelines scrupulously and the proposal was referred to this Department for seeking approval of the Cabinet Secretary through Secretary(Exp.) at the last moment. While considering the case, the Cabinet Secretary pointed out that seeking approval at the last moment, when every thing has been done including issue of invitations to the participants, is meaningless and serves no purpose.

4. In view of the above observations of the Cabinet Secretary, it has been decided that Ministries/Departments should adhere to the following procedure while hosting international Conference/Seminar/Workshop etc.:
 - i. Provision should have been made in the Budget at the BE stage to ensure that the conference was well planned. Priority will be given to those conferences that arise out of international agreements/obligations. Other conference etc. should be planned only if there is residual provision in the Budget.
 - ii. In principle approval of the Minister in –charge should be taken sufficiently in advance say 4 to 6 months in advance before the event;
 - iii. Political clearance from Ministry of External Affairs/security clearance from Ministry of Home Affairs shall be taken prior to file being referred to Department of Expenditure;
 - iv. The file thereafter may be referred to the Secretary (Exp.) and Cabinet Secretary for approval, wherever such approval is prescribed, at least one month before the date of the Conference/Workshop and before invitations are issued; and
 - v. All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval.

These instructions will come into operation with immediate effect.

OM No. 7(21)E-Coord./93 dated 27th May, 1998 of Government of India Ministry of Finance Department of Expenditure.

Subject:- Economy In Expenditure – holding of Conferences/Seminars/Workshops etc.

This Department, vide its marginally noted Office Memoranda issued guidelines regarding holding international/domestic conferences. According to existing guidelines, the Ministries/Departments have been given full powers, in consultation with their FAs, to hold domestic conferences. As regards international conferences, proposal involving expenditure of more than Rs. 2.00 lakh are regulated to be submitted for approval to Cabinet Secretary/Cabinet.

2. The matter has further been considered and it has been decided to permit Ministries/Departments to hold international/domestic conferences, in consultations with their FAs, if the expenditure is not more than Rs. 5.00 lakhs in each has been made for holding such conferences, seminars, workshops (national and international) and the delegated powers are used with utmost care to avoid wasteful expenditure. Proposals for holding domestic conferences, seminars, workshops etc. involving expenditure of more than Rs. 5.00 lakh would require to be submitted to this department through FA for approval of Secretary (Expenditure). As regards holding of international conferences, seminars, workshops etc., the procedure laid down in our OM of even number dated 31.1.1995 and OM No. 7(35)E-Coord/92 dt. 15.10.1992 remains unchanged.

Sub: Maintenance of records pertaining to Provident Fund accounts and personal loans advances to employees.

CSIR Headquarter conducted inspection of records pertaining to Provident Fund accounts and personal loans/advances to the employees in some of our laboratories recently. Though labs have been maintaining almost all records, deficiencies with regard to their completeness and accuracy have been noticed in some of the laboratories. Some of the common irregularities noted during the course of inspection are as under:-

- (i) Subscribers ledger accounts for Provident Fund are maintained but not updated with each transaction, calculations are not checked at the time of annual closing by a person other than the one responsible for calculation before authenticated by Section Officer / Finance & Accounts Officer.
- (ii) Transactions noted in the ledger/Broadsheets in some cases are not attested/authenticated, in other cases not written in ink on closing.
- (iii) Broadsheet balances have not been attested and not reconciled with ledger accounts and the annual accounts,
- (iv) In most of the cases, Establishment Section has no record of advances/withdrawals/payments during the month/year which could be reconciled with the accounts record.
- (v) Broadsheet maintained for various personal advances such as festival advance, conveyance advance, computer advance, House Building Advance are also not in proper shape, not closed monthly and in some of the cases not even annually and not reconciled with the final accounts,
- (vi) In some of the cases, there are advances pending but recovery has been stopped. In some cases, recovery has not been started in time.
- (vii) After the recovery of the advance, there is no foolproof mechanism to ensure recovery of interest in all cases. Many cases have been noted where interest recovery was delayed or not started immediately after the final installment of the principal.

These lapses could lead to serious financial implication and thereby loss to the organization. Moreover, Audit has been commenting adversely on these deficiencies from time to time. This reflects on the ineffective system of internal checks and lack of monitoring at various levels by the functionaries in the lab.

It is, therefore, requested that the functionaries in the lab may kindly be advised to follow the following instructions strictly:-

Provident Fund Accounts

Accounts Section is required to maintain the ledger accounts and broadsheet of all provident fund accounts. The dealing Assistant shall be primarily responsible for taking correct opening balance, all the transactions and monthly updation and all calculations including the calculation of interest. He shall also be responsible to get the calculations checked from another officer to be nominated by the Finance & Accounts Officer and thereafter to get the ledger accounts and broadsheet attested/authenticated monthly/annually from the authorized officer. He shall also be responsible for getting each transaction attested in ledger and broadsheet. He shall ensure the reconciliation of figures between ledger and broadsheet and broadsheet and monthly/annual accounts. Section officer shall be responsible for attestation and correctness of all books. Finance & Accounts Officer of the lab shall ensure that broadsheet figures are reconciled with the monthly/annual accounts. He shall also be responsible for 10% test check of ledger accounts and broadsheet accounts. Section Officer & F&AO shall also ensure at the end of the month that all advances/withdrawals/payments sanctioned by the Establishment Section reconcile with the transactions accounted for in the broadsheet appropriately.

(b) Loans and Advances granted to the employees

Accounts Section shall maintain the broadsheet for personal advances granted to employees. Amount of the advance paid and all recoveries are entered in the Broadsheet and monitored through out till the advance is fully recovered. In cases of interest bearing advances, recovery of interest component is also monitored on the similar lines. It should be appropriate if account is opened in the Broadsheet at the time of the payment of advance indicating the rate of interest applicable and also the amount of interest payable after the repayment of principal. This can be re-calculated if there is any change in the repayment schedule or otherwise. Whereas dealing assistant will be responsible for proper maintenance of these Broadsheet. Section Officer will ensure the accuracy of all items including monthly and annual closing as well as their reconciliation with the accounts. Finance & Accounts Officer will be responsible for 10% test check and also for the correctness of the figures in the accounts duly reconciled with the figures in the Broadsheet.

The receipt of the letter may kindly be acknowledged.

Copy of CSIR letter No. 41(43)/Report-IA dated 15.7.2010

(175)

Sub:- Modification in the entry level qualification in respect of Technical & Support Staff.

I am directed to state that as per CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff, the entire technical and support staff are divided in three

Groups i.e. Gr. I & II (Support Staff) and Gr. III (Technical staff). The recruitment in each Group is made on the basis of qualification as prescribed in these Service Rules.. Keeping in view the merger of few scales with the implementation of 6th CPC, a Committee was constituted to review the existing CSIR Service Rules, 1994 and give its recommendations. Based on the recommendations of the Committee, DG, CSIR in his capacity as Chairman-Governing Body has been pleased to approve modification in the entry level qualification of Gr. III, II and I, as under:

Group	Existing qualification	Revised qualification	Age limit
Gr. I(1) & I(2)/ Lab. Attendant (1)	10th Standard/SSC with 50% marks in aggregate	No Change	28 years
Gr. II(1)/Technical (1)	SSC/10th standard with 50% marks in relevant tradeOR SSSC/HSC12th with relevant technical subjects with a minimum of 60% marks in aggregate.	SSC/10th standard with Science subjects with 55% marks plus ITI certificate or national/State trade certificate or 2 years full time experience as an apprentice training	28 years

Group	Existing qualification	Experience	Revised qualification	Age limit
Gr. III(1) & III(2)/ Technical Assistant	1st class B.Sc (Sci)/1st Class B.Lib. Sci. or equivalent OR 1st class Dip. In Engg./Tech. of 3 years full time duration or its equivalent OR 1st class B.Sc (Sci)/1st Class B.Lib. Sci. or equivalent OR 1st class Dip. in Engg./Tech. of 3 years full time duration or its equivalent OR M.Sc or equivalent with minimum of 55% marks OR B.E/B.Tech. or equivalent	Nil Two Three Nil	1st class B.Sc (Sci.) with B.Lib.Sc. OR 1st class Dip. in Engg./Tech. of 3 years full time duration or its equivalent after 10+2 in Science Stream OR 1st class B.Sc (Sci.) with one year full time professional qualification in the relevant discipline from a recognized Institute/organization (to be decided by Director of the Lab./Instt.)	28 years

DG CSIR has further approved that:-

- In future no direct recruitment shall be made in group I except (a) through absorption of identified casual workers wherever available as per Court direction based on qualification prescribed under the scheme for recruitment to entry level posts prior to 1.4.90; (b) compassionate appointment subject to fulfillment of required qualification mentioned above.
- There will be no direct recruitment at lateral level in Group II.
- In view of the implementation of modified ACP for non -technical administrative staff, there will be no induction of non- technical staff, including drivers, in Group II unless the incumbent possess the revised entry level qualification for Group II.
- The residency period for promotion to the next higher level within the same group will remain unchanged i.e. seven years for Gr.I & II and five years. For Gr. III.
- Reservation will be applicable in all recruitment up to the level of senior technical officer (1) as per the earlier instructions issued by CSIR on post based roster.

The aforesaid modification in the CSIR service rules, 1994 will be implemented with immediate effect. It may be brought to the notice of all concerned of your labs / Intts.

Copy of CSIR letter No. 5-1(88)/2010-PD dated 21.7.2010

(176)

Sub:- Modification in the designation of Technical & Support Staff.

I am directed to state that as per CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff, the entire technical and support staff are divided in three Groups i.e. Gr. I & II (Support Staff) and Gr. III (Technical Staff). Each Group has a number of grades and the designation of the incumbent is based on the Group, and grade to which he/she belongs. Keeping in view the demand received from the staff side for giving functional designation and with the merger of few scales with the implementation of 6th CPC, a Committee was constituted to review the existing CSIR Service Rules, 1994 and give its recommendations. Based on the recommendations of the Committee, DG, CSIR in his capacity as Chairman-Governing Body has been pleased to approve the functional designations of Technical and Support Staff as under

Existing Group	Scale/Grade	Revised PB & Scale	Grade Pay	Revised Designation
I(1) I(2)	Rs. 2500-3200 Rs. 2650-4000	PB-1 Rs. 5200-20200	Rs. 1800	Lab. Attendant (1)
I(3)	Rs. 3050-4590	-Do-	Rs. 1900	Lab. Attendant (2)

I(4)	Rs. 4500-7000	-Do-	Rs. 2800	Lab. Assistant
II(1)	Rs. 3050-4590	-Do-	Rs. 1900	Technician (1)
II(2)	Rs. 4500-7000	-Do-	Rs. 2800	Technician (2)
II(3)	Rs. 5500-9000	PB-2 Rs.9300-34800	Rs. 4200	Sr. Technician (1)
II(4)	Rs. 6500-10500	-Do-	Rs. 4600	Sr. Technician (2)

III(1) III(2)	Rs. 4500-7000 Rs. 5500-9000	PB-2 Rs.9300-34800	Rs. 4200	Technical Assistant
III(3)	Rs. 6500-10500	-Do-	Rs. 4600	Technical Officer
III(4)	Rs. 8000-13500	PB-3 Rs.15600-39100	Rs. 5400	Sr. Technical Officer
III(5)	Rs. 10000-15200	-Do-	Rs. 6600	Sr. Technical Officer (1)
III(6)	Rs. 12000-16500	-Do-	Rs. 7600	Sr. Technical Officer (3)
III(7)	Rs. 14300-18300	PB-4 Rs.37400-67000	Rs. 8700	Principal Technical Officer

Copy of CSIR letter No. 5-1(88)/2010-PD dated 21.7.2010

(177)

Sub: Modified Assured Career Progression Scheme (MACPS) for Central Government Civilian Employees – Implementation thereof in CSIR – reg.

I am directed to refer to CSIR Circular letter No. 5-1(163)/2009-PD dated 13.5.2010 on the subject cited above and to state the in order to consider cases of eligible Common Cadre Officers of CSIR for financial upgradation under the Modified Assured Career Progression Scheme (MACPS). It is requested to furnish the requisite information n respect

of eligible Common Cadre Officer of you Lab/Instt. In the enclosed proforma by 5.8.2010 positively.

It is also requested to Intimate in their respect as to whether any vigilance/disciplinary case is pending].

The information may also be sent through email at resiver@csir.res.in.

Copy of CSIR letter No. 3-27/2010-E.I dated 27.7.2010

Name of CCOs who have become eligible for consideration for grant of financial upgradation under MACP Scheme.

Name of the Lab/Instt.

S.No.	Name, Present designation & D.O.B.	Post to which Direct recruitment was made, its scale of pay and date of appointment	Name of post to which 1 st regular promotion or 1 st ACP subsequently to direct recruitment mentioned at Column number 3, if any, was granted, its scale of pay/grade pay and its date	Name of post to which 2 nd regular promotion or 2 nd ACP or NFS was granted, its scale of pay /grade pay and its date	Date from which next, financial upgradation is admissible, its scale of Pay/grade pay (whether on completion of 10/20/30 years or stagnation in a single grade for 10 years.)	Remarks
1	2	3	4	5	6	7

(178)

Sub:- CCS (LTC) Rules, 1988 – Relaxation for travel by air to visit J&K.

I am directed to forward herewith the following Officer Memorandum issued by Government of India for information, compliance and guidance.

S.No.	Govt. of India, OM No. & date	Subject
1.	DoPT OM No. 31011/2/2003-Estt.(A-IV) dated 18 th June, 2010.	CCS (LTC) Rules, 1988 – Relaxation for travel by air to visit J&K
2.	DoPT OM No. 16/2/2009-Estt. (Pay I) dated 2 nd July, 2010	Regulation of the Date of next increment in case of Extraordinary leave (without medical certificate) after implementation of the CCS(RP) Rules, 2008 – clarification reg.
3.	MoF OM No. 7/14/2010-	Central Civil Service (Revised Pay) Rules, 2008 –

	E.III(A) dated 5 th July, 2010.	revision of option exercised under Rule 6 of the Central Civil Services (Revised Pay) Rules, 2008.
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Copy of CSIR letter No. 5-1(17)/2008-PD dated 6.8.2010

F.No. 31011/2/2003-Estt.(A-IV) dated 18th June, 2010 of Government of India, Ministry of Personnel, P.G. & Pensions, DoPT.

The undersigned is directed to say that in relaxation of CCS(LTC) Rules, 1988, it has been decided by the Government to permit Government employees to travel by air to J&K as per the following scheme:-

- i. All officers/employees of Government of India will be allowed to avail LTC to visit J&K against conversion of one block of their Home Town LTC.
- ii. Officers/employees of Government of India entitled to travel by air can avail this LTC in their entitled class.
- iii. All other employees of Government of India can travel by air in economy class from Delhi and Amritsar to any place in J&K by any airlines subject to their entitlement being limited to LTC – 80 fares of Air India. Journey from their place of posting up to Delhi/Amritsar will have to be undertaken as per their entitlement.
- iv. Restriction of air travel only by Air India on LTC to other places shall continue to remain in force.
- v. This scheme shall be effective from the date of issuance.
 1. These orders shall be in operation for a period of two years from the date of issue of this OM.
 2. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue in consultation with the Comptroller and Auditor General of India.

F.No. 16/2/2009-Estt. (Pay I) dated 2nd July, 2010 of Government of India, Ministry of Personnel, P.G. & Pensions, DoPT.

Subject:- Regulation of the Date of next increment in case of Extraordinary leave (without medical certificate) after implementation of the CCS(RP) Rules, 2008 – clarification reg.

Consequent upon the implementation of CCS(RP) Rules, 2008, the increments. In the revised pay structure are to be regulated in terms of Rule 10 of the CCS(RP) Rules 2008. This rule states that “there will be a uniform date of annual increment viz. 1st of July every year. Employees completing 6 months and above in the revised pay structure as on 1st July will be eligible to be granted the increment.

2. The issue of regulation of date of next increment in case of EOL (without medical certificate) after implementation of CCS(RP) Rules, 2008, has been examined in consultation with the Department of Expenditure.
3. It is clarified that except as provided under the conditions laid down in this Department’s OM dated 18.2.1986, qualifying service of less than six months on account of EOL (without medical certificate) between 1st July of the previous year till 30 June of the year under

consideration shall have the effect of postponing the increment to 1st July of the next year. The same stipulation will also be applicable to those cases where the increment became due on 1.7.2006. in terms of this Department's OM No 13017/20/85-Estt. (L) dated 18.2.1986, EOL granted for the following purpose automatically counts as qualifying service for pension and for increments without any further sanctions:-

- i. EOL granted due to inability of a Government servant to join or rejoin duty on account of civil commotion.
- ii. EOL granted to a Government servant for prosecuting higher technical and scientific studies.

F.No. 7/14/2010-E.III(A) dated 5th July, 2010 of Government of India, Ministry of Personnel, P.G. & Pensions, DoPT.

Subject:- Central Civil Service (Revised Pay) Rules, 2008 – revision of option exercised under Rule 6 of the Central Civil Services (Revised Pay) Rules, 2008.

In accordance with the provisions contained in Rule 11 of the Central Civil Services (Revised Pay) Rules, 2008, where a Government servant opts to continue to draw his pay in the existing scale from the 1st day of January 2006 and switch over to the revised scale from a date later than the 1st day of January, 2006, his pay from the later date in the revised scale is required to be fixed under Rule 11(i) of the Central Civil Services (Revised Pay) Rules, 2008. As per Rule 5 of these Rules, this option to switch over to the revised pay structure from the date later than 1.1.2006 is available to a Government Servant:-

- i. Who elects to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale.
 - ii. Who has been placed in a higher pay scale between 1.1.2006 and the date of notification of these Rules on account of promotion, up-gradation of pay scale etc. the Government servant from the date of such promotion, up-gradation etc.
3. As per Rule 6(4) of Central Civil Services (Revised Pay) Rules, 2008 the option in the format appended to the Second Schedule was required to be exercised within three months from the date of issue of these Rules.
 4. Further Rule 6(4) provided that the option once exercised shall be final. The staff side has represented on this issues and have requested that the first option exercised may not be treated as final keeping in view the new system of pay band and grade pays and that employees may be allowed to revise their option, if the option is more beneficial to them.
 5. On further consideration and in exercise of the powers available under Central Civil Services (Revised Pay) Rules, 2008, the President is pleased to decide that in relaxation of stipulation under Rule 6(4) of these Rules employees may be permitted to revise their initial option upto 31.12.2010 if the option is more beneficial to them. The revised option shall be intimated to the Head of his Office by the Government servant in accordance with the provision of Rule 6(2) of the Revised Pay Rules, 2008.

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

(179)

Sub: Application of Rules amended/altered during selection process – clarification thereof – reg.

I am directed to state that consequent upon modification in the entry level qualifications for Group II(1) and Group III(1) & III(2) notified vide CSIR circular letter No. 5-1(88)/2010-PD dated 21.7.2010, reference have been received from various CSIR Labs/Instts. seeking clarification as to whether recruitment be continued based on 21.7.2010. in this regard, it is clarified in consultation with Legal Adviser, that modification in the entry level qualification in respect of technical and support staff which has been notified after the issuance of the advertisement will not apply to the already advertised post as the process of recruitment has begun and therefore such post need not be re-advertised.

The above instructions may kindly be brought to the notice of all concerned for compliance.

Copy of CSIR letter No. 5-1(60)/2009-PD dated 16.9.2010

(180)

Sub: Inviting suggestions in area of Preventive Vigilance.

I take this opportunity to invite all of you to join our mission of evolving best practices in the area of Preventive vigilance. As deliberated during Conference of Directors of the Institutes, as an organization we must make sincere endeavor to reduce cases of Punitive Vigilance to minimum if not to zero.

Division of Vigilance has therefore, come forward with a plan which entails series of activities to be undertaken at the level of Organization and at the level of institutes. A background note containing some proposed measure/suggestions in this regard is enclosed herewith. Such measures listed in the note are not exhaustive. Based on local experiences, creative input and feedback from all supervisory officers, many more useful practices need to be evolved and enhanced.

I solicit active and enthusiastic participation of each one as apart from being mandatory responsibility, preventive vigilance measures would enhance reputation and efficiency of the organization to no end it will also be a great service to fellow colleagues if they are saved from agony of punitive vigilance.

Your feedback/suggestions on successful practices initiated/enhanced so as to reduce public grievance and also punitive vigilance cases are most welcome as same would

be shared for the benefit of all. I once again urge you to join hands to make this mission a grand success and look forward for your positive response.

Background Note on Preventive Vigilance – Invitation of suggestions

Division of vigilance is the nodal agency for vigilance related functions in the organization Vigilance essentially being a management tool, envisages active engagement of all supervisory authorities. This responsibility is clearly laid down in Rule 3(2) (i) of CCS conduct Rules which states as under.

“Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion of duty of all Government servants for the time being under his control and authority.”

2. Lack of vigilance or supervisory failure results in punitive vigilance cases Vigilance task is not limited to punitive actions, i.e. to interfere after the fault/error has been committed. Predominant task of vigilance is to prevent that fault from taking place. Preventive vigilance aims to root out the causes of complaints such as delay in decision making misuse of individual discretion in exercise of powers, complex and venerated procedures and low accountability.

3. Activities initiated/proposed at the level of Directorate of Vigilance.

3.1 An ongoing process of studying the existing standard practices and eliminating the causes of delays in disposing of various matters has been started.

3.2 The primary need of various regulatory functions is to examine the scope of improvements and to make the system more objective so as to minimize the discretionary elements.

3.3 The stakeholders are regularly being made aware of forums to resolve the grievances and also to approach the H/Division of Vigilance in case the grievances are not redressed.

3.4 In order to bring about transparency, it is proposed to activate web link of vigilance division in the main website of the organization which is till now intranet to display information regarding various aspects related to vigilance functioning in the organization.

3.5 Workshops/Interactive sessions with Officers of the department at different places are being undertaken to sensitize educate and inform them about different aspects of vigilance functioning, common pitfalls/mistakes resulting in punitive cases and the measures to be undertaken for preventive vigilance.

3.6 It is also planned to bring about completion of Do's & Don'ts to minimize the cases leading to vigilance proceedings after incorporating the feedback/suggestions.

4. **Suggestions/measures**

4.1 Publicity regarding existing machinery for grievances redressal and anti-corruption measures undertaken. Various modes for filing grievance/complaints be also publicized.

4.2 Encourage free exchange of views and suggestions from stakeholders to be fully aware about problems faced by them and also to take remedial measures.

4.3 Regular and surprise inspections by departmental heads and audit teams; Surprise Vigilance Inspection with the help of supervisory technical staff to ensure proper implementation of the rules and procedures especially in the sensitive areas leading to generation of complaints.

- 4.4 Due care be taken at the time of transfer and postings so that there is rotation of staff regularly from sensitive posts Proper surveillance be maintained on employees of doubtful integrity. In case of repeated complaints the official be shifted from the assignment.
- 4.5 Reducing areas of personal discretion by use of technology or by introducing collecting decision making wherever possible.
- 4.6 Regular interaction, guidance, counseling and forewarning of subordinates by the immediate supervisor would go a long way in reduction of complaints.
- 4.7 Employees be briefed about the vigilance mechanism which exist in the Organization so that upright employees can discharge their duties without fear and the corrupt mend their ways.
- 4.8 Employees be made conscious about the sensitive processes/areas which result in vigilance cases and to be guided about proper procedure to be followed to avoid mistakes. Some such acts of commission/omission noticed in the vigilance division while processing of complaints are being compiled. You all are requested to send the instances of such acts of commission/omission on basis of local experiences for inclusion in the compilation to be circulated to all Instts./Labs.
5. Suggestions made for preventive vigilance are not exhaustive. Any practice/initiative successfully introduced in your institute in this area may be communicated to this Division for benefit of other Institute of the Organization. It is proposed to send suggestions in future through e-mail Feedback/suggestions may also be mailed to the Vigilance Division on cvo@csir.res.in or anjalitewari@csir.res.in.

Copy of CSIR letter No. CVO/PV/2010-11/- dated 16.9.2010

(181)

Sub:- Revised entry level qualification in R/o Technical-& support staff. Amendment thereof.

I am directed to refer to this office circular of even number dated 21.07.2010 on the above subject and to state that based on the reference to review the entry level qualification for Group III(1) & III(2)/Technical Assistants, the matter was reconsidered and it has been decided with the approval of DG, CSIR in his capacity as Chairman, GB to amend the entry level qualification mentioned, at column "Revised qualification for Group III(1)&III(2)/Technical Assistant in CSIR circular letter of even number dated 21.07.2010 to the extent as under:

Existing Qualification	Revised Qualification
"1 st class Diploma in Engg./Tech/ of 3 years full time duration or its equivalent after 10+2 in Science stream".	"10+2 with Science subjects followed by 1 st class Diploma in Engg./Tech. Of 3 years full time duration (2/2.5 years full time duration in cases of lateral admission after 10+2 if Applicable) or its equivalent".

The other qualification mentioned in CSIR letter dated 21.7.2010 remains unchanged.

The above instructions may kindly be brought to the notice of all concerned for information and compliance.

Copy of CSIR Letter No. 5-1(88)/2010-PD-(537) dated 22.9.2010

(182)

Sub: Completion of pre appointment formalities to enable newly recruited Section Officers/Assistants under CASE 2009 II to join the Induction training programme – reg.

Kind reference is invited to this Office Memorandum of even number dated 1.11.2010 wherein it is mentioned that before the Section Officers/Assistants report for training on 21 or 22 Nov. 2010, all pre appointment formalities including medical examination and character & antecedent verification is to be completed.

The matter has been revised and it has been decided that pending receipt of report of verification of Character and Antecedents, provisional appointment letters in the format enclosed may be issued (wherever it has not yet been issued) to the candidates selected for the post of Section Officer (by CSIR Hqrs.)/Assistant (by labs/Instts) as soon as the report of their being medically fit issued by an appropriate medical authority is received. However, it is to be noted that the appointee should not be assigned work/project of a sensitive nature until the receipt of a detailed character and antecedents verification in the format prescribed from the concerned authorities.

You are requested to take further appropriate action accordingly and instruct all the appointee that they need to report for induction/orientation training on or before 22nd November, 2010.

Copy of CSIR letter No. 3-2(a)/CASE 2009-EI dated 8.11.2010

No. _____

Subject:- Appointment to the post of Assistant in CSIR and its National Lab/Instt.

In continuation of this officer letter of even number dated _____ and having conveyed your acceptance to the post of Assistant vide your letter dated _____ the Director _____ has been pleased to appoint you as Assistant on Pay Band 2 Rs. 9300-34800 Grade Pay Rs. 4200/- plus usual allowances as admissible under the rules to CSIR employees of your status on the terms and conditions enclosed with this letter.

2.Further, as already informed to you vide this office letter dated 25.10.2010, you are directed to report at HRDC, Ghaziabad on or before 21st November, 2010 failing which, if will be presumed that you are no longer interested in joining this post and the offer of appointment made to you will be treated as cancelled.

The Training Centre (Human Resource Development Centre at Sector – 19, Central Govt. enclave, Kamla Nehru Nagar, Ghaziabad - 201002 (U.P) is well provided in terms of boarding/lodging, recreational facilities and good learning ambience. The details of the facilities available, location of the Training Centre and its mandate can be viewed at the website, www.csirhrdc.res.in. in case of any query, you may get in touch with Dr. Naresh Kumar, Head, HRDC on his office telephone number 0120-2789882. You can also e-mail your query to his e-mail: osd@csirhrdc.res.in.

3.The appointment is provisional and subject to:

- i. Verification of your original certificates relating to date of birth and qualification etc. at the place of your posting.
- ii. Verification of your Caste certificate, in case you belong to Scheduled Caste/Scheduled Tribe/Other Backward Classes and have been appointed against the post reserved for this category, from appropriate authority. If no verification, it is revealed that your claim of belonging to SC/ST/OBC community, as the case may be, is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Rules/Laws.
- iii. Receipt of original Character and Antecedent Verification Report from appropriate Authorities/your present employer (i.e. Central/State Govt. Offices/Autonomous Bodies).
- iv. Final decision of the Central Administrative Tribunal, Bangalore in OA Nos. 385/2010 and 386/2010 filed by Shri Raman Kumar and Eklabya Kumar, respectively.

4.You are further informed that in case of receipt of adverse report of your Character and Antecedents, your services are liable to be terminated forthwith without assigning any reason.

5. You will be on probation for a period of one year from the date of joining the post, which may be curtailed or extended at the discretion of the competent authority.

(183)

Sub: Guidelines on Air Travel on tour LTC

I am directed to enclose herewith a copy of Government of India Ministry of Finance Department of Expenditure OM NO. 19024/ 1/ 2009/-E. IV dated 16- 9- 2010 (copy enclosed) on the above subject for your information guidance and compliance. kindly acknowledge receipt.

(CSIR letter NO. 30-1(36)/ 2008- Finance dated 13 -10- 2010)

OM NO. 19024/ 1/ 2009/-E. IV dated 16- 9- 2010

Subject: Guidelines on Air Travel on tour LTC

This department is receiving repeated references seeking clarifications with regard to purchase of air ticket through authorised agent and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:-

1. On Official Tour (i) For travel by Airlines other than Air India because of operational or other reason or on account of non-availability of Air India flights, individual cases for relaxation to be referred to Ministry of Civil Aviation as stated in this Ministry OM NO 19024/ 1/ 2009/-E.IV dated 13 -07-2009.

(ii) Air Tickets may be purchased directly from Airlines (at booking counters/ website of airlines or by utilising the services of authorised travel agents viz M/S Balmer Lawrie & Company, M/S Ashoka Travels and Tours.

2. LTC

(I) Travel by Air India only.

(II) In Economy class only irrespective of entitlement.

(III) LTC- 80 Ticket of Air India only to be purchased.

(IV) Air Tickets may be purchased directly from Airlines(at booking counters of Airlines or utilising the services of authorised Travel Agent viz M/S Balmer Lawrie & Company, M/S Ashoka Travels and Tours and IRCTC (to the extent IRCTC is authorised as per DOP&T OM NO. 31011/ 6/ 2002 Establishment (A) dated 02-12-09).

3. LTC for J and K

(I) Relaxation to Travel by Private Airlines to visit J and K while availing LTC is available to all the category of Government employees including those entitled to travel by Air.(DOP &T OM NO. 31011/ 2/ 2003 Establishment (A IV) dated 18-06-10 and 05- 08-2010 refer)

(II) For purchase of Air ticket ,however, the procedure as given under para 2(iv) above should be followed.All Ministries/ Department of Government of India are requested to strictly adhere to these instructions.

Sub: Guidelines on Air Travel on Tours/ LTC

Kind attention is invited to CSIR letter number 30-1-(36)/ 2008- Finance dated 13-10 -2010 endorsing the Ministry of Finance, Department of Expenditure OM No. 19024/ 1/ 2009-EIV dated 13 .10 .2010 on the above subject. CSIR has been receiving references from Labs/ Institutes whether services of other travel agents can be availed for booking tickets for official tours in cities where authorised travel agents, viz. M/S Balmer and Lawrie & Company or M/S Ashoka Travels & tours, do not have their offices.

The matter has been considered and it is clarified that in cities where the aforesaid two authorised travels agents do not have their offices, booking have to be done on-line (from the websites of the Indian Airlines/ Air India or from the counters of the airlines in the City.

(Copy of CSIR letter No. 30-1-(17)/ 2010- Finance dated 29- 11- 2010)

(184)

Sub:- Payment of TA/DA to the newly recruited Section Officers/Assistants who have reported for training directly at HRDC – reg.

I am directed to state that a number of candidates selected for the post of Section Officers / Assistants under CASE 2009-II, have reported for induction training programme directly at HRDC Ghz and are presently undergoing induction training programme.

A number of requests have been received seeking clarification as to whether the SOs / Asstts. who have reported directly at HRDC for Induction training programme will be entitled for TA for their travel to the Lab / Instt where they have been posted.

The matter has been examined in consultation with CSIR Finance and it is clarified that all SOs / Asstts. recruited under CASE - 2009 -II who have reported directly at HRDC for induction training programme, will be entitled for (1) DA as per rules from the date of their joining at HRDC and (2) TA as per rules for their travel to the Labs. / Instts where they have been posted. The TA/DA will be borne by the respective Labs. / Instts.

Copy of CSIR letter No. 3-2(a)/CASE/2009-II/E.I dated 7.12.2010

F.No. 1(18)/E.II-A2010 dated 13th July, 2010 of Government of India, Ministry of Finance, Department of Expenditure.

A copy of the Ministry's Notification of even number dated 26th May, 2010 is forwarded for information. This Notification has been published vide SO No. 1370 in the Gazette of India, Part II, Section (3), Sub-Section (ii) dated 29th May, 2010.

(185)

Sub: Grant of revised pay scales to Identified Casual Workers (not granted temporary status) under 1955 Scheme and IIP Scheme consequent upon the implementation of 6th CPC in CSIR.

I am directed to state that DG, CSIR in consultation with Finance has been pleased to grant revised wages at the rate of 1/30th of the minimum of the corresponding revised pay scale plus DA as per 6th w.e.f 1.1.2006 to casual workers, (non temporary status) identified under the 1955 Scheme and IIP Scheme who are drawing/drew (till absorption against regular post after 1.1.2006) minimum wages of 5th CPC pay scale + DA.

It is requested that the above decision may kindly be brought to the notice of all the concerned in our Lab/Instt. For information, guidance and necessary action.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 14.12.2010

(186)

Sub: Revised Performance Appraisal System for CSIR Scientists.

I am directed to state that the Competent Authority, after revisiting the existing system of ARP and with the objective to ensure adoption of participative determination of performance dimensions, objective method of assessment, transparency & fairness, has approved the Performance Mapping of Scientists (PMS) for Scientists.

The new Performance Mapping of Scientists will be applicable w.e.f. 1.4.2010 for the Scientists of CSIR. The PMS proforma is available on CSIR website.

The may be brought to the notice of all concerned for information, guidance and strict compliance.

Copy of CSIR letter No. 5-1(44)/2007-PD dated 31.12.2010

(187)

Sub:- Extension of CGHS benefits to Public Sector Undertakings absorbtees – reg.

I am directed to forward herewith the following Office Memorandum issued by Ministry of Health & Family Welfare, Government of India for information, guidance and compliance:-

S.No.	MoHFW, Govt. of India O.M. No. & date	Subject
1.	Ministry of Health & Family Welfare GOI OM No. C.14012/11/2003-CGHS-Desk I dated 18th August, 2009.	Extension of CGHS benefits to PSU absorbtees.

Accordingly, the CGHS facility may be extended to such CSIR pensioners who retired from Delhi based Labs./Instts. and CSIR Dispensary facility in case of such CSIR pensioners who had retired from Labs./Instts. located outside Delhi by following the prescribed procedure for registration with CSIR Dispensary at par with other pensioners as the case may be, on payment of due subscription as on the date of registration.

Copy of CSIR letter No. 5-1(66)/2009-PD dated 14.1.2011

C.14012/11/2003-CGHS-Desk I dated 18th August, 2009 of Ministry of Health & Family Welfare Department of Health & Family Welfare

The Government of India, as per its' policy, created many CPSUs to cater to the needs of various sectors of the economy and industry. Officials working in different Ministries were permitted to proceed to CPSUs on deputation basis initially and according to their option either got absorbed' in the CPSU or returned back to. the Ministry /

Department from where they proceeded on deputation, In respect of Government servants who opted to get absorbed in CPSUs, were allowed to commute 100% of their pension, as per the provisions-contained in the then- Rule 37-A of CCS(Pension) Rules, 1972.

2. After receipt of the lumpsum commuted amount, the pensioner stood to loose 1/3rd portion of his pension for his entire life. Aggrieved by the lapsing of 1/3rd portion of the pension for life, Common Cause, a Society in the field of social service, filed a Petition in the Hon'ble Supreme Court of India, which vide its judgement dated 9th December, 1986, in Writ Petition Nos. 3958-61 of 1983 ordered that Central Government Pensioners governed by CCS (Commutation of Pension) Rules, 1981, and other corresponding commutation rules and who had commuted the admissible portion of file pension were entitled to have the commuted portion restored on the expiry of 15 years from the date of retirement. By way of Implementing the judgement of the Hon'ble Supreme Court, Department of Pensions and Pensioners Welfare issued an Office Memorandum No. 34/2/86-P&PW on 23rd June, 1987. Para.4 of the Office Memorandum mentioned that the restoration of the commuted amount will not be applicable to those CPSU absorbees who had commuted 100% of their pension as they were not 'pensioners' because they were not receiving any pension from the Government.
3. Aggrieved, again, by the denial of the restoration of pension by the Department of Pensions and Pensioners' Welfare, a group of PSU absorbees approached the Hon'ble Supreme Court for restoration of full pension, medical facility, etc. After going through the rule position the Hon'ble Supreme Court held that PSU absorbees who had commuted 100% of the pension stood on a different pedestal when it came to the balance portion of pension left after the commutation of 1/3rd portion of the pension in as much they have surrendered their right to draw 2/3rd portion of the pension in lieu lump sum amount. Based on the order of Hon'ble Supreme Court the Department of Pensions and Pensioners' Welfare issued orders for restoration of 1/3rd portion of commuted pension of PSU absorbees. The Hon'ble Supreme Court vide its order dated the 1st May, 1998, ordered that PSU absorbers along with the restoration of 1/3rd portion of the pension were entitled to other attendant benefits.
4. In the case of PSU absorbees who has commuted 100% of their pension, they do not draw any pension for fifteen years and start getting 1/3rd portion of their pension with dearness relief on 100% of their Notionally fixed pension, PSU absorbees who had commuted 100% of their pension were not extended CGHS facility, as they were not availing CGHS facility at the time of their retirement from the PSUs. Shri G. Jayaraman, a PSU absorbee, filed an OA, No: 628 / 2004, in the Central Administrative Tribunal, Chennai, requesting for the extension of CGHS facility to him, CAT, Chennai Bench, vide its order dated the 15th September, 2005, ordered that since the applicant has become a pensioner after the restoration of 1/3rd portion of his pension, he is entitled to CGHS facility. The decision of Chennai

Bench of CAT was first challenged by the Government, first in the High Court of Judicature in Chennai and then in the Hon'ble Supreme Court. The Hon'ble Supreme Court dismissed the SLP, No: 21225/2007 by its order dated the 9th February, 2009.

5. The matter has been examined in consultation with the Ministry of Law & Justice and IFD in the Ministry of Health & Family Welfare and it has been decided with the approval of the competent authority that CGHS facility may be extended to those PSU absorbees who had commuted 100% of their pension and they have been restored 1/3rd portion of their pension after 15 years in terms of the order of the Hon'ble Supreme Court of India dated the 1st May, 1998, referred to above. The contributions to be made will be decided by the Grade Pay that they would now have drawn in the Government in the post held by them but for their absorption in the PSU.
6. This issues with the concurrence of IFD (Health), vide Dy, No: 892/AS&FA dated the 28th May, 2009.

(188)

Sub:- Restoration of Full Daily Allowance Rate.

I am directed to enclose herewith a copy of Order No. Q/FD/695/3/2000 dated 21st September, 2010 issued by Ministry of External Affairs (FD Section) Government of India for information and compliance with immediate effect.

Copy of CSIR letter No. 22/IA/Policy/2010-ISTAD dated 27.1.2011

F.No. Q/FD/695/3/2000 dated 21st September, 2010 of Government of India, Ministry of External Affairs.

In supersession of this Ministry's Order of even number dated 1st December, 2000 conveying reduced rates of Daily Allowance in pursuance of Ministry of Finance regarding guidelines on expenditure management, and enforcement of austerity measures, sanction of the President is hereby accorded to withdraw the 25% cut imposed on per diem allowance for journeys on duty abroad. The Daily Allowance rates in various countries/territories are given in the Annexure.

2. This order takes effect from September 21st, 2010.
3. All other terms and conditions on Daily Allowance for journeys on duty abroad shall remain unchanged.
4. This issues with the concurrence of the Ministry of Finance Department of Expenditure, vide their ID No. 19053/1/2010-E.IV, dated 10th September, 2010, and internal Finance Division of this Ministry vide Dy. No. 1977/AS(FA)/10, dated 15.9.2010.

(189)

Sub: Remittance of GPF/CPF surplus funds through RTGS.

Reference is invited to this office letter of even number dated 25.7.2008 (copy enclosed) on the above subject, wherein CSIR Hqrs., has requested all the National Lab/Instt to remit the GPF/CPF surplus funds through RTGS from 1.4.2008 followed by a written communication confirming the transaction of remittance to CSIR through email at sofunds@csir.res.in. It has however been observed that the National Lab/Instt., are remitting funds through Bank Transfer from Saving Bank Account to Saving Bank Account instead of RTGS, resulting in huge intercity Charges to CSIR Hqrs., whereas the Charge in respect of RTGS is nominal.

It is therefore, requested that all the Lab/Instt., may remit the GPF/CPF surplus funds to CSIR Hqrs., on or before 7th of every month through "RTGS only". Further, it is advised that all the Lab/Instt., while remitting the GPF/CPF surplus funds ensure that the bank charges; if any be borne by the concerned Lab/Instt.

The details of CSIR Employee Provident Fund Saving Bank A/c are as follows:

CSIR Employees P.F. Fund S.B. A/c No.	S.B. A/c No. 11084240954
RTGS Code No.	SBIN0000691
Name of the Bank	State Bank of India, Nw Delhi Main Branch Parliament Street, New Delhi

This issues with the approval of FA, CSIR and all the Lab/Instt., are requested to follow the instructions strictly.

Copy of CSIR letter No. 32-8(4)/Fund/2010-11 dated 10.2.2011

F.No. 32-8(4)/Fund/2008-09 dated 25.7.2008

As you are aware that nationalized banks have introduced various new banking transaction facilities like, e-banking, core-banking, Internet banking and Real Time Gross Settlement. These banking facilities have added new delivery channels of banking services. The main benefit from these facilities is significant time saving in transfer of funds at different locations in the country. Further, if we avail these facilities, it will reduce the costs in using the banking services and better cash management. E-banking facilities speed up cash cycle and increases efficiency of investment of the cash received from Labs/Instt.

To have a benefit of these facilities, CSIR is remitting the monthly claims of Provident Funds of Labs/Instts.. through RTGS/Telegraphic Transfer from 1.4.2008. All the Lab/Instt., are also requested to follow the RTGS /Telegraphic Transfer mode while remitting Provident Funds money to CSIR Hqtrs. It should be followed by a written communication confirming the transaction of remittance to CSIR through e.mail at sofunds@csir.res.in. Labs/Instt, should use the following details while remitting the amount to CSIR Hqrs.

CSIR Employees Provident Fund Saving Bank A/c No.	S.B. A/c No. 11084240954
RTGS Code No.	IFSC SBIN 0000691
Name of the Bank	SBI, New Delhi Main Branch Parliament Street.

For facilitating quick transfer of money from CSIR Hqrs., all the Labs/Instt., should forward their details such as Name of the Bank, Branch, Saving Bank Ale Number, Branch Code, RTGS Code and their email 10 to enable CSIR Hqrs to remit the amount in time.

(190)

Sub: Clarification on the payment of Non-Productivity Linked Bonus (ad-hoc bonus) and the matter of admissibility of reimbursement of expenses incurred on purchase of newspapers to employees – reg.

I am directed to state that CSIR had been receiving references on the above subject. The matter was accordingly examined in detail in consultation with Finance and it is approved that:

- a. Those posts that have been treated as equivalent to Group A (Gazetted) and Group B(Gazetted) in CSIR will continue to be treated as such after the implementation of the recommendations of the Sixth Central Pay Commission irrespective of their Grade Pay, and will be entitled to newspaper reimbursement in terms of the CSIR circular letter No. 4/101/94/Gen dated 15.10.1996 and CSIR circular letter No. 5-1(19)/2008-PPS dated 19.2.2008 namely all Scientist in Group IV, Group III(3) (technical Officers) and above in the Technical Cadre, Section Officers/Private Secretaries and above in the Administrative Cadre; Security Officer/Hindi Officer (Raj Bhasha) and above in the Isolated Cadre.
- b. Any employee occupying a post that is equivalent to Group B(Non-Gazetted), Group C and Group D in CSIR will be entitled to Non-Productivity Linked Bonus (ad-hoc bonus) and when it is declared by the GoI and subsequently adopted by CSIR.

This may be brought to the notice of all concerned for information, guidance and compliance.

Copy of CSIR letter No. 5-1(19)/08-PD dated 14.2.2011

(191)

Sub: Monitoring/utilization of real estate assets/property (land, building etc.) owned and controlled by CSIR.

I am directed to invite your attention towards monitoring/utilization of real estate assets/property (land, building etc.) owned and controlled by CSIR. In this

connection you are requested to kindly arrange to provide the following information clarification/ documents in respect of your Laboratory/Institute and it's Centers Branches etc. before 15th March, 2011.

1. Whether the land/building rented out or given on lease to organizations like private company, bank, telecom departments, shops, post office, electricity departments, school, etc. is with the approval of competent authority? Detailed information on these agreements and a copy of the order of the approval of competent authority may be enclosed.
2. Brief benefits gained by the Lab/CSIR from the leasing/renting out the real estate assets to organisations as above.
3. The duration of the lease/rent which has been agreed and whether continuation of the same is still required with due justification. A 'nil' information may also be sent where no such lease/rent is applicable.

Copy of CSIR letter No. 30-1(102)/2011-Finance dated 1.3.2011

(192)

Sub: Guidelines on Air Travel on Tours/LTC.

CSIR has been receiving references from its Laboratories/Institutes whether services of other travel agents than the authorized agents can be availed for booking tickets for official tours in cities where authorized travel agents, viz. MIs Balmer Lawrie & Company or M/s Ashoka Travels & Tours, do not have their offices.

The difficulty faced by the Laboratories were apprised/referred to the Ministry of Finance with a request to relax the condition of booking of air tickets compulsorily through authorized travel agents, viz. MIs Raimier Lawrie & Company or M/s Ashoka Travels & Tours. The Ministry of Finance vide ID NO.24100/E/V/11 dt.18-2-2011 have regretted to grant the exemption from the existing guidelines.

Copy of CSIR letter No. 30-1(17)/2010-Finance dated 7.3.2011

(193)

Sub: Subscribers Contribution File (SCF) pending for Matching & Booking.

I am directed to enclose herewith a copy of letter No. AS/KVINDIRP/20116886 dated 4th March 2011 on the subject "Subscribers' Contribution File (SCF) Pending for Matching & Booking (NPS)" received from the National Securities Depository Ltd., Central Recordkeeping Agency, Mumbai 400 013, for your information, guidance and compliance.

This issues with the approval of Dy. Financial Adviser (Pension/NPS), CSIR Hqtrs.

Copy of CSIR letter No. 34-2(5)/CSIR-NPS/2010-11 dated 15.3.2011

Ref: AS/KV/ND/RP/20116886 dated 4th March, 2011

This has reference to the Subscribers' Contribution files (SCFs) uploaded by Pay and Accounts offices (PAOs) associated with your office in the New Pension System Contribution Accounting Network (NPSCAN) and pending for matching & booking (Details of the SCFs are provided as Annexure).

Please note that the Trustee Bank (TB) has reported discrepancy / not confirmed receipt of funds for the said SCF(s) and hence, the Subscriber's Individual Retirement Accounts (IRAs) have not been credited. As informed by the TB, it is not in a position to confirm the funds credited in the NPS Trust Account, as the PAO registration number and the Transaction ID have not been provided by the concerned PAO at the time of remittance of funds or due to discrepancy observed in the details of fund transfer provided in the Fund Transfer details window of NPSCAN. We would like to mention that we were continuously following up with your FAOs for initiating necessary action to enable the Trustee Bank to confirm the receipt of funds and accordingly, matching of the SCFs. However, SCFs, as given in the Annexure I, are still pending for matching & booking. You may issue instructions to the concerned offices for taking necessary steps to enable the Trustee Bank to confirm the receipt of funds,

We would like to mention that along with the regular views and reports, Dashboard' is also made available in the CRA system to provide extensive and comprehensive information on status of SCFs uploaded, Subscribers' Credit analysis, Exceptional reports etc. You can login to CRA system site (www.cra-nsdLcom) using the PrAO User ID and Password and monitor the status of the SCFs uploaded.

Henceforth, please advice PAOs associated with your office to follow the procedure mentioned below while remitting the funds to TB after uploading the SCF:

In case the funds are transferred by cheque, to submit the Contribution Submission Form (CSF) generated from CRA system along with the cheque to the Trustee Bank.

(194)

Sub:- Applicability of General Financial Rules to autonomous bodies - regarding

I am directed to enclose a copy of Govt. of India, Ministry of Finance, Department of Expenditure OM No. 1(37)/2010-E-II(A) dated 16-12-2010 (copy enclosed) on the above subject for your information, guidance and compliance. Kindly acknowledge receipt.

Copy of CSIR letter No. 30-1(23)/2010-Finance dated 30.3.2011

F.No. 1(37)/2010-E.II(A) dated 16.12.2010 of Government of India, Ministry of Finance, Department of Expenditure.

O .M .

The undersigned is directed to state that the attention of this Ministry has been drawn to some newspaper reports regarding purported transfer of property by an autonomous organisation for private purposes in contravention of provisions of GFRs, 2005. In this connection reference is invited to this Department's O.M. No. 8(18)/EIIA/2010 dated 25/06/2010 regarding sale/grant/assignment/allocation/disposal of assets owned by Government or created out of Government funds in the light of provisions of Rule 28 and Rule 278 of GFRs 2005 and to OM of even number dated 02.11.2010 regarding applicability of provisions of GFRs 2005 to autonomous organisations {copies enclosed}. It may be ensured that the above provisions are brought to the notice of the autonomous organisations under the control of your Ministry for strict compliance.

(195)

Sub: Amendment of Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR.

In continuation of this office circular letter of even number dated 15th January, 2009 and 8th June, 2009, it is stated that DG, CSIR in his capacity as Chairman, G.B. has approved amendment of Rule 9 of the Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR subject to its ratification by the Governing Body as under:

Tenure of Appointment:

Existing Rule	Amended Rule
The tenure for appointment of Distinguished Scientist of CSIR shall be on contractual basis for a period upto five years.	Appointment of Distinguished Scientist shall be on contract on full time basis for a period upto five years or on a part time basis for the same period where under he/she shall work on a time sharing basis between his/her parent organization and CSIR, the pattern of time sharing to be recommended by the Selection Committee in consultation with the candidate.

Copy of CSIR letter No. 5-1(61)/2008-PD dated 28.4.2011

(196)

Sub: Monitoring/utilization of real estate assets/property (land, building, etc.) owned and controlled by CSIR.

I am to refer to this office letter of even number dated 01.03.2011 on the above subject. As per the requirement of Govt. of India, Min of Finance, Department of Expenditure OM dated 01.06.2006 'FAs in Ministry with significant real estate assets/property (Land, buildings etc.) will cause a critical analysis of their utilization, including review of property encroached upon, property involved in dispute/court cases etc., and also be the catalyst to ensure necessary action for their availability and fullest utilization. The progress would be regularly reviewed and corrective action taken on an on-going basis.'

At lab level CoFA/FAOs of CSIR Labs/Instts will monitor assets and liabilities by maintaining a register/broadsheet in the format (copy enclosed) and report the compliance to FA. CSIR by 15th of the succeeding month ending every quarter. The requisite information/copies of documents for monitoring and periodically reviewing the assets/property may be called from Engineering Division / Administration of the Lab/Instt. The above exercise may be completed in a month's time from the issue of this letter under intimation to FA, CSIR.

Copy of CSIR letter No. 30-1(102)/2011-Finance dated 29.4.2011

**BROADSHEET FOR MONITORING OF UTILIZATION OF REAL ESTATE ASSETS/PROPERTY
(LAND, BUILDING ETC.) OWNED AND CONTROLLED BY CSIR**

A. Particulars of immovable property (Land/Building/staff quarters etc.) & Government guarantees.

S.No.	Area (in sqm.)	Date of acquisition	Maintenance year wise	Cost/free gift (in Rs.)	Copy of document available in support of ownership	In case of Government Guarantees		Remarks
						Amount (In Rs.)	Valid Up to	

B. Building/land leased out (Land/Building/staff quarters etc.)

S.No.	Name of the lessee	Area (In Sqm.)	Approving authority	Lease Rent (In Rs.)	Duration of lease	Dated of revision of lease.	Remarks

C. Dispute/Court case/ Encroachment (Land/Building/staff quarters etc.)

S.No.	Party with whom dispute	Area (In Sqm.)	Since when	Present status	Action Taken	Remarks

(197)

Sub:- (i) Transparency in Tendering System

(ii) Additional Guidelines regarding grant of Mobilization Advance.

Ref: CVC Circular Nos. 01/02/11 dated 11/02/11 & No. 02/02/11 dated 17.02.2011.

I am directed to enclose copies of the CVC Circular Nos. 01/02/11 dated 11/02/11 & No. 02/02/11 dated 17.02.2011. It is requested that the same may be brought to the knowledge of all Officers in Stores & Purchase, General Administration, Finance & Accounts and Works (Engg. Section) for information, guidance and compliance. Kindly acknowledge.

Copy of CSIR letter No. I/CoSP/2011-12 dated 11.5.2011

(i) Transparency in tendering system

There have been instances where the equipment/ plant to be procured is of Complex nature and the procuring organisation may not possess the full knowledge of the various Technical Solutions available in the market to meet the desired objective of a transparent procurement that ensures value for money spent simultaneously ensuring upgradation of Technology and capacity building

2. The commission advises that in such procurement cases where technical specification need to be iterated more than once, it would be prudent to invite expression of interest and proceed to finalize specification based on technical discussions/ presentations with the experienced manufacturers/ suppliers in a transparent manner. In such cases, two stage tendering process may be useful and be preferred. During the first stage of tendering, acceptable Technical Solutions can be evaluated after calling for expression of interest (EOI) from the the leading experience and knowledgeable manufacturers/ suppliers in the field of the proposed procurement. The broad objectives, constraints etc. could be published while calling for EOI. On receipt of the expression of interest, technical discussions/ presentations may be held with the shortlisted manufacturers/ suppliers who are prima facie considered technically and financially capable of supplying the material for executing the proposed work. During the technical discussion stage the procurement agency may also add those other stakeholders in the the discussions who could add value to the decision making on the various technical aspects and evaluation criteria. based on the discussions/ presentation so held, one or more acceptable Technical Solutions could be decided upon laying down detailed technical specifications for each acceptable Technical solution, quality benchmarks, warranty requirements, delivery milestones etc. in a manner that is consistent with the objectives of the transparent procurement. At the same time care should be taken to make the specifications generic in a nature so as to provide

equitable opportunities to the the prospective bidders. Proper record of discussion/ presentations and the process of decision making should be kept.

.3 Once the technical specifications and evaluation criteria are finalized, the the second stage of tendering could consist of calling for techno commercial bids as per the usual tendering system under single bid or 2 bid system, as per the requirement of each case. Final selection at this stage would depend upon the the quoted financial bids and the Evaluation Matrix decided upon.

4. Commission desires that organisations formulate specific guidelines and circulate the same to all concerned before going ahead with such procurements.

(ii).Additional Guidelines regarding grant of Mobilization Advance.

Commission had earlier issued guidelines on granting of mobilisation advance vide OM No. UU/POL/18 dated 08 -12- 1997, OM NO. 4 CC -1-CTE-2 dated 8-6- 2004 and OM NO. 4 CC -1-CTE-2 dated 10 4 2007

2. The matter has further been reviewed and it has been decided by the Commission that following additional guidelines may be followed in case of Mobilization advance.

(I) The bank guarantee etc taken towards security of mobilization advance should be at least 110 percent of the advance so as to enable recovery of not only principal amount but also the interests portion , if so required.

(li) The Mobilization advance should not be paid in less than 2 stallment except in special circumstances for the reasons to be recorded. This will keep check on contractor misutilizing the full utilisation advance when the work is delayed considerably.

(lii) A clause in the tender enquiry and the contract of cases providing for interest free mobilisation advances may be stipulated that if the contract is terminated due to the default of the contractor, the mobilization advance would be deemed as interest-bearing advance at an interest rate of-----% stipulated depending on the prevailing rate at the time of issue of NIT to be compounded quarterly.

(198)

Sub: Amendment of CSIR Scientists Assessment Promotion Rules.

I am directed to state that the competent authority has been pleased to approve certain amendments in the Assessment Promotion Rules, in terms of Rule 9 of CSIR Scientists Recruitment and Assessment Promotion (CSRAP) Rules, 2001, as amended earlier and notified through CSIR circular letter No.1-5(11/2008-RAB, dated 29.2.2008.

2. The guiding principles that have been kept in mind while defining the changes in the Assessment Promotion Rules, include - enhanced efficiency, timely completion of assessments, and saving time and cost in conducting the assessments. These principles have already been implemented for the assessment promotion of Scientists F to G, with the approval of Governing Body given at its meeting held on 22nd June, 2007. This has proved to be effective in timely completion of the assessment process. The extension of this process in respect of the Scientists at lower levels will result in greater efficiency in assessment at lower levels also. These modifications in the assessment process are also

justifiable in view of marginal difference in the pay packages when the promotion is within the same pay band.

3. The following amendments are approved by the competent authority:
 - a. Interview to be retained only for progression from PB-3 to PB-4, i.e. Sr. Scientist to Principal Scientist; For other levels, within a pay-band, the assessment will be based on the Annual Performance Report/Performance Mapping of Scientists and Work Report for the period of assessment;
 - b. Besides declaring the result of assessment as "Fit for promotion" or "Not yet fit for promotion", an additional provision of "Promotion deferred by one year" has been introduced for those who are falling short by upto two marks only for promotion as per DRDO Scientists assessment promotion rules;
 - c. The number of chances for assessment will not be limited;
 - d. Existing Junior Scientists and "Scientists" who are currently not having the requisite entry level qualifications (as per revised recruitment rules notified vide letter No.1-5(1)/174/2009-RAB, dated 01.06.2011) in PB3 will have to acquire higher qualification prior to their being assessed for the next Pay band namely PB4.
4. The above amendments will be applicable for promotion of Scientists for the Assessment Year 2010-2011 and onwards.

Copy of CSIR letter No. 1-5(1)174(AsPR)/2009-RAB dated 1.6.2011

(199)

Sub:- Reservation in promotion – Treatment of SC/ST candidates promoted on their own merit.

I am directed to forward herewith the following Office Memorandums issued by Government of India for information guidance and compliance:-

S.No.	Govt. of India OM No. & Date	Subject
1.	DoPT OM No. 36012/45/2005-Estt.(Res) dated 10 th August, 2010.	Reservation in promotion – Treatment of SC/ST candidates promoted on their own merit.
2.	DoPT Om No. 12016/5/2009-Estt.(L) dated 31 st January, 2011	Encashment of Earned Leave to be granted to officers appointed on contract in various posts under the Central Government – reg.
3.	DoPT OM No. 13026/1/2010-Estt. (Leave) dated 7 th February, 2011	Rate of calculating entitlement to Earned Leave (EL) and Half Pay Leave (HPL)
4.	MoF, Doptt. Of Exp. OM No. 2(3)/2008-E.II(B) dated 4 th March, 2011	Decision of the Government on the recommendations of the Sixth Central Pay Commission relating to re-clarification of cities/towns for grant of House Rent Allowance (HRA).

5.	DoPT Om No. 12011/01/2011-Estt. (Allowance) dated 4 th May, 2011	Clarification on increase in certain allowance by 25% as a result of enhancement of Dearness Allowances w.e.f. 1.1.2011.
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Copy of CSIR letter No. 5-1(17)/08-PD dated 4.7.2011

F.No. 36012/45/2005-Estt.(Res) dated 10th August, 2010 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to this Department's OM No. 36028/17/2001-Estt. (Res.) dated 11th July, 2002 which clarified that SC/ST candidates appointed by promotion on their own merit and not owing to reservation or relaxation of qualification will be adjusted against un-reserved points of the reservation roster and not against reserved points. It was subsequently clarified by this Department's OM No. 36028/17/2001-Estt. (Res.) dated 31-1-2005 that the above referred OM took effect from 11.7.2002 and that concept of own merit did not apply to the promotions made by non-selection method.

2. Central Administration Tribunal, Madras Bench in OA No. 900/2005 [S.Kalugasalamoorthy v/s. Union of India & Others] has set aside the OM No. 36028/17/2001-Estt.(Res.) dated 31.1.2005 and held that when a person is selected on the basis of his own seniority, the scope of considering and counting him against quota reserved for SCs does not arise. The High Court of Judicature at Madras in the matter of Uol v/s S. Kalugasalamoorthy [WP No. 15926/2007] has upheld the decision of the Central Administrative Tribunal.
3. The matter has been examined in the light of the above referred judgement and it has been decided to withdraw OM NO. 360 28/17 /2001-Esstt. (Res) dated 30 .1.2005 referred to above. It is clarified that SC/ ST candidates appointed by promotion on there own merit and seniority and not owing to reservation or relaxation of qualifications will be adjusted against unreserved points of reservation roster, irrespective of the fact whether the promotion is made by section method on on selection method . These orders will take effect from 2.7.1997, the date on which post basis reservation was introduced.
4. These instructions may be brought to the notice of all concerned.

F.No. 12016/5/2009-Estt.(L) dated 31st January, 2011 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

Subject:- Encashment of Earned Leave to be granted to officers appointed on contract in various posts under the Central Government – reg.

The undersigned is directed to state that matter regarding allowing leave encashment, on termination of contract, to such officers who are appointed on contract basis after retirement; even within two years has been considered in consultation with Department of Expenditure. It has now been decided that encashment of Earned Leave will be allowed to retired officers, appointed on contract basis after retirement even within the first two years, subject to the condition that the total number of days for which encashment is allowed on termination of contract together with the number of days of

Earned Leave or Full Pay Leave for which encashment had already been allowed in previous No. 12016/2/99-Estt.(L) dated 12th July, 1999, stands modified to the extent mentioned above.

2. These orders take effect from the date of issue.

3. So far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are being issued after consultation with the C&AG of India.

F.No. 2(13)/2008-E.II(B) dated 4th March, 2011 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

Subject:- Decision of the Government on the recommendations of the Sixth Central Pay Commission relating to re-clarification of cities/towns for grant of House Rent Allowance (HRA).

The undersigned is directed to refer to para 6 of this Ministry's OM of even number dated 29.8.2008 on the above mentioned subject, vide which the special dispensation for grant of HRA has been allowed to continue to (i) Faridabad, Ghaziabad, Noida & Gurgaon a "X" class city rates and (ii) Jalandhar Cantt., Shillong, Goa & Port Blair at "Y" class city rates and to state that the special dispensation allowed to Panchkula for grant of HRA at par with Chandigarh vide this Ministry's OM No. 2(2)/2001-E.II(B) dated 16.6.2003, shall also continue.

2. In this context, it is also clarified that any other similar special dispensation allowed by this Ministry in the past in respect of other cities for grant of HRA at higher rates and not specifically mentioned in this Ministry's OM of even number dated 29.8.2008, shall continue to apply, if the same has not been superseded/dispensed with or the existing classification of such city has not been revised to a higher classification on account of the population criteria, vide OM dated 29.8.2008.

3. These orders shall be effective from 1st September, 2008.

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

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

F.No. 13026/1/2010-Estt.(Leave) dated 7th February, 2011 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

Subject:- Rate of calculating entitlement to Earned Leave (EL) and Half Pay Leave (HPL)

The undersigned is directed to say that matter regarding of a Government servant, who dies while in service, to Earned Leave under Rule 27(2)(b) and Half Pay Leave Rule 29(2)(c) of the CCS (Leave) Rules 1972 has been under consideration of this Department.

2. At present rule 27(2) (b) says 'when a Government servant is removed or dismissed from service or dies while in service, credit is allowed at the rate of 2 ½ days per completed

calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.'

Similarly Rule 29 (c) says 'when a Government servant is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.'

3. These rules adversely affect cases where the death of a serving Government Servant occurs on the last day of the month as the day of death is treated as his last working day Clause (b) of sub rule (2) of rule 27 and clause (c) of sub-rule (2) of rule 29 of the CCS Leave Rules is modified as under:-

Rule 27(2) (b) 'When a Government servant is removed or dismissed from service, credit is allowed at the rate of 2 ½ days per completed calendar month up to the end of the calendar month preceding the calendar month up to the end of the calendar month service. When a Government Servant dies, when in service, credit of Earned Leave shall be allowed at the rate of 2 ½ days per completed month of service up to the date of death of the Government Servant.

Rule 29(2) (c) 'When a Government servant is removed or dismissed from services, credit of Half Pay Leave shall be allowed at the rate of 5/3 days per competed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service. When a Government Servant dies while in service, credit of Half Pay Leave shall be allowed at the rate of 5/3 days per completed month of service up to the date of death of the Government Servant.'

4. These orders take effect from the date of issue.
5. So far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are being issued after consultation with the C&AG of India.

F.No. 12011/01/2011-Estt. (Allowance) dated 4th May, 2011 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

Subject:- Clarification on increase in certain allowances by 25% as a result of enhancement of Dearness Allowance w.e.f. 1.1.2011 – CEA.

On the above mentioned subject, it is stated that consequent upon enhancement of Dearness Allowance payment to Central Government employee @ 51% w.e.f. 1st January, 2011 vide Ministry of Finance, Department of Expenditure OM No. 1(2)/2011-E.II (B) dated 24th Mach, 2011, the following points are clarified:

- a. The annual ceiling limit for reimbursement of Children Education Allowance shall be Rs. 15000/- per child. Accordingly, the quarterly claim could be more than Rs. 3750/- in one quarter and less than Rs. 3750/- in another quarter subject to annual ceiling of Rs. 15000/- per child and Hostel Subsidy shall be Rs. 3750/- per month per child;
- b. The rates of Special Allowance for Child Care to women with disabilities stands revised to Rs. 1250/- per month, and

- c. The annual ceiling for reimbursement of education allowance for disabled children of Government employees shall be treated as revised to Rs. 30000/- per annum per child and the rates of Hostel subsidy for disabled children of Government employees shall be treated as revised from Rs. 6000/- per child per month to Rs. 7500/- per child per month.
2. These revisions are applicable with effect from 1st January, 2011.
3. These revisions shall be subject to other terms and conditions mentioned in this Department's OM No. 12011/03/2008-Estt. (Allowance) dated 2.9.2008 and OM No. 12011/04/2008 dated 11.9.2008.

(200)

Sub: Encashment of Leave on absorption in CSIR.

CSIR has been receiving references from Labs./Instts seeking clarification as to whether the Central/State Govt. employees absorbed in CSIR after issue of Govt. of India Ministry of Personnel, P.G. & Pensions Deptt. of Pension and Pensioners' Welfare O.M.No.4(12)/85-P&PW dt. 31.3.1987 are entitled to encashment of Earned Leaves upto the maximum limit prescribed from time to time for the service rendered in CSIR. In this connection clarifications were sought from the Deptt of Pension and Pensioners' Welfare vide CSIR U.O.No.4/75/90-P&PW(D) dated 3.12.1990, No.7(19)/32/90-E-III dt. 16.9.1997 and ID No.14028/1/2006-Estt.L dt. 21.8.2006.

In response to above referred notes, the Department of Pension & Pensioners' Welfare had clarified that all Govt. servants who have been absorbed in a Central autonomous body on or after 31.3.1987 are governed by the same terms and conditions of absorption as are applicable to Govt. servants on absorption in a Central PSU. Accordingly, the quantum of leave encashment that has been received by an employee on absorption in a Central autonomous body/Central PSU is not required to be linked with the leave encashment payable by the autonomous body/PSU on retirement of the absorbed employee. The encashment of Earned Leave to such employees as admissible under leave rules on their retirement from the council service shall be in addition to the benefit of leave encashment already availed by them from their previous Govt. Departments.

The Labs/Instt. are accordingly requested to decide all such cases of encashment of Earned Leave at their end without referring to CSIR.

Copy of CSIR letter No. 34-1(1)/CSIR/Pen/2011-12 dated 2.8.2011

(201)

Sub: Delegation of Powers to Directors/Heads of Labs/Instt relating to forwarding of applications and consideration / relief of employees on deputation - reg.

I am directed to refer to this office circular letter of even no dated 12-04-2010 on the subject cited above and to state that references have been received seeking

clarification on whether instructions in the ibid circular are also applicable to Common Cadre Officers.

In this regard it is clarified that the instructions are not applicable to Common Cadre Officers. The applications of Common Cadre Officers for outside posts would continue to be forwarded to borrowing organization through CSIR Hqs. It may be noted that in case of selection to the post to outside departments on deputation basis for which application is forwarded, the officer shall be relieved subject to exigencies of work where the concerned officer is posted and with the approval of the competent authority at CSIR Hqrs. Further the Competent Authority has decided to set a limit on the number of officers who will be allowed to proceed on deputation to 10% of the filled up position of the respective cadre.

Copy of CSIR letter No. 5-1(50)/2008-PD dated 10.8.2011

(202)

Sub:- Revision of rates of Non-Practising Allowance attached to Veterinary Posts following the recommendations of the Sixth Central Pay Commission.

I am directed to state that DG, CSIR as Chairman, Governing Body with the concurrence of Ministry of Finance, Dept. of Expenditure has approved that grant of benefit of Non-Practising Allowance to all Group III employees working in Animal Houses of CSIR Labs/Instts. and possessing the qualifications of B.V Sc. & AH with registration in the Veterinary Council of India as mentioned in the Dept. of Expenditure OM dated 30th August, 2008. (copy enclosed)

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab/Instt. For their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(20)/2008-PD dated 19.8.2011

F.No. 7(19)/2008-E.III(A) dated 30th August, 2008 of Government of India, Ministry of Finance, Department of Expenditure.

The Sixth Central Pay Commission has recommended that Doctors should continue to be paid Non-Practising Allowance at the existing rate of 25% of the aggregate of the band pay and grade pay subject to the condition that the Basic pay + NPA does not exceed Rs. 85000/-. Consequent upon acceptance of the recommendations of the Sixth Central Pay Commission by the Government, the President is pleased to decided that, in modification of this Ministry's OM No. 7(25)/E.III(A)/97 dated 15.4.1998, the Non-Practising Allowance may continue to be paid for Veterinary Posts at the existing rate of 25% of the Basic Pay subject to the condition that the Basic Pay + NPA does not exceed Rs. 85000/-

2.The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like

special pay, etc. in the case of Government servants in the pay scales of HAG+ and above, basic pay means the pay in the prescribed scale.

3. The revised rate of NPA would be effective from the date an employee draws pay in the revised scale applicable to him in accordance with the provisions of the Central Services (Revised Pay) Rules, 2008. The NPA should be restricted only to those Veterinary posts for which minimum qualification of a Degree of B.V.Sc. & A.H. with registration in the Veterinary Council of India is required.

4. The Non-Practising Allowance will be treated as pay for the purpose of computing Dearness Allowance, entitlement of Travelling Allowance and other allowances as well as for calculation of retirement benefits.
5. These orders will not be applicable in respect of Veterinary posts under the Ministries of Railways, Defence and Department of Atomic Energy for which separate orders will issue.

(203)

Sub:- Regarding issue of instructions for recognizing Aadhar number as Proof of Identity (Pol) and Proof of Address (PoA) for various resident centric schemes.

I am directed to forward herewith a copy of DO letter No. 281/1/5/2011-TS dated 25.4.2011 from Cabinet Secretary regarding issue of instructions for recognizing Aadhar number as Proof of Identity (Pol) and Proof of Address (PoA) for various resident centric schemes for information, guidance and compliance.

Copy of CSIR letter No. 5-1/37/2008-PD dated 9.9.2011

D.O No. 281/1/5/2011-TS dated 25th April, 2011 Cabinet Secretary.

As you are aware, the Unique Identification Scheme is a Government of India, initiative for providing identity to all residents in India. The Unique Identification Authority of India (UIDAI) is entrusted with the responsibility of issuing UID number (Aadhaar Numbers) and, among others, to define usage and applicability of the Aadhaar numbers for delivery of various services.

2. UIDAI has commenced issue of Aadhaar numbers. Aadhaar can be treated as a valid Proof of Identity (Pol) and Proof of Address (PoA). Following interaction meetings held with UIDAI and in pursuance of the decisions taken in the meeting of the Committee of Secretaries (COS) held on 21.12.2010, Ministries/Departments have initiated action to integrate Aadhaar numbers with Central Government Schemes/Programmes. D/o Telecommunications and M/o Finance have already issued necessary instructions that Aadhaar number would serve as both Pol and PoA for obtaining mobile telephone connections and for opening of Bank accounts which would facilitate efficient and effective beneficiary identification.
3. Director General & Mission Director, UIDAI has informed that integration of various Central Government Schemes/Programmes with Aadhaar to serve as a platform for service

delivery may take some time. However, in the interregnum, Central Ministries/Departments may consider examining all the Schemes/Programmes being operated by them and, in accordance with the results of such examination, issue instructions for recognizing Aadhaar number as a PoI and PoA for various resident-centric schemes under intimation to UIDAI and this Secretariat. Director General & Mission Director, UIDAI may be contacted in case any clarifications are required in this regard.

(204)

Sub: Subscribers Contribution File (SCF) ending for Matching & Booking.

I am directed to enclosed herewith a copy of letter number *No. AS/KV/RG/RS/RP/201129929 dated 9.9.2011* on the subject 'subscribers contribution file (SCF) pending for matching and booking (NPS)' received from the national securities depository Limited Central Record Keeping Agency, Mumbai- 400013 for your information guidance and compliance. In view of the above, you are requested to rectify the anomalies as per annexure 1 as well as problems of email servers in consultation with your it division as per annexure III.

It is also requested from all concerned lab/ institutes, to send their follow-up report by 15th of October 2011 for the information of FA CSIR.

This issue with the approval of FA CSIR

(Copy of CSIR letter No. 34-2 (5)/ CSIR- NPS 2011- 12 dated 27 September 2011)

As you are aware, the most critical part in NPS is the transfer of subscriber contribution in the CRA system. The PAO uploads the Subscriber Contribution File (SCF) in the CRA system for the associated Subscribers. Subsequent to the SCR upload, the PAO transfer the corresponding contribution to Trustee Bank. The Trustee Bank provides confirmation of the funds receipt to CRA and accordingly matching and booking of SCF is initiated in CRA system. As the process completes, subscribers' account is credited as per the SCF details.

We would like to inform you that 12 SCF(s) uploaded by the PAOs under your jurisdiction is/are pending for matching & booking. As informed by the Trustee Bank, it is not in a position to confirm the funds credited in the NPS Trust Account, as the PAO registration number and the Transaction ID have not been provided at the time of remittance of funds or due to discrepancy observed in the details of fund transfer provided in the Fund Transfer details window of NPSCAN. This has already been communicated through email to the concerned PAOs. You are required to take necessary steps to enable the Trustee Bank to confirm the receipt of funds. (Details of the pending SCFs are provided in the annexure (Annexure I). A details procedure of fund transfer has been given in the annexure (Annexure II).

As you are aware, we send various correspondences through e-mail with PAOs and PrAOs. It reduces the time-lag and facilitates faster action at both CRA as well as at the PAO/PrAO offices. The e-mail address with CRA. However, some of the mails remain undelivered. The list of such invalid e-mail addresses of the PAOs under your jurisdiction is

enclosed in Annexure III. The PAOs concerned should be advised to check the status of their e-mail IDs and get it updated with CRA. If required.

We would like to mention that along with the regular views and reports, 'Dashboard' is also made available in the CRA system to provide extensive and comprehensive information on status of SFs uploaded. Subscribers Credit analysis, Exceptional reports etc. You can login to CRA system site (www.era-nsdl.com) using the Pr.AO User ID and Password and monitor the status of the SCFs uploaded.

For any further assistance or clarification, your office may contact Ms. Rashmi Sabbanwar (Tel. 022-24994887, email id rashmis@nsdl.co.in) or Mr. Rahul Goyal (Tel. 022-24994851, email id goyalr@nsdl.co.in).

Copy of letter No. AS/KV/RG/RS/RP/201129929 dated 9.9.2011

Annexure II

Process of submission of contribution and the most likely error

In case of Cheque/DD transfer

1. Take print out of Contribution Submission Form (CSF) after successful upload of Subscriber Contribution File (SCF).
2. Cheque should be issued in favour of NPS Trust a/c, refer point number 2 of important note n the CSF.
3. Cheque amount and CSF amount should be the same.
4. Submit the cheque as well as CSF to nearest Bank of India (BoI) branch.
5. Instruct the Bank to remit the amount through specific transaction named "PFRDA TR"
6. Ask for the acknowledgement.
7. Fund transfer details to be provided online through login facility available in NPSCAN.

Important Point

1. CSF should be attached with the cheque while visiting BoI branch.
2. A/C no. mentioned in the cheque must be verified with the a/c number mentioned in CSF.
3. Amount appearing on the cheque and CSF should be the same.
4. Insist for acknowledgement.
5. Fund remittance details must be provided online immediately after remittance.
6. Always check the status of transaction id on T+3 (except holiday).
7. Follow up with BoI branch as well as BoI Bandra Kurla Branch for the reason of pending transaction id.

In case of Electronic transfer

1. Take print out of Contribution Submission Form (CSF) after successful upload of Subscriber Contribution File (SCF).

2. Cheque amount and CSF amount should be the same.
3. Instruct your bank to write PAOFIN+PAO Registration No. + Transaction id in the 7495 filed of RTGS or in the filed 7002 of NEFT.
4. Instruct your bank to remit the amount to the NPS Trusts a/c as mentioned in the CSF at the important note.
5. Ask for the remittance details e.g. UTR/Ref no.
6. Fund details to be provided online through login facility available in NPSCAN.

Important Point

1. Ensure correct a/c number has been mentioned by your accredited bank.
2. Ensure there is no mismatch in the remittance and CSF amount.
3. Ensure PAOFIN+PAO Reg(7 digit registration no., allotted by CRA + Transaction id(13 digit no. generated after successful upload of SCF) correctly entered by you accredited bank.
4. Insist for URR/Ref no. and acknowledgement.
5. Fund remittance details must be provided online immediately after remittance.
6. Always check the status of transaction id on T+3 (except holiday).
7. Follow up with the remitting bank whether the remittance was successful as well as with the Bol BKC for the reason of mismatch.

(205)

Sub:- Detailed verification of character and antecedents through Intelligence Bureau in respect of Indian Nationals who had stayed/have been staying abroad for a short period i.e. less than a year during the preceding five years - Clarification – reg.

I am directed to draw attention to the subject cited above and to state that as per the procedure contained in Department of Personnel & AR (Cabinet Secretariat) OM No. 18011/13/75-Estt. (B) dated 05-04-1976 for detailed verification / Record check in case of candidates, those who have stayed abroad for some years or living abroad, particularly during the five years preceding the date of initiating verification of character and antecedents (C&A). apart from the usual verification of C&A though the District authorities in India, a reference should also be made by the appointing authorities to the Intelligence Bureau, New Delhi together with all the particulars as contained in the attestation form in respect of period of such stay abroad.

Accordingly, the matter has been examined and it has been decided with the approval of Competent Authority that in view of indication in the attestation form that only details of stay abroad for more than a year in the preceding 5 years is required to be mentioned, any stay abroad for less than that period need not be sent to Intelligence Bureau for verification.

Copy of CSIR letter No. 4-28(38)/2011-E.II dated 19.9.2011

(206)

Sub: Revised qualifications of Technical Staff [erstwhile Group III(3) to Group III(7)] – reg.

I am directed to state that CSIR Service Rules, 1994 , provide three Groups of Technical and Support Staff i.e. Group I & II (Support Staff) and Group III (Technical Staff). The recruitment to each Group is made on the basis of qualifications as prescribed in these Service Rules.

In order to attract and encourage induction of quality workforce into CSIR system, the Governing Body of CSIR, in its 178th Meeting held on 28th June, 2011 has approved enhancement of lateral level entry qualifications for Technical Offices i.e from Technical Officer to Principal Technical Officer as per Annexure-I.

Accordingly, all recruitments to the aforesaid positions may, henceforth, be made as per revised qualifications.

It is requested that the above decision may please be brought to the notice of all concerned in your Laboratory/Institute for information and compliance.

Copy of CSIR letter No. 5-1(88)/2010-PD dated 28.9.2011

Annexure – I to CSIR letter No. 5-1(88)/2010-PD dated 28.9.2011

Revised qualifications in respect of Technical Staff (Group III(3) to III(7))

<u>Group & Grade</u>	<u>Qualification</u>	<u>Existing Experience in year</u>	<u>Revised qualification</u>	<u>Revised Experience in Years</u>	<u>Age limit in years</u>
<u>GROUP-III/Technical Officer</u>	Ist Class B.Sc.(Sci.)/ Ist Class B.Lib. Sci. or equivalent	Five	M.Lib.Sc. with 55% marks after 1 st Class B.Sc.(Sc.)	—	30
	OR Ist Class Dip. in Engg./Tech. of 3 yrs. fulltime duration or its equivalent.	Six	OR MCA*/MCM/MBA with 55% marks after 1 st Class B.Sc./BCA	—	
	OR M.Sc. or equivalent with minimum of 55% marks	Three	OR Post Graduate Diploma in Intellectual Property Law after 1 st Class B.Sc.	—	
	OR B.E/B/Tech. or equivalent	Three	OR BE/B.Tech or equivalent with 55% marks	—	

<u>GROUP-III(4)/Sr. Technical Officer (1)</u>	1st Class B.Sc. (Sci.)/ 1st Class B.Lib Sci.	Eight	M.Lib.Sc. with 55% marks after 1 st Class B.Sc.(Sc.)	Two	35
	Or equivalent		OR MCA*/MCM/MBA with 55% marks after 1 st Class B.Sc./BCA	Two	
	OR 1st Class Dip. in Engg/ Tech. of 3 yrs fulltime duration or its equivalent	Nine	OR Post Graduate Diploma in Intellectual Property Law after M. Sc.with 55% marks	—	
	OR M.Sc. or equivalent with minimum of 55% marks;	Six	OR MBBS with 55% marks (only for medical services in CSIR dispensary)/B.V.Sc. & AH with 55% marks with registration with VCI (for animal house).	—	
	OR B.E./ B.Tech. or equivalent	Six	OR BE/B.Tech or equivalent with 55% marks	Two	
<u>GROUP-III(5)/Sr. Technical Officer(2)</u>	1 st Class B.Sc.(Sci.)/1 st Class B.Lib.Sci. or equivalent	Eleven	M.Lib.Sc. with 55% marks after 1 st Class B.Sc.(Sc.)	Five	40
	OR 1 st Class Dip. in Engg/Tech. of 3yrs. Fulltime duration or its equivalent	Twelve	OR MCA*/MCM/MBA with 55% marks after 1 st Class B.Sc./BCA	Three	
	OR M.Sc. or equivalent with minimum of 55% marks	Nine	OR Post Graduate Diploma in Intellectual Property Law after M. Sc.with 55% marks	Three	
	OR B.E/ B.Tech.or equivalent	Nine	OR MBBS with 55% marks	Three	
			OR MBBS with MD or equivalent (only for medical services in CSIR dispensary)	—	
<u>GROUP-III(6)/Sr. Technical Officer(3)</u>	1st Class B.Sc (Sci.) /1st Class B..Lib.Sci. or equivalent	Fourteen	M.Lib.Sc. with 55% marks after 1 st Class B.Sc.(Sc.)	Seven	40
	OR 1st Class Dip. in	Fifteen	OR MCA*/MCM/MBA with 55% marks after 1 st	Five	

	Engg, Tech. of 3yrs fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; OR B.E./B.Tech. or equivalent	Twelve Twelve	Class B.Sc./BCA OR Post Graduate Diploma in Intellectual Property Law after M. Sc.with 55% marks OR MBBS with 55% marks OR MBBS and MD or equivalent (for medical services only) OR BE/B.Tech or equivalent with 55% marks	Five Five Three	
<u>GROUP-III(7)/Principal Technical Officer</u>	1st Class B.Sc. (Sci,)/ 1st Class B.Lib.Sci. or equivalent OR 1st Class Dip. in Engg.Tech. of 3yrs.fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; OR B.E./ B.Tech. or equivalent	Seventeen Eighteen Fifteen Fifteen	M.Lib.Sc. with 55% marks after 1 st Class B.Sc.(Sc.) OR MCA*/MCM/MBA with 55% marks after 1 st Class B.Sc./BCA OR Post Graduate Diploma in Intellectual Property Law after M. Sc.with 55% marks OR MBBS with 55% marks OR MBBS and MD or equivalent (for medical services only) OR BE/B.Tech or equivalent with 55% marks	Eleven Nine Nine Nine Seven Eleven	45

(* including Integrated MCA Degree)

(207)

Sub:- Amendment to CSIR Service Rules, 1994- Enhancement of entry level qualification and revised functional designations for the technical and support staff- Ratification thereof.

The Governing Body in its 178th meeting held on 28.06.2011 has ratified the enhancement of entry level qualifications as notified vide CSIR letter No. 5-1(88)/2010-PD

dated 21.07.2010 [Circular No. 528], and dated 22.09.2010 [Circular No. 537] and also functional designations of Groups I, II & III as notified vide CSIR letter No.5-1(88)/2010-PD dated 21.07.2010 [Circular No.529] amending the "CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff".

Copy of CSIR Letter No. 5-1(88)/2010-PD dated- 30.9.2011

(208)

Sub: Delegation of Powers of Director (EC/ED) – ratification by GB, CSIR.

With reference to Circular No. 30-2 (1)/94-Finance dated 15.2.2011 conveying the approval of the DG. CSIR in the capacity of Chairman, GB, CSIR to delegate/define the powers of Director (EC/ESD) that he has all the powers of a Director as well as all the powers to approve MC approved projects for CSIR Labs/institts, I am directed to state that the Governing Body, CSIR in its 1781h meeting held on 28th June, 2011 deliberated and ratified the item. This issues with the approval of the Competent Authority.

Copy of CSIR OM No. 11-2(1)/2006-Engg. Dated 10.10.2011

(209)

Sub:- Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees – Clarification regarding.

I am directed to forward herewith the Govt. of India, Ministry of Personnel, Public Grievances and Pension, Dept. of Personnel & Training OM No. 35034/3/2008-+Estt.(D) dated 9th September, 2010 on the subject cited above for information, guidance and compliance.

Copy of CSIR letter No. 5-1(63)/2009-PD dated 27.10.2011

F.No. 35034/3/2008-Estt.(D) dated 9th September, 2010 of Govt. of India, Ministry of Personnel, Public Grievances and Pension, Dept. of Personnel & Training.

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum of even number dated the 19th May, 2009 regarding the Modified Assured Career Progression Scheme (MACPS). Consequently upon introduction of the Scheme, clarification have been sought by various Ministries/Departments about certain issues in connection with implementation of the MACPS. The doubts raised by various quarters have been indicated in the Annexure.

2.The MACPS should strictly be implemented in Keeping with the Department of Personnel and Training Office Memorandum of even number dated 19.5.2009 read with the aforesaid clarifications (Annexure).

3. All Ministries/Departments may give wide circulation to the contents of this OM for general guidance and appropriate action in the matter.

Annexure

[Reference:- Office Memorandum No. 35034/3/2008-Estt.(D) dated 9.9.2010]

S.No.	Point of doubt	Clarification
1.	Whether the Pay Band would engage in the hierarchy of Pay Bands & Grade Pay on grant of the benefits under MACPS?	Yes. The upgradations under MACPS is to be granted in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay as prescribed in the CCS(RP) Rules, 2008.
2.	Whether the benefits of MACPS would be allowed to the Government servants who have been later on inducted in the Organized Group 'A' Services.	No. The benefits under MACPS is not applicable to Group 'A' officer of Organised Group 'A' Services have already been allowed parity of two years on non-functional basis with the officers of Indian Administrative Services (IAS) .
3.	How will the benefits of ACP be granted if due between 1.1.2006 and 31.8.2008?	<p>The new MACPS has come into existence w.e.f 1.9.2008. However, the pay structure has been changed w.e.f 1.1.2006. Therefore the previous ACPs would be applicable in the new pay structure adopted w.e.f. 1.1.2006. Para 6.1 of Annexure-I of MACPS is only for exercising option for coming over to the revised pay structure and not for grant of benefits under MACPS. The following illustrations would explain the position.</p> <p>In the case of isolated post: Date of appointment in entry Grade in the pre-revised pay scale of Rs. 4000-6000 : 1.10.1982</p> <p>1st ACP granted on 9.8.1999 : Rs. 4500-7000 (pre-revised)</p> <p>2nd ACP due on 1.10.2006 : Rs. 5000-8000 (re-revised) [revised PB-2 Grade Pay of Rs. 4200]</p> <p>3rd Financial upgradation under the MACPS would be due on 1.10.2012 (on completion of 30 years of continuous regular service) in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay i.e. Grade Pay of Rs. 4600 in PB-2.</p> <p>In the case of normal promotional hierarchy: Date of appointment in entry Grade in the pre-revised</p>

		<p>pay scale of Rs. 5500-9000; 1.10.1982</p> <p>1st ACP granted on 9.8.1999 : Rs. 6500-10500 (pre-revised)</p> <p>Therefore, 2nd ACP would be in PB-3 with Grade Pay of Rs. 6600 (in terms of hierarchy available).</p> <p>3rd financial upgradation under MACPS would be due on 1.10.2012 in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay of Rs. 7600.</p>
4.	Whether the benefits of MACPS would be granted from the date of entry grade or from the date of their regular service/approved service counted under various service rules.	The benefits under MACPS would be available from the date of actual joining of the post in the entry grade.
5.	In a case where a person is appointed to an ex-cadre post in higher scale on deputation followed by absorption, whether the period spent on deputation period would be counted as continuous service in the grade or not for the purpose of MACPS.	<p>Where a person is appointed on direct recruitment/deputation basis from another post in the same grade, then past regular service as well as past promotions/ACP, in the earlier post will be counted for computed regular service for the purpose of MACPS in the new hierarchy.</p> <p>However, where a person is appointed to an ex-cadre post in higher scale initially on deputation followed by absorption, while the service rendered in the earlier post, which was in a lower scale cannot be counted, there is no deputation in the ex-cadre post prior to absorption being counted towards regular service for the purposes of grant of financial upgradation under MACPS, as it is in the same Pay Band/Grade Pay of the post.</p>
6.	Whether the pay scale/grade pay of substantive post would be taken into account for appointment/selection to a higher post on deputation basis or the pay scale/grade pay carrying by a	The pay scale/grade pay of substantive post would only be taken into account for deciding the eligibility for appointment/selection to a higher post on deputation basis.

	Government servant on account of financial upgradation(s) under ACP/MACP Scheme.	
7.	In a case where 1 st /2 nd financial upgradations are postponed on account of the employees not found fit or due to departmental proceedings etc. whether this would have consequential effect on the 2 nd /3 rd financial upgradation or not.	Yes, if a financial upgradation has been deferred/postponed on account of the employee not found fit or due to departmental proceedings etc. the 2 nd /3 rd financial upgradations under MACPS would have consequential effect (para 18 of Annexure-I of MACPS referred).
8.	In a case where the Government servant have already earned three promotions and still stagnated in one grade for more than 10 year, whether he would be entitle for any further upgradation under MACPS.	No Since the Government servant has already earned three promotions, he would not be entitled for any further financial upgradations under MACPS.
9.	Whether the pre-revised pay scale of Rs. 2750-4400 in respect of Group 'D' non matriculate employees, would also be taken as merged to grade pay of Rs. 1800 for the purpose of MACPS in view of merger of pre-revised pay scales of Rs. 2550-3200, Rs. 2610-3540, Rs. 2610-4000 and Rs. 2650-4000, which have been upgraded and replaced by the revised pay structure of grade pay of Rs. 1800 in the pay band PB-1.	Yes.
10.	If a Govt. Servant on deputation earns upgradation under MACPS in the parent cadre whether he would be entitled for deputation (duty) allowance on the pay and emoluments granted under	No. while eligibility of an employee for appointment against ex-cadre post in terms of the provisions of the RRs of the ex-cadre post will continue to be determined with reference to the post/pay scale of the post held in the parent cadre on regular basis (and not with reference to the higher scale granted under ACP/MACPS) such an officer in the event of his selection, may be allowed to

	the MACPS or not?	opt to draw the pay in the higher scale under ACP/MACP Scheme without deputation allowance during the period of deputation, if it is more beneficial than the normal entitlements under the existing general order regulating pay on appointment on deputation basis.
11.	Since the pay scales of Group 'D' employees have been merged and placed in the Grade Pay of Rs. 1800, whether they are entitled for grant of increment @ 3% during pay fixation at every stage.	Yes, On the analogy of point 22 of Annexure-I of MACPS, the pay of such Group 'D' employees who have been placed in the Grade Pay of Rs. 1800 w.e.f. 1.1.2006 shall be fixed successively in the next three immediate higher grade pays in the hierarchy of revised pay bands and grade pays allowing the benefit of 3% pay fixation at every stage.

(210)

Sub: Amendment in the CSIR Scientists Recruitment and Assessment Promotion Rules - ratification thereof.

The Governing Body at its 178th meeting held on 28.06.2011 has ratified the amendments in the CSIR Scientists Recruitment and Assessment Promotion Rules as notified vide CSIR-RAB letter No.1-5(1)/174/2009-RAB, dated 1st June, 2011 and letter No.1-5(1)/174(AsPr)/2009-RAB, dated 1st June, 2011.

Copy of CSIR letter No. 1-5(1)/174/2009-RAB dated 14.11.2011

(211)

Sub: Enhancement of honorarium payable to part time doctors and specialists engaged by Labs/Instts. of CSIR.

In continuation of this office letter No. 4(10)/91-E.II dated 28/31.3.2008. I am directed to inform you that the DG, CSIR on the recommendation of the Committee constituted for the purpose and with the concurrence of Finance, CSIR, has been pleased to accord approval to the enhancement of rate of honorarium payable to the part time Doctors from Rs. 4000/- to Rs. 7360/- per month for performing one hour duty per day on all days (except Sundays and holidays) and maximum honorarium @ Rs. 22080/- per month for performing three hours duty per day on all days except Sundays and holidays).

The DG, CSIR has been further pleased to accord approval to the enhancement of honorarium for part time Specialists such as Pediatrics, Gynecologist, Cardiologist etc. from Rs. 600/- to Rs. 1100/- per hour per day subject to a maximum of two hours, per day per week depending upon the requirements.

The other conditions for engagement of part time doctors will continue to be the same as contained in CSIR circular letter No. 4(10)/80-E.II dated 3.2.1988 and letter No. 14(10)/91-E.II dated 3.10.1991. Expenditure for part time doctors/specialists will have to be met by the Lab/Instts. from within the allocated budget and no additional allocation

of funds will be made for this Purpose. The revised rates will come into force from the date of issue of this order.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab/Instt for guidance and compliance.

Copy of CSIR letter No. 5-1(96)/2010-PD dated 7.12.2011

(212)

Sub: Performance Mapping of Scientists (PMS) for CSIR Scientists – revision thereof.

In continuation of CSIR circular letter of even no. dated 31.12.2010, I am directed to state that the competent authority has approved amendments to the PMS. A copy of the aforesaid revised PMS incorporating the amendments is available at OASIS portal.

This may kindly be brought to the notice of all concerned.

Copy of CSIR letter No. 5-1(44)/2007-PD dated 3.1.2012

(213)

Sub: Reservation for Other Backward Classes in Civil Posts and Services under the Govt. of India – sub-quota for Minority Communities.

I am directed to forward herewith a copy of Govt. of India, DoPT OM No. 41018/2/2011-Estt.(Res.) dated 22nd December, 2011 on the above subject for information and compliance.

Copy of CSIR letter No. 5-1(39)/2008-PD dated 10.1.2012

F.No. 41018/2/2011-Estt.(Res.) dated 22nd December, 2011 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

The undersigned is directed to invite attention to this Department's O.M. No. 36012/22/93-Estt.(SCT) dated 8th September, 1993 regarding reservation' for Other Backward Classes in civil posts and services under the Government of India.

2. The Government of India had set up the National Commission for Religious and Linguistic Minorities to suggest criteria for the identification of the socially and economically backward' sections amongst Religious and Linguistic Minorities and to recommend measures for their welfare, including reservation in Government employment. The Commission submitted its report to the Government on 10th May, 2007, wherein it had inter-alia, recommended creation of a sub-quota for minorities from within the reservation of 27% available to ones, in Government employment.
3. The Government have carefully considered the above recommendation and it has been decided to carve out a sub-quota of 4.5% for minorities, as defined under Section 2 (c) of the National Commission for Minorities Act, 1992, from within the 27% reservation for OBCs as notified by the aforesaid

O.M. The castes / communities of the said minorities, which are included in the Central list of OBCs, notified state-wise from time to time by the Ministry of Social Justice and Empowerment, shall be covered by the said sub-quota.

4. Similar instructions in respect of public sector undertakings and financial institutions including public sector .banks will be issued by the Department of Public Enterprises and by the Ministry of Finance respectively.
5. These orders will have effect from 1st January, 2012 and the O.M. No, 36012/22/93-Estt. (SCT), dated 8th September, 1993 stands modified to the above extent.

(214)

Sub: Clarification on Children Education Allowance.

I am directed to forward herewith the following Officer Memorandum issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India OM No. & date	Subject
1.	DoPT OM No. 21011/16/2009-Estt.(AL) dated 17 th June, 2011	Clarification on Children Education Allowance.
2.	DoPT OM No. 1/18/2011-IR dated 16 th September, 2011	Observation of Hon'ble Supreme Court on Right to Information Act, 2005 in Civil Appeal No. 6454 of 2011, arising out of SLP (c) No. 7526/2009 in the case of Central Board of Secondary Education & Anr. Vs. Aditya Bandopadhyay & Ors.
3.	DoPT OM No. 36011/1/2011-Estt.(Res.) Dated 17.11.2011	Brochure on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in Services.

Copy of CSIR letter No. 5-1(17)/08-PD dated 10.1.2012

F.No. 21011/16/2009-Estt.(AL) dated 17th June, 2011 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to DOP&T O.M. No. 12011/03/2008-Estt(Allowance) dated 02-09-2008 and clarificatory OM No. 12011/16/2009-Estt.(AL) dated 13.11.2009 on the Children Education Allowance(CEA) Scheme, this Department has been receiving references from various Departments seeking further clarifications. The doubts raised are clarified as under:-

(i) whether Children Education Allowance would be admissible beyond two children due to failure of sterilization operation.	The reimbursement of- Children Education Allowance is admissible 'only for the first child born after failure of sterilization operation.
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(ii) whether the admissible amount per annum per child (annual ceiling of Rs. 15000/-) 'on account of CEA can be reimbursed in full in the first quarter of the financial/academic year itself.	<p>It is clarified that a Government servant is allowed to get 50% of the total amount subject to the overall annual ceiling in the first quarter and the remaining amount in third and or fourth quarter. Frontloading of the entire amount in the first and second quarters is not allowed.</p> <p>A Government servant can claim full amount subject to the annual ceiling of Rs. 15000/- in the last quarter.</p>
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F.No. 36011/1/2011-Estt.(Res.) Dated 17.11.2011 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

Subject:- Brochure on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in Services.

The undersigned is directed to say that an updated 'Brochure on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in Services of the Government of India has been posted on this Department's website www.persmin.nic.in.

2. It may be recalled that the Government had introduced post based reservation vide this Department's OM NO. 36012/2/96-Estt(Res) dated 2.7.1997. The OM, however, did not prescribe formats of registers for maintaining reservation on the basis of revised instructions, which have now been prescribed by the Brochure. Part I of the Brochure contains all the provisions on the subject, including reservation registers / reservation roster registers, in a simple and easy to understand style and is complete in itself. Nevertheless, relevant Office Memoranda in Part 11 thereof may be referred to in case of any doubt.

(215)

Sub: Special recruitment drive for filling up of backlog reserved vacancies of SC/ST/OBC.

I am directed to state that Hon'ble Minister of State for Parliamentary Affairs, PMO, PPG&P vide DO No. 36038/1/2008-Estt. (Res.) dated 08.12.2011 after review of the progress of Special Recruitment Drive for filling up of backlog reserved vacancies has found that a large number of backlog vacancies are still to be filled up.

Further it has been desired that this being an important programme of the Government, it is required that backlog reserved vacancies of SCs/STs/OBCs are filled up without any further delay positively by 31.03.2012.

It is, therefore, conveyed that backlog reserved vacancies of SCs/STs/OBCs unfilled may be filled up positively by 31.03.2012 and information may be provided to this office in the prescribed enclosed format positively by 10th April, 2012 for onward transmission to DoPT through DSIR.

Copy of CSIR letter No. SO(2)/SC/ST/OBC/2012 dated 30.1.2012

(216)

Sub: Service matter on Benevolent Fund Scheme.

The CSIR Benevolent Fund Scheme was implemented in CSIR Hqrs. and other National Labs/Instts. of CSIR w.e.f. 1.1.1987 for the benefit of the staff. The object of the Scheme is to provide, as a special measure, assistance to the members of the members of the Fund or to their families, in real distress/misfortune. So far the scheme has been very beneficial to the family members of the deceased/disable members and relief in the form of financial assistance to their nominees has been provided in the time of distress.

The Benevolent Fund comprises of a monthly deduction of Rs. 5/- and Rs. 10/- in respect of the subscribers belonging to Group – C&D and Group – A&B officials respectively, which is made from their salaries, apart from the contribution provided by the office as the provisions of the Scheme. The subscribers to the Fund are required to fill in the nomination forms, identifying the beneficiary under the Scheme.

It has been observed that nominations forms in respect of a number of staff members are not available in the Records.

Hence those staff members of CSIR Hqrs; IPMD; URDIP, Pune; CSIR Complex including HRDG, RAB & ESD and HRDC, Ghaziabad, who are subscribers to the Benevolent Fund, are requested to fill in the fresh nomination forms and submit the same in E-II Section latest by 31st March, 2012. The fresh nominations, as submitted by the members, shall supersede the previous nominations submitted by them, if any.

Copy of CSIR letter No. 6-9(145)/87-E.III dated 6.3.2012

(217)

Sub: GoI Resolution on the Public Interest Disclosure & Protection of Informers (PIDPI) – Guidelines thereon.

I am to forward herewith a copy of the Central Vigilance Commission Office Order no. 4.2.2012 dated 13.2.2012 on the above subject which may be widely circulated for information and guidance of all.

A copy of the CSIR letter no. 15-6(83)/98-O&M-II dated 1.7.2004 forwarding therewith the Commission's earlier Office Order no. 38/6/2004 dated 8.6.2004 and 33/5/2004 dated 17.5.2004 on the subject is also enclosed for information.

Copy of CSIR letter No. 15-6(83)/98-O&M dated 22.3.2012

F.No. 04/02/12 dated 13th February, 2012 of CVC

Public Interest Disclosure & Protection of Informers (PIDPI)

The Government of India has authorize the Central Vigilance Commission (CVC) as the Designated Agency to receive written complaints for disclosure on any allegation of corruption or misuse of office and recommend appropriate action under the **Public Interest Disclosure & Protection of Informers (PIDPI) resolution 2004**. Accordingly, Commission had also vide circular No. 33/5/2004 dated 17/05/2004 issued guidelines and public notice on the procedure to be followed for filing whistle blower complaints under PIDPI Resolution for protecting identity of complainants/informers.

2.The Commission has noticed over the years that many complainants claiming to be 'Whistle Blowers' do not conform to the procedures prescribed by the Commission while filing the complaints to the Commission under PIDPI Resolution. The Commission would therefore emphasize the need for creating greater awareness among the public including employees of every Organization/Deptt. for lodging whistle blower complaints. The Commission would again suggest to all CVOs of Ministries/Departments/PSUs/Banks/Insurance Companies/Local Authorities/Societies etc., to give wide publicity to PIDPI Resolution and the guidelines issued by the Commission through their website, especially intranet of the Organization, Internal Journals, publications and also organize seminars/sensitizations etc. to inculcate greater awareness so as to encourage the public especially insiders to come forward and lodge/report information of corrupt practices or misuse of office in the respective Organizations/Departments to the Central Vigilance Commission.

(218)

Sub:- Rate of Interest applicable for GPF for the Financial year 2011-12-reg.

I am directed to enclose herewith a copy of Resolution No.5(1)-B(PD)/2011, Government of India, Ministry of Finance (Department of Economic Affairs), New Delhi, dated 19th March, 2012 on the subject "Rate of Interest applicable for General Provident Fund for the Financial year 2011-12 for your information , guidance and compliance, This resolution may also be downloaded from the website of Ministry of Finance http://finmm.nic.in/the_ministry/dept_eco_affairs/budget/resolution11.pdf.

Copy of CSIR letter No. 32-7(7)/2011-12-Fund dated 26.3.2012

No. 5(1)-B(PD)/2011 dated 19thMarch, 2012 Government of India, Ministry of Finance (Department of Economic Affairs)

RESOLUTION

It is announced for general information that during the year 2011 -2012, accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest at the rate of 8% (Eight per cent) for the period from 1.4.2011 to 30.11.2011 and 8.6% (eight point six percent) with effect from 1.12.2011. The funds concerned are:—

1. The General Provident Fund (Central Services).
 2. The Contributory Provident Fund (India).
 3. The All India Services Provident Fund.
 4. The State Railway Provident Fund.
 5. The General Provident Fund (Defence Services).
 6. The Indian Ordnance Department Provident Fund.
 7. The Indian Ordnance Factories Workmen's Provident Fund.
 8. The Indian Naval Dockyard Workmen's Provident Fund.
 9. The Defence Services Officers Provident Fund.
 10. The Armed Forces Personnel Provident Fund.
2. Ordered that the Resolution be published in Gazette of India.

(219)

Sub:- Central Civil Service (Revised Pay) Rules, 2008, Date of next interment in the revised pay structure under Rule 10 of the CCS(RP) Rules, 2008.

I am directed to forward herewith the following Office Memorandum issued by Government, of India for information, guidance and compliance:-

S.No.	Govt. of India OM No. & date	Subject
1.	MoF OM No. 10/02/2011-E.III/A dated 19 th March, 2012.	Central Civil Service (Revised Pay) Rules, 2008, Date of next interment in the revised pay structure under Rule 10 of the CCS(RP) Rules, 2008.
2.	MoF OM No. 5(2)-B(PD)/2011 dated 19 th March, 2012.	Advances to Government servants – Rate of interest for purchase of conveyances during 2011-12.

Copy of CSIR letter No. 5-1(17)/08-PD dated 27.3.2012

No.10/02/2011-E.III/A dated 19th March, 2012 of Government of India, Ministry of Finance, Department of Expenditure.

In accordance, with the provisions contained in Rule 10 of the CCS (RP) Rules, 2008, there will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible

to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised pay structure will be granted on 1.7.2006 for those employees for whom the date of next increment was between 1stJuly, 2006 to 1stJanuary, 2007.

2. The Staff Side has represented on this issue and has requested that those employees who were due to get their annual increment between February to June during 2006 may be granted one increment on 01.01,2006 in the pre-revised scale.

3. On further consideration and in exercise of the powers available under CCS(RP) Rules, 2008, the President is pleased to decide that in relaxation of stipulation under Rule 10 of these Rules, those central government employees who were due to get their annual increment between February to June during 2006 may be granted one increment on 1.1.2006 in the pre-revised pay scale as a one time measure and thereafter will get the next increment in the revised pay structure on 1.7.2006 as per Rule 10 of CCS(RP) Rules, 2008. The pay of the eligible employees may be re-fixed accordingly.

4. In so far as the persons serving in the Indian Audit and Account Department are concerned, these orders are issued in consultation with the Comptroller & Audit General of India.

No. 5(2)-B(PD)/2011 dated 19th March, 2012 Government of India, Ministry of Finance, Department of Economic Affairs.

Subject:- Advances to Government servants — Rate of interest for purchase of conveyances during 2011-2012.

The undersigned is directed to state that the rates of interest for advances sanctioned to the Government servants for purchase of conveyances during 2011-2012 i.e. from 1stApril, 2011 to 31st March, 2012 are revised as under:

	Rate of interest per annum
I. Advance for purchase of conveyance other than motor car (viz. motor cycle, scooter etc.)	9%
II. Advance for purchase of motor car	11.5%

(220)

Sub: Institutional agreement/MOUs between CSIR Instts and foreign research organizations/agencies sent to PPD.

The Director General, CSIR has desired that all Institutional agreements/MoU's between CSIR institutes and foreign research organizations/agencies, henceforth, are to be sent to Planning and

Performance Division (PPD), CSIR-HQ, New Delhi for necessary approvals. This comes in force with immediate effect.
Copy of CSIR O.M No. 22/OM/ISTAD-2012 dated 30.3.2012

(221)

Sub:- Revision of Grade Pay in respect of Group C (Non-Tech) employees erstwhile Group D (Non-Tech).

I am directed to state that in partial modification of CSIR circular letter No. 5-1(3)/2008-PD dated 04.10.2008 and in compliance with the decision of 174th Governing Body meeting held on 11-08-2009, the Competent Authority in consultation with FA, CSIR and Legal Adviser, CSIR has approved the revision of Grade Pay from Rs. 1900/- to Rs. 1800/- in the Pay Band of Rs. 5200-20200 (PB-1) in respect of Group C (Non Tech.) employees [erstwhile Group D (Non-Tech.)] who were in the pre-revised pay scale of Rs. 2650-65-3300-70-4000, and also to the waiver of overpayment made to such employees in consequence of the CSIR Circular letter dated 04.10.2008 referred above.

Copy of CSIR letter No. 5-1(3)/2008-PD dated 1.5.2012

(222)

Sub: Return of the remittances without complete narration - reg.

I am directed to enclose herewith a copy of letter NO.8/17/2012/PFRDA, dated 4th April, 2012 on the above subject, received from the Pension Fund Regulatory and Development Authority, New Delhi -110 070 for your information, guidance and compliance. This issues with the approval of FA, CSIR.

Copy of CSIR letter No. 34-2(5)/CSIR/NPS/2012-13 dated 14.5.2012

F.No. 8/17/2012/PFRDA dated 18.4.2012

Subject: Return of the remittances without complete narration.

All such remittances which do not have the required information of <PAOFIN PAO Registration No. Transaction ID> in the designated feild will be returned to the remitting bank branch by T+2 (where T is the day of receipt of the funds as Trustee Bank) day of receiving such remittance.

Further the SCFs which are not matched and booked within 15 days of upload will deleted from the CRA system. Accordingly with this system in place, the facility of submission of the details related submission of funds for all fresh Transaction IDs (SCFs uploaded on or after May 1, 2012) in the Contribution Funds Transfer, Details module will be stopped.

Accordingly, CRA is advised to,

1. Intimate all uploading offices.

2. Prominently display the circular issued to the uploading offices on its websites – both corporate website as well as the transaction website.
3. Not to allow any credit in the pool account from May 1, 2012.
4. Develop suitable functionality to cancel all such transaction IDs of all SCFs which are not matched and booked after 15 days of upload.
5. No. to allow any funds transfer details upload for the transaction IDs uploaded on or after May 1, 2012
6. Display associated messages (for cancellation of all SCFs, Fund transfer Details upload etc.) in appropriate language and place.

The letter with the guidelines to be communicated to the uploading offices is being enclosed for your references.

**National Securities Depository Ltd.
Central Recordkeeping Agency**

Circular No: CRA/PO&RI/PAO/2012/002 dated April 9, 2012

Subject: Return of remittances without complete narration & deletion of unmatched Subscriber Contribution Files (SCFs) in CRA system after 15 days of SCF upload.

As you are aware, as per the approved system design, following steps are required to be followed by the uploading offices while uploading contribution details and remitting the funds against each SCF to facilitate credit in the subscriber account:

- a. PAO will upload SCF in the CRA system.
- b. Once the SCF is successfully uploaded in the CRA system, CRA system will generate a Transaction ID.
- c. Trustee Bank downloads the Transaction ID master from the CRA system multiple times every day.
- d. P AO will transfer funds equivalent to SCF to the Trustee Bank either by directly submitting a cheque/DO to Trustee Bank or by making an electronic transfer by way of NEFT / RTGS.
- e. In case of direct submission of funds at Trustee Bank branches, the P AO has to submit the funds along with the Contribution Submission Form (CSF) obtained from the CRA system. CSF has the relevant details of PAO registration no., transaction ID, amount uploaded in the SCF and the respective NPS Trust account to be credited.
- f. Once the cheque is received at the Trustee Bank branches, the bank branch shall match the cheque/DD received with the transaction ID and the amount mentioned in the CSF. In case of amount mismatch the cheque/DD will not be accepted.
- g. In case of electronic transfers, it should have a standard prefix "PAOFIN", the seven digit PAO Registration number and the 13 digit Transaction ID «PAOFIN PAO Registration No. Transaction ID» in the following fields as mentioned by Trustee Bank:
- i. RTGS - Accredited Bank to mention PAOFIN, PAO Reg. No. (7 digit), Transaction ID (13 digit) in the field 7495 (sender to received information, line no. 4) of RTGS message. Total

number of characters should be 26 and should not have any space or special characters in between. Further, the fund remittance should be by R-41 RTGS type only.

- ii. NEFT - Accredited Bank to mention PAOFIN, PAO Reg. No. (7 digit), Transaction ID (13 digit) in the field 7002 (origination of remittance) of the NEFT message. Total number of characters should be 26 and should not have any space or special characters in between.
- h. Once the Trustee Bank is able to identify the funds remitted with the details of SCF uploaded (based On the details available in the Transaction ID master), it will upload a Funds Receipt Confirmation (FRC) for the SCF in the CRA system.
- ii) Information received from P AO and Trustee Bank are matched at CRA based on the three parameters of PAO registration number, Transaction ID and the amount.
- j. Subsequently, once the details match, SCFs are matched & booked in CRA system. In case the data is not available/ does not match, the file will remain in unmatched status.
- k. Investment of funds after Matching & Booking at CRA is processed through Pay-In.
- l. Allotment of Units based on NA V of the date when investment was made through Payout process.

The Timelines for the above process is as follows:

A SCF upload Day = T
B Transaction ID Master is being downloaded by Trustee Bank on T
C Fund remittance by Nodal offices on T or T+1
D FRC is uploaded by T+2 or T+3 (+2 days of fund remittance) depending on whether Fund remittance by Nodal offices on T or T+1.
E Matching & Booking of the uploaded FRC takes place on T +3 or T+ 4 in the CRA system.
F Investment of fund (by PFMs) takes place on T+ 3 or T+ 4 of fund remittance.
G Units credited in the subscriber account on T+3 or T+4.

It is now advised that the PAOs strictly adhere to the above procedure immediately. Vide it's letter (copy enclosed) reference No. 8/17/2012/PFRDA dated April 4, 2012, PFRDA has communicated to CRA that from May 1, 2012:

All such remittances which do not have the required information of <PAOFIN PAO Registration No. Transaction ID> in the designated fields (of Electronic Fund Transfer Message) will be returned to the remitting bank branch by T + 2 day of receiving such remittance.

Further, in case of following inconsistencies, funds will be returned to the remitting bank branch by T + 2 day of receiving the funds:

- o Remittance made in R 42 type
- o Incorrect PAO Registration Number
- o Incorrect Transaction ID
- o Transaction ID already matched in the CRA system
- o Incorrect P AO Registration Number and Transaction ID combination
- o Mismatch in amount of SCF and amount remitted.

- In case of funds received under RTGS R-41 type, funds will be returned to the account of the nodal offices. In case of funds received under RTGS R-42 type, funds will be returned to the sundry account of the remitter bank branch (source bank branch).
- In case of NEFT, funds will be returned to the sundry account of the remitter bank branch.
- The SCFs, if not matched & booked within 15 days of upload, will be deleted from the CRA system. The PAOs have to upload the details once again in the CRA system in such cases.
- With this system in place, the facility of submission of Fund Transfer Details (FTD) related to all fresh Transaction IDs (SCFs uploaded on or after May 1, 2012) in the Contribution Funds Transfer Details module (FTO module) will be stopped.

Accordingly, the PAOs are advised to check with the Accredited Bank about the return of the funds in case a SCF is not matched within five days of remittance of the relevant funds. The PAOs are further advised to re-remit the funds immediately in such a scenario to avoid deletion of SCF from the CRA system.

You are requested to take note of the above procedure and strictly adhere to it. In case of any clarification please contact Mr. Shahid Khan at 022-24994648 (E-mail ID-shahidk@nsdl.co.in) or Mr. Rishi Singh at 022-24994359 (E-mail ID-rishis@nsdl.co.in).

For and on behalf of

National Securities Depository Limited

Bhushan Maideo

Senior Vice President

Encl: One

(223)

Sub:- Career Progression of Isolated category staff (except CSIR Rajbhasha staff) – reg.

I am directed to state that based on the recommendations of the Committee constituted by the DG CSIR to look into the issues concerning the promotional avenues of isolated category staff (except Raj Bhasha staff), the Governing Body in its 180th meeting held on 28th February, 2012 has approved the following:

- 1) In respect of isolated staff (except CSIR Rajbhasha staff) having residency of 11 years for promotion to the next higher grade, the same is reduced to 10 years.'

2) Incumbents of isolated posts (except CSIR Rajbhasha staff) after 11 years in the pre-revised scale of Rs. 5000-8000 and 06 years in the pre-revised scale of Rs. 5500-9000 will be considered for promotion to the revised pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/-. These orders will be applicable with immediate effect.

It is requested that the above decision may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(12)/2008-PD dated 17.5.2012

(224)

Sub: Rectification of anomaly following the merger of erstwhile Group III(1) & Group III(2) subsequent to Department of Expenditure, Ministry of Finance decision – reg.

In continuation of this office circular letter No. 5-1(3)/2008-PD dated 4.10.2008 and CSIR circular letter No. 5-1(88)/2010-PD dated 21st July, 2010, I am directed to state that based on the recommendations of the Committee constituted by the DG, CSIR to consider and recommend that residency period for assessment promotion of Technical Assistants i.e. employees of erstwhile Group III(1) and Group III(2) in the Pay Scale of Rs. 9300-34800 in PB-2 with Grade Pay of Rs. 4200/- to the next higher grade Rs. 4600/- the Governing Body in its 180th meeting held on 28th February, 2012 considered the matter and approved the following:

1. All erstwhile Group III(1) and Group III(2) employee, re-designated as Technical Assistant w.e.f. 21.7.2010 on completion will be considered for assessment promotion to the post of Technical Officer w.e.f. 21.7.2010. In case not recommended for promotion against the first chance, subsequent chances will be on completion of 8, 9, 11 years of service, and after remaining for 1 year at the maximum of the grade. The remaining provisions of para 2.2.3 of Revised MANAS will be applicable to them.
2. All erstwhile Group III(2) employees who joined laterally prior to 21.7.2010, will continue to be governed by the existing provisions of para 2.2.3 of Revised MANAS for the purpose of assessment promotion to the post of Technical Officer.
3. All those employees who joined the re-designated post of Technical Assistant on or after 21.7.2010, on completion of residency period of 5 years, will be considered for assessment promotion to the post of Technical Officer. The remaining provisions of para 2.2.3 of Revised MANAS will be applicable to them.
4. IN case of any pay arising out of the above rectification of the residency period, the concept of stepping up of pay subject to fulfilling requisite conditions as per rules will be followed.

Accordingly, Rule 2.2.3 of Revised MANAS is modified to the extent mentioned above. It is requested that the above decision may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(23)/2008-PD dated 17.5.2012

(225)

Sub: Details of the Security Personnel engaged directly on contractual basis – reg.

The Committee constituted to consider the representations of Security personnel engaged directly on contractual basis, has observed that the instructions had been issued vide CSIR letter No. 1(1)87-EII dated 23.07.1997 and Circular letter dated 25126.04.2005 that the Security arrangements may, as far as possible, be made through agencies created

by Director General (Resettlement), or managed through outsourcing by competitive bidding. However, it has been observed that some security personnel have been engaged on contract basis directly instead of being engaged through an agency of DGR or by way of outsourcing. Some of Such contractual security personnel have submitted representations for regularization.

In order to take a holistic view. In the matter, the Committee has desired that detailed information regarding such security personnel should be collected from all the Labs/Instts of CSIR in the first instance.

It is, therefore, requested that the relevant information in the enclosed proforma may kindly be provided to this office latest by 2nd July, 2012.

Copy of CSIR letter No. 6-9(131)/Security/2007-E.III dated 11.6.2012

Details of Security Personnel engaged directly on contractual basis EXCEPT those engaged by way of out-sourcing or through an Agency of DGR.

Sl. No.	Name of the Security Personnel engaged on contract basis (Not through outsourcing or an agency of DGR)	Date of Birth	Qualification	Date since when engaged/N o. of years, months and days of engaged on contract	Remuneration/Budget Head from which the remuneration is being paid	Whether identified for absorption under CSIR Casual Worker Scheme(s)	Whether temporary status has been given, if yes, from when	If neither Identified for absorption nor granted temporary status, whether they are covered under the CSIR Casual Workers absorption Scheme of 1990 or 1995	Whether Ex-Servicemen, if yes, details of the previous employment	Remarks
1	2	3	4	5	6	7	8	9	10	11

(226)

Sub:- Fresh nominations regarding Benevolent Fund Scheme.

Vide OM referred to above, the fresh nominations were sought from all the subscribers to the Benevolent Fund Scheme in CSIR Hqrs., IPMD, URDIP, CSIR Complex including HRDG, RAB & ESD and HRDC, Ghaziabad.

It has been observed that many staff members/subscribers have not submitted their duly filled in nomination forms so far. It is once again requested to all the staff members, who are subscribers/wish to subscribe and have not filled the nomination forms, to submit the same to Central Office Administration, CSIR Hqrs. latest by 25.06.2012

The fresh nominations, as submitted by the members, shall supersede the previous nominations submitted by them, if any.

Copy of CSIR letter No. 6-9(145)/87-E.III dated 11.6.2012

(227)

Sub: Re-classification of Saharanpur as “Y” class city for the purpose of House Rent Allowance – reg.

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, (DoPT), MoF, OM No. & date	Subject
1.	MoF OM No. 2(14)/2010-E.II (B) Date 15.6.2011	Re-classification of Saharanpur as “Y” class city for the purpose of House Rent Allowance – reg.
2.	DoPT OM No. 2011/5/2008-AIS-II dated 25.7.2011. DoPT OM No. 12011/07/[(i)/2011-Estt (AL) dated 21.2.2012 DoPT OM No. 12011/07(ii)/2011-Estt.(AL) Dated 21.2.2012.	Children Education Allowance – clarifications
3.	MoF OM No. 2(25)/2004-E.II(B) dated 15.12.2011	Re-imbursement of Guest House Charges to Government servants during their stay in State Bhavans/Guest Houses run by State Government/Autonomous Organizations, etc. wherever the terms ‘rent appears in this OM, the same may be read as Guest House Charges.
4.	DoPT OM No. 49011/31/2008-Estt(C) dated 23.1.2012	Recommendations of 6 th Central Pay Commission – Applicability of revised Group ‘D’ pay scales to Casual Labourers with Temporary Status.
5.	MoF, Deptt. of Exp. OM No. 19030/6/2010-E.IV dated 10.2.2012	Concession to persons re-employed in Government Service: Payment of Travelling Allowance – reg.

Copy of CSIR letter No. 5-1(17)/08-PD dated 27.6.2012

The undersigned is directed to invite attention to this Ministry's O.M. No.2(21)/E.II(B)/2004 dated 18.11.2004 & O.M. No.2(13)/2008-E.II(B) dated 29.08.2008 regarding re-classification of cities on the basis of the population figures of 2001 census for the purpose of HRA to the Central Government employees and to say that the Government of Uttar Pradesh vide their Notification No.2176J9-7-09-53J/1998 dated 01.10.2009 reconstituted the area

of Saharanpur (M.B.) by adding certain areas within its Municipal limits and re-named it as Saharanpur Municipal Corporation, which resulted in an increase in population of 'Saharanpur Municipal Corporation' to qualify it for classification as 'Y' class city for the purpose of House Rent Allowance to the Central Government employees.

2. The President is, accordingly, pleased to decide that Saharanpur city (within its Municipal limits) shall stand re-classified as 'Y' class city for the purpose of grant of House Rent Allowance to the Central Government employee posted there.
3. These orders shall be effective from 1st June, 2011.
4. 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.
5. 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.

(228)

Sub: Re-imbursement of Guest House Charges to Government servants during their stay in State Bhavans/Guest Houses run by State Government/Autonomous Organizations, etc. wherever the terms 'rent appears in this OM, the same may be read as Guest House Charges.

F.No 2(25)/2004-E-II(B) dated 15.12.2011 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to invite reference to this Ministry's OM No. 32(39)/94-E.II(B) dated 27.10.1994 and subsequent OM of even number dated 19.8.2004 on the subject mentioned above. It has been represented to the Ministry that the officials who are posted to the Centre and temporarily stay in State Bhavans/Guest Houses run by the State Govts./autonomous organizations, face hardship due to non-reimbursement of the amount of the rent paid by them equal to 10% of their basic pay.

2. The matter has been considered and it has been decided that, in supersession of the instructions as contained in the OMs, referred to above, the officials who are posted to the Centre and temporarily stay in State Bhavans/Guest Houses run by the State Govts./autonomous organizations, may be reimbursed the amount of rent paid by them or the HRA admissible to them, whichever is less, subject to fulfillment of the following conditions.

- a. The official has applied for accommodation of his entitlement, subject to exception of cities as specified in para 4(a)(ii) of OM No. 2(37)-E.II(B)/64 dated 27.11.1965 as amended from time to time but has not been allotted residential accommodation by the Government.
 - b. The concerned Guest House should be located at the place of posting of the official; and
 - c. The official must have stayed in State Bhavans/Guest Houses run by the State Govt./autonomous organization and submit rent receipts in support of payment of rent.
3. The amount paid as rent in excess of admissible HRA. If any, will have to be borne by the official concerned on his own.
4. These orders shall be effective from the date of issue.
5. 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.

(229)

Sub:- Children Education Allowance- clarifications.

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, (DoPT), MoF, OM No. & date	Subject
1.	MoF OM No. 2(14)/2010-E.II (B) Date 15.6.2011	Re-classification of Saharanpur as "Y" class city for the purpose of House Rent Allowance – reg.
2.	DoPT OM No. 2011/5/2008-AIS-II dated 25.7.2011. DoPT OM No. 12011/07/[(i)/2011-Estt (AL) dated 21.2.2012 DoPT OM No. 12011/07(ii)/2011-Estt.(AL) Dated 21.2.2012.	Children Education Allowance – clarifications***
3.	MoF OM No. 2(25)/2004-E.II(B) dated 15.12.2011	Re-imbursement of Guest House Charges to Government servants during their stay in State Bhavans/Guest Houses run by State Government/Autonomous Organizations, etc. wherever the terms 'rent appears in this OM, the same may be read as Guest House Charges.
4.	DoPT OM No. 49011/31/2008-Estt(C) dated 23.1.2012	Recommendations of 6 th Central Pay Commission – Applicability of revised Group

		'D' pay scales to Casual Labourers with Temporary Status.
5.	MoF, Deptt. of Exp. OM No. 19030/6/2010-E.IV dated 10.2.2012	Concession to persons re-employed in Government Service: Payment of Travelling Allowance – reg.

Copy of CSIR letter No. 5-1(17)/08-PD dated 27.6.2012

***[DoPT OM No. 2011/5/2008-AIS-II dated 25.7.2011. DoPT OM No. 12011/07/[(i)/2011-Estt (AL) dated 21.2.2012. DoPT OM No. 12011/07(ii)/2011-Estt.(AL) Dated 21.2.2012.]
*** not attached by PD on CSIR site***

(230)

Sub: Recommendations of 6th Central Pay Commission – Applicability of revised Group 'D' pay scales to Casual Labourers with Temporary Status.

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, (DoPT), MoF, OM No. & date	Subject
1.	MoF OM No. 2(14)/2010-E.II (B) Date 15.6.2011	Re-classification of Saharanpur as "Y" class city for the purpose of House Rent Allowance – reg.
2.	DoPT OM No. 2011/5/2008-AIS-II dated 25.7.2011. DoPT OM No. 12011/07/[(i)/2011-Estt (AL) dated 21.2.2012 DoPT OM No. 12011/07(ii)/2011-Estt.(AL) Dated 21.2.2012.	Children Education Allowance – clarifications
3.	MoF OM No. 2(25)/2004-E.II(B) dated 15.12.2011	Re-imbursement of Guest House Charges to Government servants during their stay in State Bhavans/Guest Houses run by State Government/Autonomous Organizations, etc. wherever the terms 'rent appears in this OM, the same may be read as Guest House Charges.
4.	DoPT OM No. 49011/31/2008-Estt(C) dated 23.1.2012	Recommendations of 6 th Central Pay Commission – Applicability of revised Group 'D' pay scales to Casual Labourers with

		Temporary Status.
5.	MoF, Deptt. of Exp. OM No. 19030/6/2010-E.IV dated 10.2.2012	Concession to persons re-employed in Government Service: Payment of Travelling Allowance – reg.

Copy of CSIR letter No. 5-1(17)/08-PD dated 27.6.2012

F.No.49011/31/2008-Estt(C) dated 23.1.2012 of Government of India, Ministry of Finance, Department of Expenditure.

In supersession of this Department's O.M of even number dated 12.9.2008 on the. above subject it has been decided that the wages of Casual Labourers, who were granted the temporary status in terms of the provisions of the Casual Labourers (Grant of Temporary Status and Regularization) Scheme, 1993 issued by this Department and were in receipt of wages based on the pre-revised S-I scale as on 1.1.2006, may be worked out and paid on the basis of the Pay Band 1 with Grade Pay of Rs. 1800/-w.e.f. 1.1.2006 provided they are matriculate. In case of similarly placed non-matriculate temporary status casual labourers, the above benefit of wages w.e.f. 1.1.2006 may be extended only after imparting the requisite training by 'the respective administrative Ministries/Departments on the lines indicated in the MOF O.M. No.1/1/2008-IC dated 24.12.2008.

2. This issues with the concurrence of Ministry of Finance (Department of Expenditure),

(231)

Sub: Concession to persons re-employed in Government Service: Payment of Travelling Allowance – reg.

References have been received whether the Travelling Allowance (TA) admissible to pensioners re-appointed to Govt. service, under SR 107 of FR & SR Part II (Travelling Allowance Rules) includes TA ill respect of family of the pensioner and other TA entitlements which a serving Government official is normally entitled to on transfer.

2. The matter has been considered and it has been decided that pensioners reo employed to posts, where holding of a post under the Central Government is a pre-requisite for such re-employment or where the Recruitment Rules of the post to which the pensioner is re-employed provides this as one of the qualifications, would be entitled to Travelling Allowance subject to the following-

- I. The entitlement for Travelling Allowance would be with reference to the post last held and the last pay drawn under the Government, at the time of retirement.

- II. The provisions of SR 116 of the TA Rules, as admissible to Govt. officials on transfer in public interest, would be applicable.
- III. Unless provided for in the terms & conditions of the post where the pensioner is re-employed, if 'TA on Retirement' has already been claimed by the re-employed pensioner from the office/organization 'from where he has retired/superannuated, no additional TA would be admissible on expiry or the term of his re-employment. If the re-employed pensioner has not claimed TA on Retirement' within six months of his retirement and he is re-employed under the Central Govt. before the expiry of six months from his date of superannuation/retirement, he can claim 'TA on Retirement' after expiry of the term of his re-employment. with reference to the post held at the time of retirement and pay last drawn at the time of retirement, in terms of GoI Order No.2 below SR 147. In such all event, the 'TA on Retirement' would be reimbursed by the office/organization from where the re-employed pensioner had retired/superannuated.

3. Past cases, already settled would not be re-opened.

Copy of CSIR letter No. 5-1(17)/08-PD dated 27.6.2012

(232)

Sub:- Rectification of anomaly following the merger of erstwhile Gr.II(1) & Gr.III(2) subsequent to Department of Expenditure, Ministry of Finance decision- clarification thereto.

Ref: CSIR Circular letter of even No dated 17-05-2012.

With reference to your letter No. NGRI-1/3/2006-Rect. dated 5th June, 2012 on the above subject, I am directed to provide the following clarifications:-

Sl.No.	Points of Doubt	Clarification
1.	An employee appointed to the erstwhile Group 111(1) post (PB-2) Rs. 9300-34800 plus GP Rs. 4200 (revised) on 21.06.2006 & re-designated as Technical Assistant with the same PB and GP. WHETHER, such an employee should complete 5 OR 7 years for assessment promotion to the post of Technical Officer.	As per Para 1 of CSIR Circular letter of even no dated 17-05-2012 all the erstwhile Gr.III(1) and Gr.III(2) employees, re-designated as Technical Assistant w.e.f 21-07-2010, on completion of combined residency period of 07 years prior to 21-07-2010 will be considered for assessment promotion to the post of Technical Officer w.e.f 21-07-2010. Therefore, all those employees appointed to the erstwhile Gr.III(1) post prior to 21-07-2010 will be required to complete 7 (seven) years of service to become eligible for assessment promotion to the post of Technical Officer.

2.	An employee appointed to the erstwhile Gr.III(1) (PB-2 Rs 9300-34800 plus GP Rs. 4200) post on 28.01.2005 & got promoted to the post of Gr.III(2) w.e.f. 28.01.2010. He would be completing the combined residency period of 7 years on 27.01.2012. WHETHER, such an employee can be assessed for Technical Officer post w.e.f. 27.01.2012.	Such type of cases will be taken up for assessment for promotion to the post of Technical Officer only after completion of combined residency period of 07 (seven) years.
3.	An employee appointed to the erstwhile Gr.III(1) (PB-2 Rs. 9300-34800 plus GP Rs. 4200) post on 08.09.2005 & promoted to the post of Gr.III(2) 2 years early w.e.f. 08.09.2008 on acquiring qualifications of higher group. WHETHER, such an employee can be assessed to the post of Technical Officer after completion of combined residency period of 07 years OR after completion of 05 years in the promoted post of Gr.III(2).	It is clarified that such an employee can be assessed to the post of Technical Officer only after the completion of 07 years of combined service in erstwhile Gr.III(1) and Gr.III(2).

Copy of CSIR letter No. 5-1(23)/2008-PD dated 13.7.2012

(233)

Sub:- CCS (LTC) Rules, 1988 – Relaxation for travel by air to visit J&K.

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, DoPT, OM No. & date	Subject
1.	DoPT circular letter No. 12/4/2012-JCA-2 dated 5th June, 2012.	Holidays to be observed in Central Government Offices during the year 2013.
2.	DoPT OM No. 31011/2/2003-Estt.A-IV dated 15th June, 2012.	CCS (LTC) Rules, 1988- Relaxation for travel by air to visit J&K.

Copy of CSIR letter No. 5-1(38)/08-PD dated 13.7.2012

F.No. 31011/2/2003-Estt.A-IV dated 15th June, 2012 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

The undersigned is directed to refer to this Department's O.M. of even No. dated 18th June, 2010 on the subject mentioned above and to say that the relaxation for LTC travel to visit J & K under CCS (LTC) Rules, 1988 is extended for a further period of two years w.e.f. 18th June, 2012 subject to the following conditions:

- a. Travel by Air to continue to be in Economy Class only, irrespective of the entitlement of the officer.
- b. 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., or M/s Ashok Travels and Tours Ltd./IRCTC (to the extent IRCTC is authorized as per DoPT's O.M.No. 31011/6/2002-Estt.(A) dated 02.12.2009), would necessarily apply.
- c. All other conditions prescribed in this Department's O.M. dated 18.6.2010, read with O.M. dated 05.8.2010 and 25.8.2011 would continue to apply.

(234)

Sub: Delegation of power for according permission for acquisition/disposal of movable immovable property.

I am to state that powers to grant permission for acquisition/disposal of movable/immovable property in terms of Rule 18(2) and 18(3) of the CCS(Conduct) Rules, 1964 in respect of officers holding posts upto the level of Scientist-F (Senior Principal Scientists) working in the Labs./Instts. were delegated to the Directors/Heads of National Labs./Instts. vide this office circular No. 1(41)179/O&M dated 19th March, 1990.

DG, CSIR in exercise of the powers conferred upon him vide Rule 53 of the Rules and Regulations and Bye-laws of CSIR, has been pleased to delegate the power to the Directors/Heads of National Labs/Instts. for granting permission for acquisition /disposal of movable/immovable property in respect of officers upto the level of Scientists-G (Chief Scientists) in terms of the CCS (Conduct) Rule *ibid*. The cases of acquisition/disposal of movable/immovable property by the Director and Sr.COA/COA and AO where Sr.COA/COA is not posted will be referred to the CSIR.

Copy of CSIR letter No. 4/33/85-O&M dated 20.7.2012

(235)

Sub:- Submission of Biennial Work Report – reg.

In keeping with the requirement to review & keep a record of the accomplishments & performance of Outstanding Scientists (erstwhile Scientist 'H'/STIO) and Distinguished Scientists (Indian Citizen/STIO), DG, CSIR has been pleased to approve the following:

Biennial Work Reports to be generated on completion of 2 years reflecting the R&D activities undertaken/progress and achievements made by such Scientists.

Work Report as above is to be sent to DG, CSIR with a copy to the Planning Monitoring and Evaluation (PME) Division of the concerned Lab/Instt.

Copy of CSIR letter No. 7-8(47)/STIO/DS/(Engg)/2009-PD dated 25.7.2012

(236)

Sub:- Financial Assistance to CSIR employees from CSIR Welfare Fund for reimbursement of medical expenses incurred by them for undergoing treatment for major illness in private recognized hospitals over & above the amount admissible under CS (MA) Rules/CGHS.

In continuation of CSIR letter 14(38)/98-EII dated 14.12.2001 on the subject cited above, I am directed to state that the DGCSIR has been pleased to approve the rates of financial assistance from CSIR Welfare Fund as under:

1) In case of treatment for self	75% of expenses incurred over and above the admissible amount subject to maximum of Rs.2,00,000/- (Rupees two lakhs only)
2) In case of dependent family members	50% subject to maximum of Rs. 1,00,000/- (Rupees one lakh only)

Copy of CSIR letter No. 14(38)/WF-1/2012-HR-III dated 30.7.2012

(237)

Sub:- Review of three years time limit for making compassionate appointment – reg.

I am directed to forward herewith the Ministry of Personnel, Public Grievances& Pensions, Department of Personnel & Training O.M No. 14014/3/2011-Estt. (D) dated 26th July. 2012 on the subject cited above for information, guidance and compliance.

Copy of CSIR letter No. 5-1(41)/2008-PD dated 14.8.2012

F.No. 14014/3/2011-Estt. (D) dated 26th July, 2012 of Government of India, Ministry of Personnel, Public Grievances& Pensions, Department of Personnel & Training

The primary objective of scheme for compassionate appointment circulated vide O.M. No. 14014/6/94-Estt(D) dated 09.10.1998 is to provide immediate assistance to relieve the dependent family of the deceased or medically retired Government servant from financial destitution i.e. penurious condition. The Hon'ble Supreme Court in its judgment dated 05.04.2011 in Civil Appeal No, 2206 of 2006 filed by Local Administration Department vs. M. Selvanayagam @ Kumaravelu has observed that "an appointment made many years after the death of the employee or without due consideration of the financial resources available to his/her dependents and the financial deprivation caused to the dependents as a result of death, simply because the claimant happened to be one of the dependents of the deceased employee would be directly in conflict with Articles 14 & 16 of the Constitution and hence, quite bad and illegal. In dealing with cases of compassionate appointment, it is imperative to keep this vital aspect in mind".

2. This Department's O.M. No. 14014/6/1994-Estt (D) dated 09.10.1998 provided that Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back, say five years or so. While considering such belated requests it was, however, to be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government -servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases was to be taken only at the level of the Secretary of the Department/Ministry concerned.
3. Subsequently vide this Department's O.M. No. 14014/19/2002-Estt. (D) dated 5th May, 2003 a time limit of three years time was prescribed for considering cases of compassionate appointment. Keeping in view the Hon'ble High Court Allahabad judgment dated 07.05.2010 in Civil Misc. Writ Petition No. 13102 of 2010, the issue has been re-examined in consultation with. Ministry of Law. It has been decided to withdraw the instructions contained in the O.M. dated 05.05.2003.
4. The cases of compassionate appointment may be regulated in terms of instructions issued vide O.M. dated 09.10.1998 as amended from time to time. The, onus of examining the penurious condition of the dependent family will rest with the authority making compassionate appointment.

(238)

Sub: Exemption from deduction of tax at source from CSIR receipts.

With reference to CSIR letter No.30-1(5)/2011-Finance dated 15-2-2012 communicating therewith DG Income Tax (Exemption), Department of Revenue,

Ministry of Finance's approval of CSIR under the Sub-Clause (iv) of Clause (BC) of Section 10 of the Income Tax Act, 1961 (43 of 1961) I am to state that the procedure to be followed for claiming TDS exemption has been under consideration for some time. It is now clarified that Form No.15 G duly filled in duplicate may be submitted by CSIR labs./Instts. specifically stating that it being a constituent establishment managed by CSIR along with copy of exemption under sub clause (iv) of clause 23 C of Section 10 to the Tax Deductor. Hence no TDS shall be deducted at source.

Copy of CSIR letter No. 30-1(5)/2011-Finance dated 21.8.2012

(239)

Sub:- Overstay while on deputation.

I am directed to forward herewith the following Office Memorandums issued by Government of India for information, guidance and compliance.

S.No.	Govt. of India, MoF & DoPT, OM No. & Date	Subject
1.	DoPT OM No. 6/8/2009- Est.(Pay-II) Dated 1 st March, 2011.	Overstay while on deputation
2.	DoPT OM No. 12011/04/2008-Estt.(AL) dated 26 th September, 2011.	Grant of Special Allowance for child care for women with disability.
3.	DoPT OM No. 13015/1/2011- Estt.(Leave) dated 19 th October, 2011.	Commutated Leave to a Government Servant who has opted out of CGHS facilities and is availing the medical facility provided by the employer of his/her spouse-clarification.
4.	DoPT OM No. 12011/07/2011-Estt.(AL) dated 31 st May, 2012	Children Education Allowance/Hostel Subsidy – Clarification.
5.	MoF, Dept. of Expenditure OM No. 21(8)/2010-E-II(B) dated 1 st August, 2012.	Payment of Transport Allowance to Central Government Employees in Faridabad, Gurgaon, Gzb. And Noida.
6.	MoF, Dept. Of Expenditure OM No. 2(8)/2012-E.II(B) dated 6 th August, 2012	Clarification on the admissibility of House Rent Allowance to the Central Government Employees posted at Greater Noida – reg.

Copy of CSIR letter No. 5-1(17)/08-PD dated 6.9.2012

F.No. 12011/07/2011-Estt(AL) dated Government of India Ministry of Personnel, Public Grievances and Pension Department of Personnel & Training

Undersigned is directed to refer to this Department's OM of even number dated the 17th June, 2010 and to say that as per existing instructions no extension in deputation beyond the fifth year is allowed. Further, as per the OM No. 14017/30/2006-Estt(RR) dated the 29th November, 2006, the deputation officer deemed to have been relived on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It is observed that despite these clear instructions, proposals for regularization of overstay of officers on deputation beyond the five year period continue to be received in the Department. It is reiterated that it will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In the event of the officer overstaying for any reason whatsoever, he/she is liable to disciplinary action and other adverse Civil/Service consequences which would include the period of unauthorized overstay not being counted for service for the purpose of pension and that any increment due during the period of unauthorized overstay being deferred with cumulative effect, till the date on which the officer rejoins his parent cadre.

2. All Ministries/Departments may please note that henceforth no ex-post facto approval for regularization of overstay on deputation would be allowed.

(240)

Sub:-Grant of Special Allowance for child care for women with disability.

The undersigned is directed to refer to this Department's O.M. No. 12011/04/ 2008-Estt.(AL) dated 11th September, 2008 on the above subject and to state that this Department has been receiving references from various Departments seeking further clarifications. The doubts raised are clarified as under:-

(i) Whether the women employees with disabilities shall be entitled for allowance at double the rates for multiple births at the time of first child birth?	No. In case of multiple births at the time of first child birth, the woman employee shall not be entitled to this allowance at double the rates for multiple births.
(ii) Whether the allowance would be admissible for the 3rd child in case first two children i.e. if the first child (or for that matter the 2nd child) expires before the attaining the age of two years?	It is clarified that the grant of Special Allowance for child care for women with disabilities is admissible for two years from the birth of the child so long as the woman employee does not have more that two surviving children.

Copy of CSIR letter No. 5-1(17)/08-PD dated 6.9.2012

(241)

Sub: Commuted Leave to a Government Servant who has opted out of CGHS facilities and is availing the medical facility provided by the employer of his/her spouse - clarification

This Department has been receiving references from various Ministries/ Departments seeking clarification regarding admissibility of Commuted Leave on the basis of medical certificates issued by Hospitals/ Medical Practitioners 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. The matter has been considered in the light of clarification given by the Ministry of Health and Family Welfare. It is clarified that 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.

Copy of CSIR letter No. 5-1(17)/08-PD dated 6.9.2012

(242)

Sub: Children Education Allowance/Hostel Subsidy – Clarification.

Subsequent to clarifications issued vide O.M. No.12011/3/2008-Estt.(Allowance) dated 11.11.2008 and O.M. No. 12011/08/2010-Estt.(AL) dated 30.12.2010, on the captioned subject references have been received on (i) definition of the term 'station' and (ii) admissibility of Hotel Subsidy and Children Education Allowance in respect of children pursuing diploma/certified courses from Polytechnic/ITI/Engineering College, after passing 10th standard.

2. After due consideration of the references in consultation with the Department Expenditure, the following has been decided:

a. The term Hostel Subsidy would mean expenses incurred by the Government servant he/she keeps his/her children in a hostel of a residential school/institution located beyond distance of 50 kilometres from his/her residence. The reimbursement would be subject to other conditions laid down in the O.M. dated 2.9.2008 and subsequent instructions issued from time. It is further clarified that grant of hostel subsidy is not related to transfer liability of Government servant.

b. To allow reimbursement of Children Education Allowance/Hostel Subsidy for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11th and 12th standards. This is further subject to fulfillment of other conditions laid down in the O.M. dated 2.9.2008 and subsequent instructions issued from time to time.

3. This comes into effect from the current academic year.

Copy of CSIR letter No. 5-1(17)/08-PD dated 6.9.2012

(243)

Sub- Payment of Transport Allowance to Government Employees in Faridabad, Gurgaon, Ghaziabad and Noida.

It has been brought to the notice of this Ministry that Central Government Offices located in Faridabad and Gurgaon paying Transport Allowance to its employees at the rates other than that applicable to such areas and such payment is irregular, It is clarified that the Central Government Employees posted at Faridabad, Gurgaon, Ghaziabad and Noida are entitled to Transport Allowance at the rates applicable to 'other places i.e other than 13 classified cities as per the conditions laid down this Ministry's O.M. No. 21(2)/2008-E-II(B) dated 29.08.2008.

2. Joint Secretary (Personnel) has seen.

Copy of CSIR letter No. 5-1(17)/08-PD dated 6.9.2012

(244)

Sub: Clarification on the admissibility of House Rent Allowance to the Central Government Employees posted at Greater Noida – reg.

It has been observed that payment of HRA @ 30% of Basic Pay is being made by certain Ministries/Departments to the Central Government employees posted at Greater Noida, in violation of the instructions issued by this Ministry in this regard, from time to time.

1. It is, therefore, clarified that Greater Noida was an Unclassified town/place for the purpose of grant of HRA prior to 1.9.2008 and consequent upon the implementation of the recommendations of the 6th Central Pay Commission, it has been classified as 'Z' class town/place w.e.f. 1.9.2008 vide this Ministry's OM No. 2(13)/2008-E.II(B) dated 29.8.2008 on grant of House Rent Allowance to the Central Government employees and classification of cities/towns for this purpose.
2. Financial Advisers of All Ministries/Departments are therefore requested to ensure the implementation of the aforesaid OM in letter & spirit.

Copy of CSIR letter No. 5-1(17)/08-PD dated 6.9.2012

(245)

Sub:- Travelling Allowance Rules- Implementation of the recommendations of the 6th Central Pay Commission-reg.

I am directed to clarify in consultation with Finance, CSIR that as per para 6 of the Annexure to Ministry of Finance, Dept. of Expenditure OM No. 19030/3/2008-E.IV dated 23.09.2008, the TA/DA rates mentioned in para 2 D(b) and (c) (mileage for road journey by

taxi/own car/auto rickshaw/own scooter/bicycle etc), para (3) (all components of daily allowance on tour including rate of DA for journey on foot) and para 4(c) (rates of transportation of personal effects) shall automatically increase by 25% whenever Dearness Allowance payable on the revised pay structure goes up by 50%.

It is requested that the above decision may kindly be brought to the notice of all the concerned in your Lab./Instt. for information, guidance and necessary action.

Copy of CSIR letter No. 5-12(3)/2008-PD dated 20.9.2012

(246)

Sub:-Rectification of anomaly following the merger of erstwhile Gr. III(I) & Gr. III(2) subsequent to Department of Expenditure, Ministry of Finance decision-clarification thereto.

Ref: CSIR Circular letter of even no dated 17-05-2012 and clarification letter dated 13/07/2012.

With reference to your letter No.(1)7/170/12-E II dated 12/06/2012 seeking clarification on the grant of two year early assessment promotion under Para 2.3.4 of Revised MANAS following the merger of erstwhile Gr.111(1) & Gr.III(2), it is stated that since the combined residency period of 07 years is being reckoned on the basis of service rendered in erstwhile Group III(1) and III(2) and the benefit of the assessment to the next higher grade i.e. Technical Officer in PB-2 with a Grade Pay of Rs.4600 is not admissible from any date prior to 21.07.2010, the benefit of two year early assessment will not be admissible, to such cases. However, the concerned employees can avail the benefit of two year early assessment under para 2.3.4 of the Revised MANAS in their assessment to the next grade i.e. Sr. Technical Officer(1)[PB-3; GP- Rs.5400.

Copy of CSIR letter No. 5-1(23)/2008-PD dated 28.9.2012

(247)

Sub: change in date of birth/age of family pensioners – reg.

I am directed to enclose herewith the following O.M/Clarification issued by Govt. of India, Ministry of Personnel Public Grievances and Pensions, Deptt. Of Pension & Pensioner's Welfare, 3rd Floor, Lok Nayak Bhavan, New Delhi, on the subject mentioned against each for your information guidance and compliance. These OM/Clarification may also be downloaded from the website of Pensioner's Portal (www.pensionersportal.gov.in).

This issues with the concurrence of FA, CSIR

S.No.	Circulars No. & Date	Subject
1.	1/3/2011-P&PW(E) dated 25.5.2012	Fixation of enhanced family pension – pre -2006 pensioners/family pensioners – clarification

		regarding.
2.	1/23/2012-P&PW(E) dated 13.9.2012	change in date of birth/age of family pensioners – reg

Copy of CSIR letter No. 34-1(11)/CSIR/Pension/2012-1/426 dated 5.10.2012

In accordance with the instructions issued vide this Department's OM No.38/37/08-P&PW(A) dated 21.5.2009, 11.8.2009, 25.6.2010 & 28.9.2010 and OM No.I/19/11-P&PW(E) dated 3.8.2011, additional pension/family pension to old pensioners/family pensioners is allowed on the basis of the date of birth/age recorded in the Pension Payment Order (PPO) or other office records. Only in case the details regarding date of birth/age are not available in the PPO/office records, additional pension/family pension to old pensioners/family pensioners has been allowed on the basis of certain documents i.e. PAN Card. Matriculation certificate. Passport, CGHS Card, Driving Licence, Voter's ID Card and Aadhaar Number issued by UIDAI.

2. During his service and at the time of retirement, a Government servant is required to give details of his family, including date of birth of its members, in Form 3. Date of birth/age of the members of family mentioned by the Government servant in Form 3 was not mandatory to be verified by the Head of Office. It is felt that in some case, the date of birth/age of a family pensioner, as recorded in the PPO/office records might be incorrect.

3. Some representations have been received in this Department regarding the hardship being caused to old family pensioners in getting the additional pension on account of incorrect recording of the date of birth/age in the PPO. They have been requesting for allowing the change of date of birth in the PPO on the basis of the documents prescribed in the various OMs mentioned in Para I above.

4. The matter has been considered in this Department in consultation with the Ministry of Finance, Department of Expenditure and the following decisions have been made:

- i. Since the date of birth of the Government servant is recorded in the PPO on the basis of the service records and the date of superannuation etc. also is determined on the basis of this date of birth. there is no question of allowing change in the date of birth of the retired/deceased pensioner in the PPO.

ii. The request for change of date of birth/age of the family pensioner (parents and spouse) in the PPO may be submitted by a pensioner/family pensioner to the Head of the Department of the organisation where the Government servant had last served along with at least one of the documents mentioned in Para 1 above and a declaration on a non-judicial stamp paper regarding the correct date of birth of the family pensioner. The Head of the Department may allow the change in the date of birth of the family pensioner if he is satisfied that the conditions indicated in this Department's OM No.38/37/08-P&PW (A) dated 21.5.2009 have been fulfilled and that a bona-fide mistake has been made in recording the date of birth in the PPO.

iii.No other document will be accepted for allowing the change in date of birth/age of the family pensioner in the PPO.

iv.In order to avoid any possibility of recording an incorrect date of birth in the PPO, in future, the Government servant may be required to submit one of the documents indicated in Para 1 above as proof of date of birth of spouse or parents along with the details of family in Form 3. In the case of children certificate of birth from the Municipal authorities or from the local panchayat or from the head of a recognized school if the child is studying in such a school or from a Board of Education may be accepted.

2. As regards pensioners/family pensioners belonging to the Indian Audit and Accounts departments, these Orders issue after consultation with the Comptroller and Auditor General of India.
3. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their ID No. 428/E.V/2012, dated 27.8.2012.

(248)

Sub: Compassionate appointment - Clarification regarding regulation of conditions and admissibility of various allowances after implementation of sixth CPC recommendation - reg.

I am directed to forward herewith the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training OM No. 14014/2/2009-Estt.(D) dated 3rd April, 2012 on the subject cited above for information, guidance and compliance.

Copy of CSIR letter No. 5-1(41)/2008-PD dated 10.10.2012

F.No. 14014/2/2009-Estt. (D) dated 3rd April, 2012 of Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training)

The undersigned is directed to refer to this Department's O.M. of even number dated 11.12.2009 on the subject mentioned above and to state that large number of references have been received from various Ministries/Departments regarding regulation of various conditions on compassionate appointment and admissibility of different allowances allowed to person appointed on compassionate grounds. Doubts raised by various authorities have been processed in consultation with Department of Expenditure (ID. No. 22/02/2009-IC-II dated 27* February, 2012) and are clarified as under:-

S.No.	Point of Reference/Doubt	Clarification
1.	What will be Status of Trainee?	A person appointed as Trainee' enjoys the status of a Government servant from initial day and will be allowed all the allowances and benefits allowed to a government servant.
2.	What will be the maximum time	A person appointed as a Trainee' on

	period allowed for a person appointed as Trainee' to acquire minimum education qualification	compassionate grounds has to acquire minimum educational qualifications in 5 years.
3.	Whether belated case of compassionate appointments against the erstwhile Group D)' posts can be considered now after regularization of all Group 'D' employees as Group 'C' employees.	The belated case of compassionate appointment are be considered as per the revised recruitment rules for the MTS posts.
4.	Whether a person appointed on compassionate grounds as Trainee' will have probation period.	The probation period of a person appointed as Trainee' on compassionate ground will begin only from the date he/she acquires minimum educational qualification and such person will be on probation for a period specified in the Recruitment Rules of the post/grade against which he/she is being appointed.
5.	Whether Earned Leave, Half pay leave and other types of leave as applicable to regular Government employees would be allowed to a person appointed as Trainee' on compassionate ground.	A Trainee* appointed on compassionate ground is entitled to all kinds of leave applicable to a regular Government servant.
6.	Whether Medical facilities/Benefit of CGEGIS/CGHS on deduction of subscription for these schemes. Patient care allowance is allowed to a person appointed as Trainee' on compassionate ground.	A person appointed as Trainee' on compassionate grounds is eligible to avail Medical facilities/Benefit of CGEGIS/CGHS available to holder of post in the pre-revised pay scale of Rs. 4440-7440/- without any grade pay.
7.	Status of payment of short/long term advances as applicable to regular government servants to a person appointed as Trainee' on compassionate ground.	A Trainee' appointed on compassionate ground may be granted, by the competent authority, short term advances, with advances of pay recoverable in not more than 3 installments and advance of traveling allowances, festival advances in lieu of leave salary and advances of purchase of bicycles, warm clothing and table fans without production of surety, provided that such authority is satisfied that the same could be fully recovered

		or adjusted during the period of temporary employment of the said government servant concerned. In case of all other advances, a Trainee' would be required to produce surety from a permanent central government servant, the surety bond being cancelled in the event of their confirmation in the permanent post.
8.	Applicability of Leave Travel Concession to a person appointed as Trainee' on compassionate ground.	A Trainee' appointed on compassionate ground is to be allowed LTC concession only on completion of one year service.
9.	What is the entitlement of annual increment to a person appointed as Trainee' on compassionate ground.	A Trainee' appointed on compassionate ground, till he/she acquires minimum educational qualification, is allowed increment at normal rates in the pay scale of - IS.
10.	What is the position with reference to reimbursement of Children Education Allowance (CEA) to a person appointed as Trainee' on compassionate ground.	A person appointed as Trainee' is allowed Children Education Allowance as per the admissible rates.
11.	What is the position with respect to payment of Overtime Allowance (OTA) to a person appointed as Trainee' on compassionate ground.	A person appointed as Trainee' on compassionate ground is not entitled for OTA during the period he/she continue as Trainee'.
12.	Whether the dependent of compassionate appointee would be eligible for employment on compassionate grounds since their service in -IS pay band will not be counted as regular service.	A Trainee' has the status of Government Servant from initial day, as such, dependent of a person appointed on compassionate ground as Trainee' would be eligible for compassionate appointment in the event of his/her death in harness.

5. In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MULTI TASKING STAFF, she will be placed in Group 'C- Pay Band - 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/- directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MULTI TASKING STAFF only.

(249)

Sub: Clarification on the admissibility of House Rent Allowance (HRA) during the Child Care Leave (CCL) – reg.

I am directed to forward herewith the Ministry of Finance, Department of Expenditure OM No. 2(9)/2012-E.II(B) dated 27.8.2012 on the subject cited above for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 11.10.2012

F.No. 2(9)/2012-E.II(B) dated 27th August, 2012 of Government of India, Ministry of Finance, Department of Expenditure.

The undersigned is directed to refer to Para 6(a)(i) of this Ministry's OM No. 2(37)-E.II(B) /64 dated 27.11.1965, as amended from time to time, on regulation of House Rent Allowance during Leave which stipulates that a Government servant is entitled to draw HRA..... during total leave of all kinds not exceeding 180 days and the first 180 days of the leave if the actual duration of leave exceeds that period; but does not include terminal leave, It has also been stipulated, thereunder, that drawal of the allowance (HRA) during the period of leave in excess of first 180 day availed of on grounds other than medical grounds mentioned in sub-para (ii) shall be subject to furnishing of the certificate prescribed in Para 8(d) of the OM *ibid*.

2.It is, therefore, clarified that the total leave of all kinds as referred to in Para 6(a) of this Ministry's OM dated 27.11.65 *ibid*, will include Child Care Leave for regulating grant of HRA during leave, subject to fulfillment of all other conditions stipulated thereunder, from time to time. It is also clarified that drawal of HRA during leave (including CCL) in excess of first 180 days, if otherwise admissible, shall be subject to furnishing of the certificate prescribed in Para 8(d).

3.These orders take effect from 1.9.2008. HRA during CCL, if not paid to women employees who are entitled to it as per this clarification, may be reconsidered, if so requested by the concerned employee.

(250)

Sub: Guidelines for celebration of Silver, Golden and Diamond Jubilee anniversaries Of CSIR Laboratories/Institutes.

CSIR laboratories/Institutes are celebrating their Silver, Golden or Diamond anniversaries depending on the year of their inception. Various events like National/International Conferences, Publication of a Commemorative Volume, Preparation of films/AV programmes, Special events etc. are being organized by

the laboratories to commemorate the occasion. CSIR was sharing the expenditure with the concerned laboratories towards organizing such events as per guidelines issued vide letter No. 4-76/2006-E-II dated 20/9/2006 so far.

A Committee under the Chairmanship of Dr. Chandra Shekar, Director, CSIR-CEERI, Pilani was constituted to review the existing guidelines and frame a new one. DG, CSIR in consultation with FA, CSIR has been pleased to approve the revision in the above guidelines as per the recommendations of the aforesaid Committee. The details of guidelines are as follows:

1. National/International Conferences

The total budget excluding external receipts (like Conference fee, Sponsorship, Advertisement etc.) will be shared equally out of combined CSIR grant and LRF subject to a maximum of Rs. 15 lakh for National Conferences and Rs. 22.5 lakh for International Conferences. This is irrespective of number of conferences organized during the Jubilee year.

2. Publication of commemorative volume

Combined budget upto Rs. 5 lakh to be shared equally from CSIR grant and LRF, over and above Rs. 5 lakh shall be met by LRF.

3. Jubilee Day celebration & Memento

Upto Rs. 4 lakh plus additional Rs. 2000/- for mementoes per regular employee who are/were on the rolls of the Laboratory/Institute during the Jubilee year. The grant would be met from CSIR grant.

4. Lectures by Eminent Scientists and Eminent Staff (both National and International)

CSIR grant for the purpose would be limited to 50% of the expenditure or Rs. 2 lakh whichever is less. The balance expenditure will be met from LRF.

5. Preparation of Films audio/ visuals etc.

CSIR grant for the purpose would be limited to 50% of the expenditure or Rs. 3 lakh whichever is less. The balance expenditure will be met from LRF.

6. Special Events - contests for students, employees

The expenditures shall be met from LRF subject to a maximum limit of Rs. 3 lakh.

7. Any other events

Any other event such as outreach programmes, exhibitions etc. which have not been covered above would require proper justification before seeking CSIR grant. The budgetary requirement and pattern of funding for these events would be considered and decided by DG, CSIR.

8. No infrastructure will be created out of celebration funds; and while organizing various celebrations it is suggested to follow economy instructions issued by GOI and CSIR from time to time on all the subjects.
9. The allocation of funds will be made from the CSIR National Laboratories Scheme.
10. The guidelines are valid till the end of the Twelfth Five Year Plan.

Copy of CSIR letter No. 6/1/2012-PPD dated 12.10.2012

(251)

Sub:- Compliance of the decision of 174th GB meeting held on 11.08.2009 and the directions of Dept. of Expenditure contained in letter No. 10/1/2009-IC dated 01.10.2009-reg.

I am directed to state that keeping in view the decision of 174th meeting of the Governing Body held on 11.08.2009 and the instructions of Dept. of Expenditure contained in its letter No. 10/1/2009-IC dated 01.10.2009, the Competent Authority has approved that the Pay Scales mentioned in CSIR circular letter of even no. dated 21.07.2010 (Circular No. 529, copy enclosed) may be complied with and also to waive of the overpayment made to Group I(2) and Group I(3) employees in consequence of the implementation of CSIR circular letter No. 5-1(3)/2008-PD dated 04.10.2008 for the period from 01.01.2006 to 20.07.2010.

It is requested that the above decision may be brought to the notice of all concerned in your Lab./Instt. for Information, compliance and necessary action.

Copy of CSIR letter No. 5-1(88)/2010-PD dated 17.10.2012

(252)

Sub:- Grant of Honorarium to Inquiry Officers (IO)/Presenting Officer (PO) – Consolidated instructions.

I am to forward herewith the following Office Memoranda issued by Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) for information, guidance and necessary action. Please bring these to the notice of all concerned.

S.No.	Govt. of India, DoPT, OM No. & date	Subject
1.	DoPT Office Memorandum No. 142/15/2010-AVD-I dated 31.7.2012	Grant of Honorarium to Inquiry Officers (IO)/Presenting Officer (PO) – Consolidated instructions.

2.	DoPT Office Memorandum No. 36011/1/2012-Estt. (res.) dated 10.1.2013	Action Government servants who get appointment on the basis of false SC/ST/OBC Certificates.
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Copy of CSIR letter No. 15-6(83)/98-O&M-III dated 30.1.2013

F.No. 142/15/2010-AVD-I dated 31.7.2012 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to say that the Department of Personnel and Training have issued instructions vide NO 1344/9p-AVD-I dated 29th June 2001 and 7* April 2003 on the subject of honorarium to the Inquiry Officers and Presenting Officers covering the aspects of rates of honorarium, appointment of retired officers as Inquiry Officer, terms and conditions for payment of honorarium etc from time to time. The rates of honorarium payable to IO/PO were last revised vide this Department's OM no 42/20/2008-AVD-I dated 27th July 2009, [copy attached].

- i) A Committee of Experts set up to review the procedure of Disciplinary /Vigilance inquiries and to recommend measures for their expeditious disposal under the chairmanship of P.C Hota, former Chairman of UPSC in May 2010 had made a series of recommendations in July 2010 including the rates of honorarium. The detailed recommendation of the expert committee is available on the website of this Department it can be accessed through the Link.<http://persmin.nic.in/DOPT/Publication/CommitteeReport/HotaCommitteeReport/HotaCommitteeReport.pdf>. The Committee had made specific recommendations as regards the rates of honorarium to IO/PO. The Recommendations of the Committee on the proposed increases in Honorarium relating to IO/PO are contained in Paras 37, 42-44 of the *report* of the Committee.
- ii) The recommendations of the Expert Committee on the aspect of revision of rates of honorarium along with some other related measures were examined in the Department and was placed before the Group of Ministries on Corruption, set up for examining measures, including legislative and administrative, to tackle corruption and improve transparency. The Group of Ministers while considering the Terms of Reference also considered the recommendations of the HOTA Committee and recommended that the remuneration of the IOs and POs may be fixed keeping in mind the recommendations of the HOTA Committee. These recommendations of the GOM have been accepted by the Government.
- iii) It has therefore been decided to revise the existing rates of honorarium payable to IO/PO in line with the recommendations of the Expert Committee. The revised rate of Honorarium and other allowances payable to IO both serving and retired officers and PO(serving) and the terms and conditions governing the same is indicated in Annexure -1 to this OM. The rates of Honorarium stated therein are ceilings and the concerned *ministry/department* where the misconduct was committed may decide the exact

quantum of honorarium to be paid keeping in mind the volume of work involved in specific cases and the terms and conditions indicated in the Annexure-1.

- iv) The revised structure of rates of honorarium and allowances as indicated in Annexure-1 are intended to be made applicable to Departmental Proceedings including inquiry proceedings undertaken by the committee on Sexual Harassment, by Ministries /Departments in respect of officials /officers serving under different cadres of services under their administrative control. However, in case a cadre of a service or organizations such as autonomous bodies have a separate set of rules and instructions for regulating honorarium to IO/PO in existence they may choose to continue with their own set of instructions. Fully or partially funded autonomous bodies may retain their own provisions so long as they are NOT more beneficial than what has been proposed in this OM.
- v) This orders will take effect from the date of issue of this OM and will also *apply* to all inquiries in progress.
- vi) The services of serving officers may be used as IO and PO to the extent possible in the conduct of departmental inquiries. However, Central Vigilance Commission has been requested to create and maintain a panel of retired officers/officials willing to serve as IO for conducting departmental inquiries and for this purpose also design a procedure for inviting applications from the retired Government Servants to be followed by the Ministries and Departments. Till such time such a panel of retired officers become available from CVC, the concerned ministries /departments may, where it is not possible to use the services of a serving officer as Inquiry Officer for conducting departmental inquiries, use the services of officers who have retired from Ministries/Departments, for conducting such departmental inquiries.
- vii) This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their U.O. No. 14(4)/2009-E-II(B) dated 26.3.2012 and 16.2012.

Annexure-1
[wrt to para 4]

Revised Bates *of* Honorarium and other allowances payable *to* Inquiry Officer *and* presenting Officers in Departmental Proceedings *and* Terms *and* conditions *of* grant *of* honorarium.

- i) The revised rates of honorarium payable in cases of departmental proceedings will be regulated within the range of rates indicated in the table below:

Particulars/Details		Range of Rate per case Recommended by the Committee and Accepted by the Government (Rs per case)	
		(2)	
I(a)	I(b)	Minimum (a)	Maximum (b)
Honorarium	IO (serving –Pt time)	5000	10000

	IO (retired)	15000	75000
	PO (serving – Pt time)	5000	10000
Transport Allowance	IO (retired)	15000	40000
Secretarial Assistance	IO (retired)	30000 per case if no assistance is provided by department.	

2.The grant of Honorarium in the case of serving Government servants who are. appointed as part time Inquiry Officer/ Presenting Officer and retired Governments' appointed as Inquiry Officers will be subject to the following conditions:-

i.The honorarium will normally be regulated under the financial powers delegated to the Ministries/Departments and taking into account the quantum of work involved in individual disciplinary cases.

ii.In the case where serving officers are appointed as IO/PO, the controlling department or the administrative department should make all efforts to relieve the IO/PO of his normal duties to enable him/her to complete the proceedings expeditiously.

iii.Before the payment is received by Inquiry Officer/Presenting Officer, whether, serving or retired, it will be the responsibility of the IO/PO to ensure that.

- a. All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority by the Inquiry Officer/Presenting Officer.
- b. The report returns findings on each of the Article of Charge which has been enquired into and should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
- c. In deciding the exact quantum of honorarium within the indicated range in the table above, the quantum and nature of work involved, rank of the Inquiry Officer, the complexity of the case, time taken for completion of the inquiry etc will have to be kept in view and the decision in this regard of the department disbursing the honorarium will be final It may particularly be ensured that the full amount of honorarium pre decided to be paid as per die slab is not paid if the inquiry has not been completed within a period of six months. If there is a delay in completion of the inquiry which is not due to non-cooperation of the charged officer or due to stay orders' etc, the honorarium should be reduced by 50%.
 - iv.The number of disciplinary cases may be restricted to 10 cases in a year, with not more than 2 cases at a time for serving Government servants and 20 cases with not more than 4 cases at a time for retired Government servants.

3. In addition to the terms and conditions indicated in para 2 above, the retired government servants appointed as IO shall maintain strict secrecy in relation to the

documents he/she receives or information/data collected by him/her in connection with the Inquiry and utilize the same only for the purpose of Inquiry in the case entrusted to him/her. No such documents/information or data are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report. The IO entrusted with the Inquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records/documents/ proceedings etc.

F.No. 142/20/2008-AVD-I dated 27th July, 2009 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to this department's OM no. 134/4/99-AVD-I dated 29th June, 2001 and 7th April 2003 on the subject mentioned above and to say that the rates of honorarium payable to the IO/PO in the case of departmental inquiries were last revised vide OM dated 29th June, 2001 in the case of serving Government Servants functioning as IO.

2.The existing rates of honorarium as prescribed in the aforesaid OMs was reviewed in consultation with the Ministry of Finance. As a result of review, it has been decided to revise the existing rates of the honorarium payable, to IO/PO. The rates of honorarium as revised are indicated in the table below:-

Particulars	Revised Rates (Per inquiry)
Inquiry Officer (Part time Serving Govt. Servants)	Rs. 3000/- Maximum Rs. 1500/- Minimum
Presenting Officer (Part time Serving Govt. Servants)	Rs. 1500/- Maximum Rs. 750/- Minimum
Retired Govt. Servants as Inquiry Officers	Rs. 9750/- (lumpsum) Plus – Rs. 1500/- for every additional charged officer.

3.The grant of revised rates of honorarium as above will be subject to the same conditions stipulated vide Para 4 of this Department's OM no 134/4/99-AVD-I dated 29th June 2001.

4.These orders will take effect from the date of issue and will also apply to inquiries in progress.

5. This issues with the concurrence of Ministry of Finance, Department of Expenditure, vide their ID no 14(4)/2009E-II(B) 14.7.2009.

(253)

Sub:- Fixation of pay on promotion to a post carrying higher duties and responsibilities but carrying the same grade pay .

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No. (1)	Govt. of India, MoF OM No. & date (2)	Subject (3)
1.	OM No. 10/02/2011 E.III/A dated 7 th January 2013.	Fixation of pay on promotion to a post carrying higher duties and responsibilities but carrying the same grade pay.
2.	OM No. 8(1)/2013-E-II(A) dated 5 th February, 2013	Amendments to Rule 212 of General Financial Rule 2005 Utilization Certificate in. the case of Direct Benefits Transfer (DBT) Scheme-regarding.

Copy of CSIR letter No. 5-1(17)/08-PD dated 21.2.2013

No.10/02/2011-E.III/A dated 7th January, 2013 of Government of India Ministry of Finance Department of Expenditure

The undersigned is directed to invite an attention to the provisions contained in Rule 13 of the CCS(RP) Rules, 2008, which provides for the method of fixation of pay on promotion on or after 1.1.2006 in case, inter-alia, of promotion from one grade pay to another. The Rule provides for fixation of pay by way of addition of one increment equal to 3% of the sum of the pay in the pay band and the existing grade pay (rounded off to the next multiple of 10} to the existing pay in Use pay band and then, fixing the pay in the promotional post as per the procedure prescribed therein.

2. In terms of this Ministry's OM No. 169/2/2000-IC dated 24.11.2000, dealing with the situation whereby both the feeder and the promotional grades were placed in the identical revised pay scales based on the recommendations of the 5th Central Pay Commission, it was provided, inter-alia, that only in cases where it was not found feasible to appropriately restructure cadres in question on functional, operational and administrative considerations, extension of the benefit of fixation of pay under FR 22(l)(a)(1) could be considered on the merits of each case, provided all the conditions precedent for the grant of this benefit were fully satisfied and promotion to the post in question actually involved assumption of higher responsibilities.
3. in view of the provisions which existed prior to 1.1.2008, the matter has been considered and the President is pleased to decide that in cases of promotion from one post to another where the promotional post carries the same Grade Pay as the feeder post, the fixation of pay in such cases will be done, in the manner as prescribed in Rule 13(i) of the CCS(RP) Rules, 2008, provided fixation of pay in such cases was done prior to 1.1.2008 in terms of this Ministry's aforesaid OM No. 169/2/2000-IC dated 24.11.2000.

4. In so far as the persons serving the Indian Audit and Account Department are concerned, these orders are issued in consultation with the Comptroller & Auditor General of India.

(254)

Sub:- Guidelines for effective leadership in CSIR-reg.

In supersession of CSIR circular letters No. 4-37(1)/2001-E-II dated 12.12.2001 and No. 4-10(14)/2003-E-II dated 24.12.2003, DG, CSIR has approved the following guidelines for adoption in CSIR Labs/Instts./Centres;

1. In the absence of Director on account of tour/leave/LTC, the senior most Scientist (H or G) irrespective of whether such a Scientist has been granted extension in service beyond the normal age of superannuation, will look after the duties of Director and will exercise all the administrative and financial powers except disciplinary powers without any additional remuneration subject to vigilance clearance.
2. In case a regular Director demits his office in the Lab/Instt, and the appointment of regular Director is in process, the senior most Scientist (H or G) irrespective of whether such a Scientist has been granted extension in service beyond the normal age of superannuation can be appointed as the Acting Director, Accordingly,, whenever it becomes necessary to make any officiating arrangements in the absence of regular Director, the name of the senior most Scientist of the Lab/Instt. should be forwarded to CSIR Hqrs. irrespective of whether such a Scientist may or may not have been granted extension in service beyond the normal age of superannuation.
3. The position of Head of Division/Head of Group should be rotated amongst Chief Scientist, Sr. Principal Scientist and Principal Scientist in PB-4 atleast once in two/three years. If such Scientists are not available in any particular Division or Group,, then the position of Head of Division/Head of Group should be given to a Sr. Scientist of that Division or Group.
4. Apart from those scientists holding the position of Director/Acting Director, the scientists who are granted extension in service beyond the normal date of superannuation generally should not be involved in the routine administrative work like Store/Purchase Committee etc, so as not to hamper the R&D work. However they can assist the Director in all matters including in the Committees having/demanding scientific inputs or involving scientific work/mission/mandate of the Lab/Instt, like Management Council/Research Council etc, The Director of the lab/Instt. may include such Scientists in the Committees.

It is requested that the above guidelines may kindly be brought to the notice of all concerned in your Lab/Instt. for information/compliance and necessary action.

Copy of CSIR letter No. 4-38/2002-E.II (PD) dated 7.3.2013

(255)

Sub: Instructions on expenditure management, remittances of tuition fee from students.
This has reference to O.M. No. AcSIR/9/1(1)-2013 dated 01.05.2013 regarding instructions

on expenditure management, remittances of tuition fee collected from the students enrolled in AcSIR and other budget related matters concerning AcSIR.

The issue related to remittances of tuition fee collected from students of AcSIR to SBI Parliament Street Branch, New Delhi came up for discussion in a meeting with DG, CSIR on 14th May, 2013 when it was observed that the envisaged remittances of tuition fee collected from the students enrolled in AcSIR are not being made by all the concerned laboratories/institutes.

Accordingly, you are requested to remit all the monies so collected as per instructions contained in the above stated Office Memorandum and send a line in confirmation of the remittance having been made by your laboratory/Institute to CSIR Accounts Section.

Copy of CSIR letter No. 42-9(1)/Misc./Accounts 2013 dated 20.5.2013

(256)

Sub:-Representation from Government servant on service matters.

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, DoPT, OM/Instructions No. & date	Subject
(1)	(2)	(3)
1.	DoPT OM No. 36033/1/2013-Estt. (Res.) dated 27 th May, 2013.	Revision of income criteria to exclude socially advanced persons/sections (creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.
2.	DoPT OM No. 11013/08/2013-Estt.(A)-III dated 6 th June, 2013.	Representation from Government servant on service matters.
3.	DoPT instructions No. 12/5/2013-JCA-2 dated 11 th June, 2013.	Holidays to be observed in Central Government Offices during the year 2014.

Copy of CSIR letter No. 5-1(17)/08-PD dated 14.6.2013

No.11013/08/2013-Estt.(A)-III dated 6th June, 2013 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

The undersigned is directed to refer to the Ministry of Home Affairs OM No. 118/52-Estt. dated the 30th April, 1952, OM No. 25/34/68-Estt.(A) dated the 20th December 1968 and this Department's OM No. 11013/07/1999-Estt(A) dated the 1st November, 1999 (copies enclosed for ready reference) on the above mentioned subject.

This Department is receiving a number of representations, on service matters, addressed to the Prime Minister/ Minister/ Secretary (P) and other officers directly from the Government servants.

2. It has been envisaged in these instructions that whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance,, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. Of late, it is observed that there is an increasing tendency on the part of officers at. different levels to by-pass the prescribed channels of representation and write directly to the high functionaries totally ignoring the prescribed channels. The problem is more acute in large Departments where often very junior employees at clerical level address multiple representations to the Minister, Prime Minister and other functionaries. Apart from individual representations, the service unions have also developed a tendency to write to the Ministers and Prime Minister on individual grievance. Some of these representations are often forwarded through Members of Parliament, in violation of Rule 20 of the CCS (Conduct) Rule. 1964.

3. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. The stage at which an advance copy of the representation may be sent to higher authorities has also been indicated in MHA O.M. No. 25/34/68-Estt(A) dated 20.12.68 time limits for disposal of various types of representations have been prescribed. If it is anticipated that an appeal or petition cannot be disposed of within a month of its submission, an acknowledgement or interim reply should be sent, to the individual within a month

4. Thus adequate instructions are available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned. As such submission of representations directly to higher authorities by- passing the prescribed channel of communications has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions as it can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3(1) (iii) of the CCS(Conduct) Rules, 1964.

5. It is again reiterated that these instructions may be brought, to the notice of all Govt. servants and appropriate disciplinary action may be taken against those who violate these instructions.

(257)

Sub:- Revision of income criteria to exclude socially advanced persons/sections (creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, DoPT, OM/Instructions No. & date	Subject
(1)	(2)	(3)
1.	DoPT OM No. 36033/1/2013-Estt. (Res.) dated 27 th May, 2013.	Revision of income criteria to exclude socially advanced persons/sections (creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.
2.	DoPT OM No. 11013/08/2013-Estt.(A)-III dated 6 th June, 2013.	Representation from Government servant on service matters.
3.	DoPT instructions No. 12/5/2013-JCA-2 dated 11 th June, 2013.	Holidays to be observed in Central Government Offices during the year 2014.

Copy of CSIR letter No. 5-1(17)/08-PD dated 14.6.2013

No. 36033/1/2013-Estt. (Res.) dated 27th May, 2013. of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

The undersigned is directed to invite attention to this Department's office memorandum. No. 36012/22/93-Estt.(SCT) dated 8th September, 1993 which, inter-alia, provided that sons and daughters of persons having gross annual income of Rs. 1 lakh or above for a period of three consecutive- years would fall within the creamy layer and. would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was-subsequently raised to Rs. 2.5 lakh and. Rs, 4.5 lakh and accordingly the expression "Rs. 1 lakh" under Category-VI of Schedule to OM dated 8thSeptember, 1993 was revised to "Rs. 2.5 lakh" and to "Rs. 4.5 lakh" vide this Department's OMs No. 36033/3/2004-Estt. (Res.) dated 09.0.3.2004 and dated 14.10.2008 respectively.

2. It has now been decided to- raise the income limit from Rs. 4.5 lakh to Rs. 6 lakh per annum for determining the creamy layer amongst the Other Backward Classes,, Accordingly, the expression "Rs. 4.5 lakh" under Category VI in the Schedule to this Department's aforesaid O.M. of 8th September, 1993 would be substituted by Rs. "Rs, 6 lakh".

3. The provisions of this office memorandum have effect from 16th May, 2013.

4. All the Ministries/Departments are requested, to bring the contents of this-office memorandum to the notice of all concerned.

(258)

Sub:- Recruitment Rules for Multi-Tasking Staff (erstwhile Group 'D' Non Technical i.e. Group C Non-Technical under 6th CPC) – reg.
The Governing Body, CSIR in its 182nd meeting held on 6th February, 2013 has approved

the Recruitment Rules for Multi-Tasking Staff (erstwhile Group D' Non Technical) i.e. Group C Non-Technical Staff as at Annexure-I. However, recruitment to the post of Multi - Tasking Staff should be done in exceptional circumstances and with the prior-approval of DG, CSIR.

It is requested that the above decision may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(151)/2012-PD dated 2.7.2013

MULTI-TASKING STAFF

1.	Name of the Post	Multi-Tasking Staff #
2.	Classification	Non-Tech Group 'C'
3.	Pay Band and Grade Pay	PB-1, Rs. 5200-20200 + Grade Pay Rs. 1800
4.	Age-limit	18-25 years, relaxation in age-limit to be provided" for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time. Note- The crucial date for determining the age-limit and other eligibility criteria shall be the last date of receipt of the application.
5.	Educational and other qualifications required	Matriculation or equivalent pass. OR ITI pass* *May be adopted as per special requirements of the post, if any.
6.	Desirable qualification	Intermediate (12 th class) pass.
7.	Period of Probation	Two years.
8.	Method of Recruitment	Direct Recruitment
9.	Constitution of Selection Committee	<ol style="list-style-type: none"> 1. Director or His nominee in Labs./Instts. or JS(A) or his nominee in CSIR Hqrs..... 2. Chairman Three Officers from amongst the following officers..... Members <ol style="list-style-type: none"> a). Sr. Deputy Secretary/Sr. Controller of Administration/Deputy Secretary/Controller of Administration/Under Secretary/Administrative Officer. b). Deputy Secretary/Under Secretary from CSIR Hqrs./Lab/Instt. c). Deputy Financial Adviser/Finance & Accounts

		3.	officer. Representative of SC/ST as per rules..... Member
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#Erstwhile Non-Tech Group D

Note: Recruitment to the post of Multi-Tasking Staff should be done in exceptional circumstances and with the prior approval of DG, CSIR.

(259)

Sub:- Surrender of vacant & utilized posts in the administrative & non-technical cadres including isolated posts to the central pool at CSIR Hqrs – reg.

I am directed to refer to this office OM No. 2/70/2011-JS(A) dated 22.3.2011 on the subject cited above and to state that the following posts stand released to the respective Labs/Instts so as to maintain status quo ante:-

- A. Administrative post to be utilized for (i) absorption of indentified casual workers (ii) to fill up back log vacancies of SC/ST/OBC etc. (iii) appointment on compassionate ground.
- B. Administrative posts (except DRQ posts of Asstts (G/FA/SP) Gr. III and Jr. Steno/Sr. Steno) for which recruitment process had already been initiated prior to issue of OM dated 22.3.2011 and
- C. Administrative posts under the DPC & DTQ modes of promotion.

Thus, all the letters/references received from Labs/Instts on this subject stand disposed. This issues with the approval of JS. (A), CSIR.

Copy of CSIR letter No. 3-8(7)/11-E.I dated 2.7.2013

(260)

Sub: Recruitment to the post of Protocol Officer in the Pay Band of Rs. 9300-34800 plus Grade Pay Rs. 4600/- (PB-2).

I am directed to state that one post of Protocol Officer in the Pay Band of Rs. 9300-34800 plus Grade Pay Rs. 4600/- (PB-2) is to be filled up at CSIR Hqrs. In accordance with the rules approved by the Governing Body of CSIR, the post is to be filled up by selection from amongst eligible departmental candidates. The qualification and experience prescribed for the post are as follows:

Educational Qualifications	Graduate in any discipline or equivalent
Experience	Assistant Gr. I or equivalent with 5 years experience in protocol and hospitality work,

	<p>particularly relating to foreign guests and delegations; customs and airlines formalities etc.</p> <p>Qualification & experience can be relaxed in case of candidates otherwise found suitable.</p>
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The post may kindly be given wide publicity in your Labs/Instts.

Applications of eligible employees along with their CR folders, pay particulars and vigilance clearance may kindly be sent to the undersigned latest by 14.8.2013.

Copy of CSIR letter No. 7-3(1)/2011-E.III dated 19.7.2013

(261)

Sub:- Withholding of 10% gratuity from the retiring Government servants – clarification reg.

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, DP & PW, Deptt. of Expenditure, OM/Instructions No. & date	Subject
(1)	(2)	(3)
1.	DP&PW OM No. 20/16/1998 P&PW (F) dated 19 th February, 2013.	Withholding of 10% gratuity from the retiring Government servants – clarification reg.
2.	Dept. of Exp. OM No. 1/1/2008-IC dated 22 nd May, 2013.	Grant of one increment in pre-revised pay scale – OM dated 19.3.2012 – clarification reg.

Copy of CSIR letter No.5-1(17)/08-PD dated 19.7.2013

F. No. 20/16/1998 P&PW (F) dated 19th February, 2013 of Government of India, Ministry of Personnel Public Grievances and Pensions Department of Pension and Pensioners Welfare.

The undersigned is directed to say that this Department has been receiving representations from individuals and Pensioners Associations that Government Department have been withholding 10% of the amount of gratuity from each retirees even when they had not been provided and Government accommodation.

The recovery and adjustment of Govt. dues from retirement gratuity is regulated under Rules 71 to 73 of the CCS (Pension) Rules, 1972, (1) to (3) of Rules 72 ibid provide for recovery of actual amount of Govt. dues in respect of Govt. accommodation from pay & allowances before retirement and from Retirement Gratuity. Sub rule (5) of Rule 72 ibid stipulates that if, in any particular case, it is not possible for the Directorate of Estates to

determine the outstanding licence fee, the Directorate shall inform the Head of Office that 10% of gratuity may be withheld pending receipt of further information. The withheld amount Certificate' (NDC) from Dte of Estate. Thus, if no Govt. dues' in respect of Govt. accommodation are outstanding then the rules do not provide for withholding of any part of the gratuity on retirement of the Govt. servant. If no Government accommodation is allotted to a Government servant, in accordance with Dte of Estate's OM No. 18011/5/1990-POI-III dated 12.10.2010, it is for the Administrative Ministry to issue an 'NDC'.

As regards recovery in respect of Govt. dues other than those pertaining to Govt. accommodation, the Head of Office is required to complete assessment of such dues eight months prior to the date of retirement [Rule 73(2)]. The actual amount of such dues and the dues which come to the notice subsequently and remaining outstanding are to be adjusted against the amount of retirement gratuity becoming payable to the Govt. servant on retirement. Thus, there is no provision for withholding any part of gratuity for the purpose of recovery of outstanding government dues other than those pertaining to government accommodation.

(262)

Sub:- Grant of one increment in pre-revised pay scale – OM dated 19.3.2012 – clarification reg.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum of even no. dated 19.3.2012 which provides that those Central Government employees who were due to get their annual increment between February to June during 2006, may be granted one increment as on 1.1.2006 in the pre-revised pay scale as a onetime measure and, thereafter, will get the next increment in the revised pay structure on 1.7.2006.

2. As per this Ministry's OM No. F. No. 1/1/2008-IC dated 30th August, 2008, fitment tables have been prescribed in Annexure-I thereto, specifying the stages of revised pay in the revised pay band with reference to each stage of pre-revised pay in various pre-revised pay scales. As per the fitment tables, the stage of revised pay in the pay band has been mentioned at the same stage in respect of two consecutive pre-revised stages of pay in cases of certain pre-revised scales.
3. This Ministry has been receiving references as to whether in cases when the fitment tables provides for the same revised stage in case of two consecutive pre-revised stages in a particular pre-revised scale of pay, the benefit of bunching is admissible after grant of one increment in the pre-revised pay scale by virtue of this Ministry's OM dated 19.3.2012.
4. The matter has been considered and it is clarified that Fitment Table contained in the aforesaid OM dated 30.8.2008 is to be strictly followed for fixation of pay in the revised structure without any deviation.

5. In cases where the stages of fixation of pay in the revised pay band as per fitment table contained in the aforesaid OM dated 30.8.2008 provides for the same revised stage in the Pay Band with reference to two consecutive stages of pre-revised pay in the corresponding pre-revised scales, then in such cases due to application of this Ministry's OM dated 19.3.2012, there will be no change in the revised pay as on 1.1.2006, if the revised stage with reference to the pre-revised pay after accounting for one increment in the pre-revised scale does to undergo any change as per the Fitment Table. It is also clarified that no further bunching will be allowed in such cases and no re-fixation of pay will be admissible in the revised pay as on 1.1.2006.

Copy of CSIR letter No. 5-1(17)/08-PD dated 19.7.2013

(263)

Sub:- Proposals for extension in service in respect of Chief Scientists/Outstanding Scientist beyond superannuation upto the age of 62 years – forwardal thereof. (Date is not available)

I am directed to inform you that a meeting of the Standing Peer Review Committee (SPRC), is likely to be held in the month of August, 2013. It is, therefore, requested that proposal for extension in service beyond superannuation upto the age of 62 years in deserving cases of Scientist-G/H superannuating between October, 2013 to March, 2014 may kindly be forwarded to CSIR Hqrs. latest by 12th August, 2013 positively, failing which it would become difficult to place the same before the SPRC.

Accordingly, the proposals for extension in service alongwith the following documents may kindly be forwarded to CSIR Hqrs.

1. 10 sets of bio-data, details of work done, work proposed to be done during the extension period.
2. One-page brief write up, as per the format enclosed (alongwith its soft copy on word DOC file which may be sent by email to pankaj@csir.res.in).
3. Justification for extension in service with specific recommendations of the Director
4. Vigilance clearance certificate (in the enclosed proforma).
5. Attested copies of upto date APARs/ARPs/PMS of the Scientist for the last five years duly completed in all respects and a separate year wise list of APARs/ARPs/PMS grading(as per the format{Annexure-A} enclosed).
6. A statement in respect of all the officials proposed for extension beyond superannuation in service by the Lab/Instt. in the enclosed Annexure-B & C may also be sent.

Brief Note

Name	Date of superannuation on attaining the age
Designation	of 60 years
Date of joining CSIR service	

Qualification (Mention name of University; year of passing; field of specialization) Name of the Labs./Instts.	Date of birth
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Para (1) : This para will contain the brief career progression chronologically.

Para(2) : Details of Award/Publication/Patent etc.

Brief on the number of books. Research Papers published in National and International journals and the number of lectures/key note addresses and presentation of papers in National/International seminar/symposium. The para may also include the number of students guided by the scientist for award of Ph-D degree and details of awards/fellowship granted including foreign assignments and also membership to various professional associations.

Para(3) : Brief R&D contribution.

Para (4): Proposed R&D actively during the extended period.

Para(5): Brief recommendations of the Director, justifying extension in service based on performance and public interest.

Prepared by
(Name & Designation)
Checked by
(Signature of COA/AO)
Official Stamp
Dated

Particulars of the officer to be considered for issue of vigilance clearance.

- i. Name of the Officer/Official
- ii. Designation
- iii. Posting details of Last 5 Years.

	From	To
Place of posting		
Designation		
Grade		

- iv. Vigilance history during the relevant period
- v. Whether appears in Doubtful Integrity list?
- vi. Whether any disciplinary/vigilance proceeding is pending or contemplated (whichever applicable)?
- vii. If yes:
 - a. Case No./details in brief
 - b. Status of the case
- viii. Whether any penalty has been imposed in the past (last 5 year):
 - a. If yes, whether major or minor
 - b. Brief details of the penalty

- ix. Indicate if any, penalty is in operation as an date
- x. Whether Annual Property Returns for the previous year ending 31st Dec. has been filed if yes, then date of submission?
- xi. Other remarks if any:
Copy of CSIR letter No. 4-38/2002-E.II(PD) dated 24.7.2013

Annexure-A

Statement of APARs/ARPs/PMS grading for the last five years in respect of Scientists

S.No.	Name Designation & Lab./Instts.	Date of appointment to their present post	Years					Average
			2008-09	2009-10	2010-11	2011-12	2012-13	
A	B	C	D	E	F	G	H	I

Annexure-B

Statement of chronological career progression of Direct/Scientists

S.No.	Name & Designation	Name of Lab/Instts.	Junior Scientist/Trainee Scientist (erstwhile Sci.B) (Date of Joining)	Scientist (erstwhile Sci-C) (Date of Joining)	Senior Scientist (erstwhile Sci.E-I) (Date of Joining)	Principal Sci. (erstwhile Sci-E-II) (Date of Joining)	Sr. Principal Sci. (erstwhile Sci-F) (Date of Joining)	Chief Scientist (erstwhile Sci-G) (Date of Joining)	Director /outstanding Scientists (H) (Date of Joining)

Annexure-C

Details of Scientists proposed for extension beyond superannuation in service upto 62 years.

S.No.	Name & Designation	Name of Lab/Instts.	Date of Birth	Date of Superannuation	Date of appointment to the present post	Age as on post to the present post	No of years put in the previous post appointment present post	No. of years of service rendered in CSIR (Sci-B) onwards.

(264)

Sub: Notification of vacancies of Scientists – regarding.

I am directed to refer to this office letter of even number dated 1.6.2011.conveying amended provisions of recruitment under CSRAP Rules, 2001. These provisions, inter alia,

provides that all advertisements for the positions of scientists in CSIR shall be with regard to Pay Band-3 or Pay Band-4.

The Selection Committee depending upon the performance of the candidate may choose to place the candidate in any of the Grade Pay within the Pay Band subject to meeting the minimum eligibility criterion specified, without disturbing the existing roster position.

Despite issue of the above provisions with the approval of CSIR-Governing Body instances continue- to come to the notice of RAB where advertisements have not been issued as per the laid down- provision.

It is once again requested that all positions of scientists may be advertised with regard to PB-3 or PB-4.as per CSRAP Rules,2001.as amended from time to time. Any proposal received from the Lab./Instt. for constitution of selection committee which is not in conformity of CSRAP Rules will be returned. This issues with the approval of Chairman, RAB ..

Copy of CSIR letter No. 1-5(1)/174/2009-RAB dated 19.9.2013

(265)

Sub:- Regarding record of staff members entrance in the office.

It has been observed that many of the staff members have not been displaying their Identity Card at entrance and also not punching their Identity Card at the entrance gate to mark their attendance. It has also been observed that a number of employees from CSIR Labs/Instts. visit headquarters for official work, but no record of their entry is available in the visitor's book.

All the staff members are requested to display identity cards and also punch their card regularly at the time of entry to the office and at the time of leaving office to maintain discipline in the office. In case, identity card of any staff member is duplicate punching card without any further delay.

All visitors need to make entry in the Visitor's register and they will be issued Visitor's Pass at reception.

Copy of CSIR letter No. 6-9(131)/2002-E.III dated 7.10.2013

(266)

Sub: Withdrawal requests pending due to insufficient documentation.

I am to forward herewith Letter NO.AS/PM/SS/2013S0474, dated 30.09.2013 received from NSDL, Mumbai on the above subject requesting to provide the requisite information/documents to CRA at the earliest to settle the pending withdrawal cases for your information, guidance and compliance.

Copy of CSIR letter No. 34-2(5)/NPS/2013-14 dated 14.10.2013

This has reference to the processing of Withdrawal requests forwarded to CRA by the PAOs underlying your jurisdiction. As you are aware, PFRDA has issued interim guidelines for Withdrawal processing on June 21, 2012, Accordingly the withdrawal requests are being processed at NSDL-CRA once the requests are received from the PAOs/CDDOs (hereafter referred as PAOs). If the documents provided are not in order, CRA communicates the discrepancies observed to the concerned PAOs for providing the requisite documents for processing of withdrawal requests.

We have received six withdrawal request(s) from the PAOs under your jurisdiction. However, as on date, there is/are four withdrawal request(s) pending for processing due to insufficient details/documents submitted to NSDL-CRA by the PAOs. The PAO (reason-wise) details of the same have been provided as Annexure 1.

You will appreciate that pending withdrawal requests may result in subscribers' grievances/queries. We are witnessing instances where subscribers are resorting to Right To Information Act or taking legal recourse to resolve such disputes.

You are requested to issue an advisory to these offices for providing the requisite information/documents to CRA at the earliest, so that the pending withdrawal cases can be processed. For further clarifications, if any, you may contact Mr. Sarvdeep Singh (Tel: 022-24994512, Email ID - sarvdeeps@nsdl.co.in) or Mr. Sudhanshu Shekhar (Tel: 022-24994862, Email ID – sudhanshus@nsdl.co.in)

(267)

Sub:- Enhancement of amount of Ex-gratia payable to pre-1986 CPF retirees and dependent family members of the deceased pre-1986 CPF employees –reg.

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance.

S.No. (1)	Govt. of India, DP & PW, DoE, DoPT OM No. & date (2)	Subject (3)
1.	DEPTT. Of P&PW OM No. 1/10/2012-P&PW(E) dated 27.6.2013.	Enhancement of amount of Ex-gratia payable to pre-1986 CPF retirees and dependent family members of the deceased pre-1986 CPF employees –reg.
2.	DoE OM No. 19024/1/2012-E.IV dated 9.7.2013	Guidelines on Air Travel on Official Tours/Leave Travel Concession (LTC) – reg.
3.	DP&PW OM No. 4/30/2010-P&PW (D) dated 11.7.2013	Payment of arrears of pension in cases where valid nomination has not been made under the Payment of Arrears of Pension (Nomination) Rules, 1983; Payment of arrears of family pension- reg.

4.	DP&PW OM No. 4/30/2010-P&PW (D) dated 11.7.2013	Revision of 1/3 rd commuted portion of pension in respect of Government servants who had drawn lump sum payment on absorption in Central Public Sector Undertakings/Central Autonomous Bodies-Implementation of Governments decision on the recommendations of the 6 th CPC.
5.	DoPT OM No. 12011/01/2012-Estt. (AL) dated 31.7.2013	Children Education Allowance – Reimbursement of Examination Fee.
6.	MoF, DoE OM No. 21-1/2011-E.II(B) dated 5.8.2013	Grant of Transport Allowance to Orthopedically handicapped Central Government employees.
7.	DP&PW OM No. 1/27/2011-P&PW(E) dated 20.9.2013	Submission of Form 14 by the spouse to the pension disbursing bank after the death of the pensioner – instructions - reg.
8.	DoPT OM no. 11/2/2013-IR (Pt.) dated 14.8.2013	Disclosure of personal information under the RTI Act, 2005.

Copy of CSIR letter No. 5-1(17)/08-PD dated 18.10.2013

F. No. 1/10/2012-P&PW(E) dated 27.6.2013 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

The undersigned is directed to refer to this Department's OM No. 45/52/97-P&PW(E), dated 16th December, 1997 sanctioning monthly payment of an amount of Rs. 600/- as ex-gratia, to CPF beneficiaries who had retired from service prior to 1.1.1986. This amount was payable w.e.f. 1.11.1997. Similarly, monthly ex-gratia being paid to the widows and dependent children of the deceased CPF beneficiaries who had retired from service prior to 1.1.1986 and the widows and dependent children of the CPF beneficiaries who died while in service prior to 1.1.1986 had been revised from Rs. 150/- to Rs. 605.

2. Reference is also invited to this Department's O.M. No. 42/2/2004-P&PW (G), dated 15th March, 2004. In terms of this OM. Dearness relief equal to 50% of the above amounts of ex-gratia had been converted into dearness ex-gratia w.e.f. 1st April, 2004. Consequently, dearness relief, as announced from time to time is being paid, on the sum of the amounts of ex-gratia and dearness ex-gratia.

3. This Department has since been receiving representations from the CPF retirees who are in receipt of ex-gratia in terms of the above instructions, to enhance the amount of ex-gratia. The matter has now been considered and the President is pleased to enhance the existing amount of ex-gratia of Rs. 600/- p.m. being paid to the surviving CPF retirees and the amount of ex-gratia of Rs. 605/- p.m. being paid to the dependent members of the families, i.e., widows and dependent children of deceased beneficiaries at the following rates w.e.f. 4th June, 2013:

S.No.	Group of Service to which CPF retirees belonged at the time of retirement	Enhanced amount of basic monthly ex-gratia
1.	Group 'A' Service	Rs. 3000/-
2.	Group 'B' Service	Rs. 1000/-
3.	Group 'C' Service	Rs. 750/-
4.	Group 'D' Service	Rs. 650/-
5.	Widows and dependent children of the deceased CPF beneficiary	Rs. 645/-

4. Dearness ex-gratia equal to 50% of the enhanced amount of ex-gratia and Dearness Relief as notified from time to time on the sums of enhanced amounts of ex-gratia and dearness ex-gratia shall also be admissible to them.

5. The terms and condition for grant of ex-gratia and dearness relief will continue to be governed by this Department's OM No. 4/1/87 PIC, dated 13th June, 1988 and OM No. 45/52/97-P&PW(E) dated 16th December, 1997 and subsequent Office Memorandum issued in this regard.

6. As laid down in the Ministry of Finance OM dated 28.11.1969, the ex-gratia payment is not admissible to (a) those who were dismissed/removed from service and (b) those who resigned service.

7. It shall be the responsibility of the Head of the Department of the Ministry, Department, Office, etc. from which the CPF beneficiary had retired or where he was working prior to his demise to revise the ex-gratia with effect from 4th June, 2013 and to issue revised Ex-gratia Payment Order (EPOs). Action to revise ex-gratia in terms of these provisions shall be initiated by the concerned Heads of Department. In the case of the Defence Civilian Employees, however, the procedure prescribed in this regard by the Ministry of Defence shall be followed. It is emphasized that the Sanctioning Authority, in no case, will ask the beneficiary to surrender his/her original Ex-gratia Payment Order (EPO) for issuing revised authority.

8. The CPF beneficiaries may send applications to the Head of Office and/or Disbursing Authority concerned for revision of ex-gratia amount indicating the EPO details and the office from which he/she retired/last served. The Disbursing Authority shall intimate the details of the beneficiaries to the Central Pension Accounting Office and the Pay & Accounts Offices concerned in the proforma enclosed as Annexure to this OM.

9. The periodical certificates such as life certificate, non-employment certificate etc. prescribed for drawal of pension will also be required to be submitted by the recipient of the ex-gratia payment to the appropriate disbursing authorities for drawal of ex-gratia.

10. These orders apply to all civilian Central Government employee covered under Contributory Provident Fund scheme retired/died before 1986, including civilians paid from Defence Service Estimates but will not apply to Railway Employees. Separate orders will be issued by the Ministry of Railways (Railway Board) for revision of ex-gratia payable to the dependent members of families of eligible employees covered under the State Railways Provident Fund (Contributory).

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

(268)

Sub:- Revision of 1/3rd commuted portion of pension in respect of Government servants who had drawn lump sum payment on absorption in Central Public Sector Undertakings/Central Autonomous Bodies- Implementation of Government of the 6th CPC.

The undersigned is directed to say that orders were issued vide this Department's OM No. 4/30/2008-P&PW(D) dated 15.9.2008 for revision of 1/3rd restorable pension w.e.f. 1.1.2006 of Government servants who had drawn lump sum payment in respect of pro-rata pension on absorption in a PSU/Autonomous Body. The implementation of these orders in some cases resulted in drop. In the total amount of 1/3rdrestored pension plus DR in comparison to total amount of 1/3rdrestored pension plus admissible DP and DR as drawn by pensioners before issue of these orders. It was, therefore decided vide Department of Pension and Pensioners Welfare OM No. 4/38/2008-P&PW(D) dated 27.5.2009 that wherever the restored amount of the revised pension plus DR of such absorbtees, in terms of instructions contained in OM dated 15.9.2008, becomes less than 1/3rd pre revised restored pension plus admissible DP & DR as already drawn, the absorbed employees would be allowed to draw the pensionary benefits admissible to them till such time the restored amount of the revised pension in terms of instructions contained in OM dated 15.9.2008 plus admissible DR works out to be more than the pre revised 1/3rd restored pension plus admissible DP & DR as on 1.9.2008.

2. The Central Administrative Tribunal, in its order dated 27.9.2011 in OA No. 710/2010 read with order dated 22.4.2013 in CP 26/2012 held that the OM dated 15.9.2008 was legally sustainable. However, Hon'ble CAT has directed to pass an order so as to equalize the amount of 1/3rd restored pension with the pension of other Central Government Pensioners.
3. The matter has been examined. On the recommendations of the 6th Central Pay Commission, the pension of pre-2006 Central Government Pensioners has been revised vide this Department's OM No. 38/37/08-P&PW(A) dated 1.9.2008. In terms of para 4.1 of that OM, the revised pension of pre-2006 pensioners works out to 2.26 times of the pre-revised basic pension (without DP). Keeping in view the direction of Hon'ble CAT. Hyderabad Bench, it has been decided that 1/3rd restored pension of those Government servants who had drawn lump-sum payment on absorption in PSU/AB and whose 1/3rd pension was restored from a date before 1.1.2006, the pre-revised 1/3rdrestored pension will be revised w.e.f. 1.1.2006 by multiplying the same by a factor of 2.26, if it is more beneficial than the amount of revised restored 1/3rd pension arrived at in terms of this

Department's OM dated 15.9.2008. in the case of those absorbee pensioners in whose case the restoration of 1/3rd pension became due on or after 1.1.2006, the above formulation would apply with reference to notional 1/3rd restorable pension as on 31.12.2005.

4. These instructions are being issued as a special case in compliance of the orders of Hon'ble CAT Hyderabad Bench in CP No. 26/2012 in OA 710/2010. At the time of revision of 1/3rd pension on the basis of recommendations of next Pay Commission, the increase in 1/3rd restored pension on account of these instructions would not be considered and the 1/3rd restored pension of absorbees would be revised as per the usual procedure without taking into account the aforesaid dispensation.
 5. Payment of DR and additional pension to old pensioners (of the age of 80 years and above) shall continue to be on full pension as per the instructions issued from time to time.
 6. The benefit of revision of restored amount of 1/3rd commuted portion of pension shall be admissible w.e.f. 1.1.2006 or from the date the commuted portion of pension is restored, whichever is later.
 7. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their ID No. 561/E.V/2013 dated 21.6.2013.
 8. In their application to the persons belonging to Indian Audit and Accounts Department these orders issues issue in consultation with the Comptroller and Auditor General of India.
- Copy of CSIR letter No. 5-1(17)/08-PD dated 18.10.2013*

(269)

Sub:- Children Education Allowance – Reimbursement of Examination Fee.

Subsequent to issue of Department of Personnel & Training's O.M, No.12011/03/2008-Estt.(Allowance) dated 2ndSeptember, 2008, and subsequent clarifications issued from time to time on the subject cited above, a number of references have been received on reimbursement of "examination fee". After due consideration of the references, in consultation with the Ministry of Finance, Department of Expenditure, it has been agreed to allow reimbursement of "examination fee" as part of reimbursable items as indicated in para 1(e) of O.M. dated 2nd September, 2008, with effect from the current academic year, subject to the fulfillment of other existing conditions:

2. In so far as persons working in the Indian Accounts and Audit Departments are concerned, these orders issue in consultation with Comptroller and Auditor General of India.

Copy of CSIR letter No. 5-1(17)/08-PD dated 18.10.2013

(270)

Sub:- Guidelines on Air Travel on Official Tours/Leave Travel Concession (LTC) – reg.

Reference is invited to instructions issued by the Department of Expenditure, Ministry of Finance from time to time regarding the procedure for booking of air tickets on Government account. As per existing procedure, Government officials/offices can book the air tickets directly from Airlines (at Booking counters/Website of Airlines) and if needed, by utilizing the services of authorized agents, viz. M/s Balmer Lawrie & Company Limited (BLCL) and M/s Ashok Travels & Tours (ATT) [Department of Expenditure OM No. 19024/1/2009-E.IV dated 16.9.2010 refers]. Air tickets for travel on LTC, to a limited extent, can also be get booked through Indian Railway Catering & Tourism Corporation (IRCTC) [Department of Personnel & Training OM No. 31011/6/2002-Estt(A) dated 2.12.2009 refers].

2. It has now been decided to include IRCTC as an authorized agent for the purpose of booking air tickets on Government account. Accordingly, if the services of a travel agent for booking air tickets on Government account is to be availed of, in addition to BLCL and ATT, the services of IRCTC can also be availed of.
3. All Ministries/Departments of the Government of India, etc. may accordingly bring these instructions to the notice of all concerned for strict compliance.

Copy of CSIR letter No. 5-1(17)/08-PD dated 18.10.2013

(271)

Sub:- "Nomination details for subscribers".

I am directed to enclose herewith a copy of O.M. No. AS/PM/JJ/MS/201353372 dated 14th October, 2013 received from NSDL on the subject "Nomination details for subscribers" for your information, guidance and compliance).

Copy of CSIR letter No. 34-2(5)/CSIR/NPS/2013-14 dated 13.11.2013

F. No. AS/PM/JJ/MS/201353372 dated 14th October, 2013 of NSDL

As you are aware, providing, of nominee details by subscribers in the subscriber registration form (or through Annexure S2 form) is of utmost importance as it reduces the inconvenience/operational difficulties in processing of withdrawal requests upon death of the subscriber. There are certain subscribers underlying your office who have not yet provided nomination details (for these subscribers, nomination is not registered in CRA system). You are requested to advise these subscribers to provide the nomination details so that these details can be captured in the CRA system by your underlying office. The subscribers can provide the .nomination details in the S2 form or the form RN-402 as provided by PF.R.DA for registration of nomination (copy enclosed). Once the nomination

details are provided by the subscribers, these details can be updated in the CRA system by your underlying offices. Some of the subscribers may also be Non-IRA compliant. For these subscribers, you are requested to ensure that subscriber registration forms (SI forms) submitted by these subscribers contain valid nomination details as well. An email in this regard has already been sent to your office and the underlying PAOs.

402-RN REQUEST FOR REGISTERING NOMINATION – NFS

i. _____ S/o/
W/o _____

and ; holding Permanent Retirement Account vide number (PRAN) _____ do hereby nominate the person(s) more particularly described hereunder on the _____ day of _____ (month & year) in respect of the accumulated pension wealth in my permanent retirement account in the National Pension System in the event of my death. I understand that in the event of my death all rights to the accumulated pension wealth shall vest to the nominee(s) given below who survives me.

SUBSCRIBER'S NOMINATION DETAILS

1. Name of the Nominee:

1 st Nominee	2 nd Nominee	3 rd Nominee
First Name	first Name	first Name
Middle Name	Middle Name	Middle Name
Surname/last name	Surname/last name	Surname/last name

2. Date of Birth (In case of a minor):

1 st Nominee	2 nd Nominee	3 rd
Nominee		

3. Relationship with the Nominee:

1 st Nominee	2 nd Nominee	3 rd
Nominee		

4. Percentage Share:

1 st Nominee	2 nd Nominee	3 rd
Nominee		

5. Nominee's Guardian Details (in case of a minor):

1 st Nominee	2 nd Nominee	3 rd
Nominee		
First Name	first Name	first Name
Middle Name	Middle Name	Middle Name
Surname/last name	Surname/last name	Surname/last name

(272)

Sub:- Withholding of 10% gratuity from the retiring Government servants-clarification reg.

S.NO.	Govt. of India, DP & PW OM No. & date	Subject
1.	OM No. 20/16/1998-P&PW(F) dated 11.7.2013	Withholding of 10% gratuity from the retiring Government servants-clarification reg.
2.	OM. Nos. 42/13/2012-P&PW(G) dated 24.5.2013 and dated 17.10.2013.	Grant of Dearness Relief to CPF beneficiaries in receipt of ex-gratia payment.

Copy of CSIR letter No. 5-1(17)/08-PD dated 8.11.2013

No.20/16/1998-P&PW(F) dated 11th July, 2013 of Government of India Ministry of Personnel Public Grievances and Pensions Department of Pension and Pensioners Welfare;

The undersigned Is directed to refer to this Department's OM of even number dated the 19th February 2013 on the above cited subject and to say that this Department is still receiving representations from individuals and Pensioners Associations that Government Departments have been withholding 10% of the amount of gratuity from retirees even when they had not been provided any Government accommodation. This is in contravention of existing instructions,

- The recovery and adjustment of Govt. dues from retirement gratuity Is regulated under Rules 71 to 73 of the CCS (Pension) Rules, 1972, Rule (1) to (3) of Rule 72 ibid provide for recovery of actual amount of Govt. dues in respect of Govt. accommodation from pay & allowances before retirement and from Retirement Gratuity. Sub rule (5) of Rule 72 ibid stipulates that if, in any particular case. It is not possible for the Directorate of Estates to determine the outstanding licence fee, that Directorate shall inform the Head of Office

that ten per cent of gratuity may be withheld pending receipt of further information. Further, if no Government accommodation is allotted to a Government servant, in accordance with Dte. of Estate's OM No.18011/5/1990-Pol-III Dated 12.10.2010, it is for the Administrative Ministry to issue an 'NDC'.

3. As regards recovery in respect of 'Govt. dues' other than those pertaining to Govt. accommodation, the Head of Office is required to complete assessment of such dues eight months prior to the date of retirement [Rule 73(2)]. The actual amount of such dues and the dues which come to notice subsequently and remain outstanding are to be adjusted against the amount of retirement gratuity becoming payable to the Govt. servant on retirement.
4. It is, therefore, clear that there is no provision for withholding any part of gratuity at the time of retirement for the purpose of recovery of outstanding government dues other than those pertaining to government accommodation and the onus of timely collection of license fee is on the Directorate of Estates. If the Directorate of Estate does not specifically inform the Administrative Department of the outstanding dues and requests for withholding of 10% gratuity for the outstanding license fee, Gratuity cannot be withheld on this account. The only other circumstance under which gratuity can be withheld is in case of ongoing disciplinary proceedings against the Government servant. Thus the Pay and Accounts Officer shall not withhold any gratuity unless the Head of Office.
 - a) encloses instructions received from Directorate of Estate for withholding of 10% gratuity for outstanding license fee or
 - b) Informs of ongoing disciplinary proceedings.
5. These instructions are for strict compliance of all Administrative Ministries/ Departments.
6. A revised FORM 8 - form of letter to the Accounts Officer forwarding the pension papers of Government servant is also enclosed. Formal amendment in the CCS(Pension) Rules for revised Form 8 will be notified later.

FORM 8

[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant]

No.....
Government of India.....
Ministry of.....
Department/ Office.....
Dated the

To

The Pay and Accounts Officer/ Accountant General,
.....
.....

Sub:- Pension papers of Shri/Smi/Kumari

For authorization of pension.

I am directed - to forward herewith the pension papers of Shri./Smt./Kiimariof this Ministry /.Department/ Office for further necessary action.

2. "The details of Government dues which will remain outstanding on the date of retirement of the Government servant and which need to be recovered out of the amount of retirement gratuity are indicated below.

- | | | |
|--|-----|-----|
| a) Balance of the house building or conveyance advance | Rs. | |
| b) Overpayment of pay and allowances including leave salary | | Rs. |
| c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1.961.) | | Rs. |
| d) Arrears of licence fee for occupation of Government accommodation | | Rs. |
| e) The amount of licence fee for the retention of Government accommodation for the permissible period, of two months beyond the date of retirement | | Rs. |
| f) Any other assessed dues and the nature thereof... .. | | Rs. |
3. Your attention is invited to the list of enclosures which is forwarded herewith.
4. The receipt of this letter may be acknowledged and. this Ministry/Department/Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned.
5. The retirement gratuity will be drawn and disbursed by this Ministry/ Department./ Office on receipt of authority from you. The outstanding Government cities as mentioned in para 2 above will also be recovered out of the retirement gratuity before making payment.

(273)

Sub: Expenditure Management -Economy Measures and Rationalization of Expenditure – reg.

I am forwarding a copy Ministry of Finance Department of Expenditure OM No 7(2) /E (Coord.)/ 2013 dated 18.09.2013 and subsequent clarification OM No 7(2) /E (Coord.)/ 2013 dated 03.10.2013 on the above subject for information, guidance and compliance except para 2.5(ii) of the aforementioned OM dated 18.09. 2013 in respect of S&T post only for which clarification is being sought for its applicability in CSIR from the Department of Expenditure , Ministry of Finance.

Enclosure: as above

(F.NO 5-1(14)/ 2008- PD dated 13 -11- 2013)

1. Copy of Ministry of Finance Department of Expenditure OM No 7(2) /E (Coord.) / 2013 dated 18. 09. 2013 .

Sub: Expenditure Management -Economy Measures and Rationalization of Expenditure.

Ministry of Finance, Department of Expenditure has been issuing austerity instructions from time to time with a view to containing non -developmental expenditure and releasing additional resources for priority schemes. The last set of instructions was issued on 31st May 2012, 1st November 2012 and 14th November 2012. Such measures are intended at promoting Fiscal discipline, without restricting the operational efficiency of the Government. In the context of the current Fiscal situation, there is a need to continue to rationalize expenditure and optimise available resources. With this objective, the following measures for fiscal prudence and economy will come into immediate effect.

2.1 . Cut in Non-Plan expenditure:

For the year 2013- 2014, every Ministry/ Department shall effect a mandatory 10% cut in non- Plan expenditure excluding interest payment, repayment of debt, Defence capital, salaries, pension and the Finance Commission grants to the States. No re-appropriation of funds to augment the Non-Plan heads of expenditure on which cuts have been imposed, shall be allowed during the current fiscal year.

2.2 Seminars and Conferences :

(i) Utmost economy shall be observed in organising conferences/ Seminars/ workshops. Only such conferences, workshop, seminars, etc. which are absolutely essential, should be held where in also a 10% cut on budgetary allocation shall be effected.

(ii) Holding of exhibitions/ seminars/ conferences abroad is strongly discouraged except in the case of exhibition for Trade Promotion.

(iii) There will be a ban on holding of meetings and conferences at five star hotels

2.3 Purchase of vehicles

Purchase of vehicles is banned until further orders, except against condemned vehicles.

2.4 Domestic and Foreign Travel

(i) All officers are to travel in economy class only for domestic travel, except officers in the Apex scale who may travel in executive class. Officers may travel by entitled class for international travel, however officers in Apex scale may travel

only by business class. In all cases of air travel, only the lowest fare air tickets of the entitled class are to be purchased/ procured. No companion free ticket on domestic/ international travel is to be availed of. The existing instructions regarding travel on Leave Travel Concession(LTC) would continue.

(ii) It would be the responsibility of the Secretary of each Ministry/ Department to ensure that foreign travel is restricted to most necessary and unavoidable official engagement based on functional necessity, and the extant instructions are strictly followed.

(iii) Where travel is unavoidable, it will be ensured that officers of the appropriate level dealing with the subject are sponsored instead of those at Higher levels. The size of the delegation and the duration of visit will be kept to the absolute minimum.

(iv) Proposals for participation in study tour, workshops/ conferences/ Seminars/ Presentation of papers abroad at Government cost will not be entertained except those that are fully funded by sponsoring agency.

(v) Travel expenditure including FTE should be so regulated as to ensure that each Ministry remains within the allocated budget for the same. Appropriation proposals on this account would not be approved.

2.5 Creation of Posts

(i) There will be a total ban on creation of Plan and Non-Plan posts.

(ii) Posts that have remained vacant for more than a year are not to be revived except under very rare and unavoidable circumstances and after seeking clearance of Department of Expenditure.

3. Observance of Discipline in fiscal transfer to States, Public Sector Undertaking and Autonomous Body at Central / State/ Local level.

3.1 Release of Grant- in- aid shall be strictly as per provisions contained in GFR and Department of Expenditure OM No 7(2) /E (Coord.)/ 2013 dated 14 -11 – 2012.

3.2 Ministries/ Department shall not transfer funds under any Plan scheme in relaxation of conditions attached to such transfers (such as matching funding).

3.3 The State Governments are required to furnish monthly return of Plan expenditure- Central, Centrally Sponsored or State Plan to respective Ministries/ department along with a report on amount outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.

3.4 The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

4. Balanced Pace of Expenditure:

4.1 As per extent instructions, not more than one- third (33%)of the budget estimate may be spent in the last quarter of the financial year. Besides, the stipulation that during the month of March the expenditure should be limited to 15% of the budget estimates is reiterated. It may be emphasized here that the restriction of 33% and 15% expenditure ceiling is to be enforced both scheme wise as well as for the Demands for Grant as a whole, subject to RE ceilings. Ministry/ Department which are covered by the monthly expenditure plan MEP may ensure that the MEP is followed strictly.

4.2 It is also considered desirable that in the last month of the year payments may be made only for the goods and services actually procured and for reimbursement of Expenditure already incurred. No amount should be released in advance in the last month with the exception of the following:

(i) Advance payments to contractors under terms of duly executed contract so that government would not renege on its legal or contractual obligations.

(ii) Any loans and advances to government servant etc or private individuals as a measure of relief and Rehabilitation as per service conditions or on compassionate grounds.

(iii) Any other exceptional case with the approval of the Financial Advisor. However, a list of such cases may be sent by the FA to the Department of Expenditure by the 30th April of the following year for information.

4.3 Rush of expenditure on procurement should be avoided during the last quarter of the fiscal year and in particular the last month of the year so as to ensure that all procedures are complied with and there is no infructuous or wasteful expenditure. FA s are advised to specially monitor this aspect during their reviews.

5. No fresh financial commitments should be made on items which are not provided for in the budget approved by Parliament.

6 . The instructions would also be applicable to Autonomous Bodies.

7 . Compliance

Secretaries of the Ministries/ Departments being the Chief Accounting Authority's as per rule 64 of GFR shall be fully charged with the responsibility of ensuring compliance of the measures out lined above. Financial Advisors shall assist the respective Departments in securing compliance with these measures and also

submit an overall report to the Minister -in -Charge and to the Ministry of Finance on a quarterly basis regarding various actions taken on these measures/ guidelines.

All Secretary to the Government of India

Copy of OM No 7(2) /E (Coord.)/ 2013 dated 03. 10. 2013 , Government of India
Ministry of Finance North block New Delhi

Sub:-Economy Measures and Rationalization of Expenditure dated 18th September 2013 clarification regarding

References have been received seeking clarification regarding instructions on foreign travel under para 2.4.(1) domestic and foreign travel of officers contained in Copy of OM No 7(2) /E (Coord.)/ 2013 dated 18- 9 -2013 on the above subject. The matter has been considered and it is clarified that Union Council of ministers, others in the rank and status of Ministers of State, and officers drawing Rupees 90000=00 fixed may travel by their entitled class as per earlier entitlement.

This issues with the approval of Finance Minister . To Secretaries to Government of India

(274)

Sub:- Grant of Dearness Relief to CPF beneficiaries in receipt of ex-gratia payment.

I am directed to forward herewith the following Office Memoranda issued Government of India for information, guidance and compliance;-

S.NO.	Govt. of India, DP & PW OM No. & date	Subject
1.	OM No. 20/16/1998-P&PW(F) dated 11.7.2013	Withholding of 10% gratuity from the retiring Government servants-clarification reg.
2.	OM. Nos. 42/13/2012-P&PW(G) dated 24.5.2013 and dated 17.10.2013.	Grant of Dearness Relief to CPF beneficiaries in receipt of ex-gratia payment.

Copy of CSIR letter No. 5-1(17)/08-PD dated 18.11.2013

F. No. 42/13/2012-P&PW(G) dated 17th Oct., 2013 of Government of India
Ministry of Personnel, Public Grievances & Pensions Department of Pension & Pensioners' Welfare

In continuation of this Department's OM No. 42/13/2012-P&PW(G) dated 24th May, 2013, the President is pleased to grant the Dearness Relief at the rate of 5th CPC w-e.f, 1,7.2013 to the following :

(j) The surviving CPF beneficiaries who have retired from service between the period 18.11.1960 to 31.12.1985) and are in receipt of ex-gratia @ Rs.600/ p.m. w.e.f. 1.11.1997 under this Department's OM No. 45/52/97-P&PW(E) dated 16.12.1997 & revised to Rs,3000,Rs.1000,Rs.750 & Rs.650 for Group A, B, C & D respectively w.e.f 4thJune/2013 vide OMNo.1/10/2012-P&PW(E) dt. 27th June, 2013 are entitled to Dearness Relief @ 183% w.e.f. 1.7.2013.

(ii).The following categories of CPF beneficiaries who are In receipt of ex-gratia payment in terms of this Department's OM No, 45/52/97-P&PW{E) dated 16.12.1997are entitled to DR @ 175 % w.e.f. 1.7.2013.

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

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

2. Payment of DR involving a fraction of a rupee shall be rounded off to the next higher rupee, in their application to the Indian Audit and Accounts Department, these orders issue in consultation with the C&AG.
3. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their OM No. 1(4)/EV/2Q04 dated 14th October, 2013.

(275)

Sub:- Timely payment of dues of encashment of leave to Government servants retiring on attaining the age of superannuation – need to obviate delay in payment of such dues-reg.

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance.

S.No.	Govt. of India, DoPT & DP&PW OM No. & date.	Subject
1.	DoPT OM No. 18019/6/2013-Estt.(L) dated 21.10.2013	Timely payment of dues of encashment of leave to Government servants retiring on attaining the age of superannuation – need to obviate delay in payment of such dues-reg.
2.	DP&PW OM No. 4/30/2010-P &PW (D) dated 28.10.2013.	Revision of 1/3 rd commuted pension n respect of Government servants who had drawn lump sum payment on absorption in Central Public Sector Undertakings/Central Autonomous Bodies-Implementation of

		Government's decision on the recommendations of the 6 th CPC.
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Copy of CSIR letter No. 5-1(17)/08-PD dated 28.1.2014

F.No. 18019/6/2013-Estt.(L) dated 21.10.2013 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to state that in terms of the provisions of rule 39 of the CCS(Leave) Rules, 1972, the authority competent to grant leave is suo moto required to issue an order granting cash equivalent of leave salary for both Earned Leave and half pay leave, if any, at the credit of the Government servant on the date of his retirement, subject to the prescribed limits.

2. It has since been brought to the notice of this Department that the concerned administrative authorities as indicated in First Schedule to the said rules including authorities subordinate to the leave sanctioning authorities to whom such powers have been delegated, are not ensuring that the dues, as admissible to a Government servant retiring on attaining the age of superannuation, are promptly paid. This has led to avoidable litigation where courts have been directing payment of interest on such delayed payments it has been observed from the references received in this Department that the delays in such payments are predominantly due to avoidable administrative reasons relating to processing of such cases.
3. It is further stated that the Leave Account of a Government servant is, a dynamic document which is required to be revisited periodically to record credits of Earned Leave and Half Pay Leave in terms of provisions of rules 26 and 29 of the CCS(Leave) Rules, 1972 with entries made on each occasion the Government servant avails the leave of kind due and admissible to him. Further, the said rules envisaged the advance credits be made in the leave account of the Government servant and a constant check maintained to ensure that the total accumulations at any given time do not exceed 300+15 days.
4. Delays in reckoning the leave accumulations at the credit of Government servant at any stage, particularly at the time of his retirement on superannuation, cannot be acceptable and can be construed as administrative lapse, liable to attract provisions of the CCS(Conduct) Rules, 1964 and CCS(CCA) Rules, 1965. All cases of delay may be looked into any delays in disbursement of dues to Government servants retiring on attaining the age of superannuation be avoided.
5. The administrative authorities may consider putting in place a mechanism to check such delays and define various processing parameters and time lines viz. issuance of orders in respect of such retiring Government servants who have 300+15 days earned leave at their credit on the 20th of the month in which they are retiring as any leave availed by such Government servants shall not impact the maximum ceiling of encashment of such leave even if any request is made for grant of earned leave during the said period. The possibility of e-transfer of dues can also be worked out in consultation with respective P&AOs.

6. All Ministries/Departments are accordingly advised to bring the position referred to in this OM to the notice of all concerned from the perspective of ensuring that the dues of leave encashment in respect of Government servants retiring on attaining the age of superannuation are discharged with due promptness. It may ensure that sanction orders in this regard are issued timely, so that dues admissible to the Government servants on attaining the age of superannuation, on account of encashment of leave, are discharged as soon as possible, preferably on the next working day following the date of their retirement on superannuation.

(276)

Sub:- Guidelines on Travel on Tours/LTC – booking of tickets.

Government of India, Ministry of Finance vide OM's dated 18-9-2010 and 9-7-2013 has stipulated that booking of air tickets on Government Accounts for official tours & LTC has to be done directly from Air India (at booking counters/websites of airlines) or by utilizing the services of authorized agents viz. M/s Balmer Lawrie & Company Ltd (BLCL), M/s Ashok Travels & Tours (ATT) or Indian Railway Catering & Tourism Corporation (IRCTC). CSIR has been endorsing such orders issued by Ministry of Finance from time to time. It has, however, been noticed that Labs/Instts are booking air tickets through travel agents other than those authorized by Govt. This practice is in violation of instructions issued by Ministry of Finance from time to time.

In this regard, I am directed to re-iterate that booking of air tickets from Government Account should strictly be done directly from the Air India or through agents authorized by Govt. It is further advised to utilize facility of apex fair/concessional tickets available with the Airline to the extent possible in order to economize expenses on travel.

Copy of CSIR letter No. 30-1(36)/2013-IFD dated 14.2.2014

(277)

Sub: Scheme of Financial Assistance to CSIR employees for meeting medical expenses.

In continuation of this office letter even No. dated 7.2.2013 on the subject cited above. I am directed to state that DG, CSIR has been pleased to extend the scheme for further period of 3 years beyond 13.12.2013, i.e. upto 12.12.2016, on the same terms and conditions as approved by GB, CSIR in its 176th meeting held on 15.6.2010.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(72)/2009-PD/HR-III dated 10.3.2014

(278)

Sub:- Air travel on official account-relaxation of Government instructions regarding.

S.No. (1)	Govt, of India, Ministry of Civil Aviation OM No. & date. (2)	Subject (3)
1.	OM No. 1801 1/05/2012-AI dated 27.09.2013	Air travel on official account-relaxation of Government instructions regarding.

Copy of CSIR letter No. 5-1(17)/08-PD dated 31.3.2014

No. AV. 18011/05/2012-AI dated 29.9.2013 of Government of India, Ministry of Civil Aviation.

Ministry of Finance(MoF) vide O.M. No. 19024/1/2009-E.IV dated 13.7.2009 inter alia envisaged that in all cases of air travel, both, domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/ point closest to their eventual destination, beyond which they may utilize the services of another airline etc, Department of Personnel & Training (DoPT) vide O.M. No.31011/2/2006-Estt.(A) dated. 27th July, 2009 had extended the applicability of the MoFs instructions for LTC purposes. MoF directed that in all cases of deviation of above instructions etc. individual cases be referred to the Ministry of Civil Aviation for relaxation.

Ministry of Civil Aviation has been receiving a number of requests for consideration of blanket/general permission on routes where Air India does not provide service. The matter has been examined in this Ministry in consultation with MoF, D/o Expenditure, DGCA and Air India and it has been decided to extend general/ blanket relaxation to travel by airlines other than Air India for official purposes/ LTC or TA on sectors where Air India does not provide service as given in Annexure-I, subject to condition that whenever Air India or its subsidiaries start operating on any sector(s) given in Annexure-I this sanction shall become null, and void for that particular sector(s) for the period of operation of flights by Air India or its subsidiaries on that sector(s) or until further orders/ updation on routes.

The purchase of air ticket would be continued as per Ministry of Finance's O.M. No. 19024/1/2009-E.IV dated 16.9.2010 i.e. (a) either form AI's website or booking counter or (b) through government authorised travel agents namely M/s Balmer & Lawrie & CO., M/s Ashok Travel & Tours, and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dt. 2.12.09). Before bookig a ticket, the updated routes available on Air India's official web-site [airindia.com] be consulted for operation of any AI flight or its subsidiaries flight on any of 37 routes and obtain a printout of it, for settling T.A. claim.

Annexure-I

S.No.	Subject
1.	Ahmedabad – Pune- Ahmedabad
2.	Ahmedabad- Jaipur – Ahmedabad
3.	Ahmedabad- Indore – Ahmedabad
4.	Banagalore- Coimbatore-Bangalore
5.	Bangalore- Vishakhapatnam-Bangalore
6.	Chennai- Coimbatore- Bangalore
7.	Chennai- Tuticorin- Chennai
8.	Chandigarh- Srinagar- Chandigarh
9.	Guwahati- Dibrugarh- Guwahati
10.	Guwahati- Bagdogra- Guwahati
11.	Hyderabad- Bhubaneswar- Guwahati
12.	Hyderabad- Bhopal- Hyderabad
13.	Hyderabad-Cochin- Hyderabad
14.	Hyderabad-Coimbatore- Hyderabad
15.	Hyderabad-Nagpur- Hyderabad
16.	Hyderabad- Rajamuridcy- Hyderabad
17.	Hyderabad- Raipur- Hyderabad
18.	Hnbli- Bangalore- Hubli
19.	Jaipur- Jammu- Jaipur
20.	Jaipur-Hyderabad'-Jaipiar
21.	Kolkata- Raipur- Kolkata
22.	Kolkata-Visakhapatnam-Kolkata
23.	Lucknow- Patna- Lacknow
24.	Lucknow-Kolkata-Lucknow
25.	Mumbai- Bhuj- Mumbai
26.	Mumbai-Diu- Mumbai
27.	Murnbai-Nanded- Mumbai
28.	Mumbai-Porbandar- Mumbai
29.	Mumbai- Jabalpur- Mumbai
30.	Mumbai-Pune- Mumbai
31.	Mumbai – vodadara- Mumbai
32.	Nagpur-Kolkata- Nagpur
33.	Nagpur- Hyderabad- Nagpur
34.	Nagpur-Pune- Nagpur
35.	Nagpur-Bangalore- Nagpur
36.	Nagpur-Indore- Nagpur
37.	Varanasi-Kolkata-Varanasi

(279)

Sub:- Administrative Audit – Maintenance of Service Books – reg.

I am directed to state that it has come to the notice of Director General, CSIR that in some Laboratories/Institutes modifications in the service books/records have been carried out without the approval of the Competent Authority leading to unnecessary litigation and financial liability on Council. Accordingly, DG CSIR has decided that all the CSIR Laboratories/Institutes may be advised to strictly follow the instructions on maintenance of service books/records as also on modification of entries made therein to avoid recurrence of the incident mentioned above.

Further, it has also been decided by Director General, CSIR that as a measure to ensure compliance with administrative systems and procedures, administrative audit of Laboratories/Institutes shall be taken up on regular basis.

Copy of CSIR letter No. 4-10(10)/2010-E.II dated 1.4.2014

(280)

Sub:- Special concessions/facilities to Central Government Employees working in Kashmir Valley in attached/subordinate offices or PSUs falling under the control of Central Government.

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No. (1)	Govt. of India, DoPT OM No. & date (2)	Subject (3)
1.	OM No. 18/26/2011-Estt. (Pay-I) dated 06.02.2014.	Recovery of wrongful/excess payments made to Government servants.
2.	OM No. 18016/3/2011-Estt. (L) dated 17.02.2014.	Special concessions/facilities to Central Government Employees working in Kashmir Valley in attached/ subordinate offices or PSUs falling under the control of Central Government.

Copy of CSIR letter No. 5-1(17)08-PD dated 1.4.2014

No. 18016/3/2011-Estt(L) dated 17th February, 2014 of Government of India Ministry of Personnel, P.O. & Pensions (Department of Personnel & Training)

The undersigned is directed to refer to this Department's O.M. No. 18016/3/2011-Estt.(L) dated 27th June, 2012 on the subject mentioned above and to state that it has been decided to extend the package of concessions/incentives to Central Government employees working in Kashmir Valley for a further period of one year w.e.f. 01.01.2013. The revised package of incentives is as per annexure.

2. The package of incentives is uniformly applicable to all Ministries/ Departments and PSUs under the Government of India and they should ensure strict adherence to the rates prescribed in the package. The concerned Ministry/Department may ensure implementation and monitoring of the package in conformity with the approved package, and therefore, all Court cases in which verdicts are given contrary to the package would have to be contested by the Ministries/Departments concerned.

ANNEXURE to DOPT's O.M. No. 18016/3/2011-Estt.(L) dt. 17th February, 2014

DETAILS OF PACKAGE OF CONCESSIONS/FACILITIES TO CENTRAL GOVERNMENT EMPLOYEES WORKING IN KASHMIR VALLEY IN ATTACHED/SUBORDINATE OFFICES OR PSUs FALLING UNDER THE CONTROL OF CENTRAL GOVERNMENT.

[Kashmir Valley comprises of ten districts namely, Ananthnag, Baramula, Budgam, Kupwara, Pulwama, Srinagar, Kulgam, Shopian, Ganderbal and Bandipora]

1. ADDITIONAL H.R.A. AND OTHER CONCESSIONS :

A. Employees posted to Kashmir Valley:

- i. These employees have an option to move their families to a selected place of their choice in India at Government expense. T.A. for the families allowed as admissible in permanent transfer inclusive of transportation of personal effects, lump-sum payment for packing etc.
- ii. Departmental arrangements for stay, security and transportation to the place of work for employees,
- iii. HRA as for Class 'Y' city applicable for employees exercising option at (i). Such employees will be eligible for drawing the normal HRA as well at their place of posting provided Departmental arrangement is not made for his/her stay.
- iv. The period of temporary duty extended to six months. For period of temporary duty daily allowance at full rate is admissible, apart from departmental arrangements for stay, security and transportation.

B. Employees posted to Kashmir Valley who do not wish to move their families to a selected place of residence:

A per diem allowance of Rs. 10/- is paid for each day of attendance to compensate for any additional expense in transportation to and from office etc. This will be in addition to the transport allowance, which the employee is otherwise eligible for under Ministry of Finance order No. 21 (2)/2008-E,II(B) dated 29.08.2008.

I. MESSING FACILITIES:

Messing Allowance to be paid to the employees at a uniform rate of Rs.15/- per day by all Departments, or in lieu messing arrangements to be made by the Departments themselves,

This rate of allowance will have to be adhered to uniformly by all the Ministries/Departments with effect from 01.07.1999. The slightly higher rate of Rs.25.50/- adopted by the Department of Telecom and Posts and allowed to be continued as a special case by the Department of Personnel in consultation with the Ministry of Finance, would, however, continue to be paid at the said rate.

II. PAYMENT OF MONTHLY PENSION TO PENSIONERS OF KASHMIR VALLEY:

Pensioners of Kashmir Valley who are unable to draw their monthly pensions through either Public Sector Banks or PAO treasuries from which they were receiving their pensions, would be given pensions outside the Valley where they have settled, in relaxation of relevant provisions.

NOTE:-1. The package of concession/facilities shall be admissible in Kashmir Valley comprising of ten districts namely, Anantnag, Baramulla, Budgam, Kupwara, Pulwama, Srinagar, Kulgam, Shopian, Ganderbai and Bandipora.

2. The package of concessions/facilities shall be admissible to Temporary Status Casual laborers working in Kashmir Valley in terms of Para 5(i) of the Causal Laborers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993.
3. The benefit of additional HRA admissible under the Kashmir Valley package shall be admissible to all Central Government employees posted to Kashmir Valley irrespective of whether they are natives of Kashmir Valley, if they choose to move their families anywhere in India subject to the conditions governing the grant of these allowances.
4. The facilities of Messing Allowance and Per Diem Allowance shall also be allowed to natives of Kashmir Valley in terms of the Kashmir Valley package .

(281)

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

S.No. (1)	Govt. of India, DoPT OM No. & date (2)	Subject (3)
1.	OM No. 18/26/2011-Estt. (Pay-I) dated 06.02.2014.	Recovery of wrongful/excess payments made to Government servants.
2.	OM No. 18016/3/2011-Estt. (L) dated 17.02.2014.	Special concessions/facilities to Central Government Employees working in Kashmir Valley in attached/subordinate offices or PSUs felling under the control of Central Government.

Copy of CSIR letter No. 5-1(17)08-PD dated 1.4.2014

F. No. 18/26/ 2011-Estt (Pay-I) dated 6th February, 2014 of Government of India, Ministry of Personnel, PG and Pension Department of Personnel and Training

The undersigned is directed to say that the issue of recovery of wrongful/excess payments made to Government servants has been examined in consultation with the Department of Expenditure and the Department of Legal Affairs in the light of the recent judgement of the Hon'ble Supreme Court in Chandi Prasad Uniyal And Ors vs State Of Uttarakhand And Ors, 2012 AIR SCW 4742, (2012) & SCC 417, decided on 17th August, 2012. The Hon'ble Court has observed as under:

15. We are not convinced that this Court in various judgments referred to hereinbefore has laid down any proposition of law that only if the State or its officials establish that there was misrepresentation or fraud on the part of the recipients of the excess pay, then only the amount paid could be recovered. On the other hand, most of the cases referred to hereinbefore turned on the peculiar facts and circumstances of those cases either because the recipients had retired or on the verge of retirement or were occupying lower posts in the administrative hierarchy.

16. We are concerned with the excess payment of public money which is often described as "tax payers money" which belongs neither to the officers who have effected over-payment nor that of the recipients. We fail to see why the concept of fraud or misrepresentation is being brought in such situations. Question to be asked is whether excess money has been paid or not may be due to a bona fide mistake. Possibly, effecting excess payment of public money by Government officers may be due to various reasons like negligence, carelessness, collusion, favouritism etc, because money in such situation does not belong to the payer or the payee. Situations may also arise where both the payer and the payee are at fault, then the mistake is mutual. Payments are being effected in many situations without any authority of law and payments have been received by the recipients also without any authority of law. Any amount paid received without authority of law can always be recovered barring few exceptions of extreme hardships but not as a matter of right, in such situations law implies an obligation on the payee to repay the money, otherwise it would amount to unjust enrichment.

2. Hon'ble Supreme Court also distinguished the cases like Shyam Babu Verma v UOI, 1994 SCR (1) 700, 1994 SCC (2) 52, Syed Abdul Qadir and Ors. v. State of Bihar and Ors, (2009) 3 SCC 475, Sahib Ram v. State of Haryana, 1995 Supp (1) SCC 18 etc., where it had not allowed recovery of excess payment in view of the peculiar facts and circumstances of those cases so as to avoid extreme hardship to the concerned employees, for example, where the employees concerned were mostly junior employees, or they had retired or were on verge of retirement, the employees were not at fault, and recovery which was ordered after a gap of many years would have caused extreme hardship.

3. In view of the law declared by Courts and recently reiterated by the Hon'ble Supreme Court in the above cited case, Chandi Prasad Uniyal And Ors vs State Of Uttarakhand And Ors, 2012 AIR SCW 4742, (2012) 8 SCC 417, the

Ministries/Departments are advised to deal with the issue of wrongful/excess payments as follows:

i. In all cases where the excess payment, on account of wrong pay fixation, grant of scale without due approvals, promotions without following the procedure, or in excess of entitlements etc come to notice, immediate corrective action must be taken.

ii. In a case like this where the authorities decide to rectify an incorrect order, a show-cause notice may be issued to the concerned employee informing him of the decision to rectify the order which has resulted in the overpayment, and intention to recover such excess payments. Reasons for the decision should be clearly conveyed to enable the employee to represent against the same. Speaking orders may thereafter be passed after consideration of the representations, if any, made by the employee.

iii. Whenever any excess payment has been made on account of fraud, misrepresentation, collusion, favouritism, negligence or, carelessness, etc., roles of those responsible for overpayments in such cases, and the employees who benefitted from such actions should be identified, and departmental/criminal action should be considered in appropriate cases.

iv. Recovery should be made in all cases of overpayment barring few exceptions of extreme hardships. No waiver of recovery may be allowed without the approval of Department of Expenditure.

v. While ordering recovery, all the circumstances of the case should be taken into account. In appropriate cases, the concerned employee may be allowed to refund the money in suitable installments with the approval of Secretary in the Ministry, in consultation with the FA.

vi. Wherever the relevant rules provide for payment of interest on amounts retained by the employee beyond the stipulated period etc as in the case of TA, interest would continue to be recovered from the employee as heretofore.

(282)

Sub:- Voluntary retirement under FR 56(k), etc. and amendment of Rules.

S.No.	Govt. of India, DoPT OM NO. & date.	Subject
1.	O.M No. 36035/1/2012-Estt. (Res) dated 29.11.2013	Reservation for persons with Disabilities – revised forms for Disability Certificates.
2.	O.M No. 36012/24/2009-Estt.(Res) dated 3.12.2013	Reservation for persons with disabilities – Computation of reservation-implementation of the judgement of Hon’ble Supreme Court in the matter of Union of India & Anr. Vs National Federation of Blind & Ors.
3.	O.M No. 25013/3/2010-Estt(A) dated 27.2.2014	Voluntary retirement under FR 56(k), etc. and amendment of Rules.

Copy of CSIR letter No.5-1(17)/08-PD dated 1.4.2014

No.25013/3/2010-Estt (A) dated 27th February, 2014 of Government of India Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training

The provisions of Fundamental Rule 56(k), 56(m) and Rule 48 of CCS(Pension) Rules, 1972 relating to acceptance of request of voluntary retirement have been revisited as per the Central Administrative Tribunal, Principal Bench judgement dated 4th August, 2010 in OANo, 1600/2009 filed by Shri Gopal Singh Purohit Vs UOI& Others to bring them at par with each other.

2. The matter has been examined in consultation with Department of Pension and Pensioners Welfare and the Ministry of Law. FR 56(k) and 56 (m) have been amended vide Extra Ordinary Gazette Notification No.GSR.27(E) dated 17th January, 2014, It shall be open to the appropriate authority to withhold permission to a Government servant who seeks to retire under FR 56(k) or 56 (m) in the following circumstances:

- i. if the Government servant is under suspension ; or
- ii. If a charge sheet has been issued and the disciplinary proceedings are pending; or
- iii. If judicial proceedings on charges which may amount to grave misconduct, are pending.

Explanation: For the purpose of this clause, judicial proceedings shall be deemed to be pending, if a complaint or report of a police officer, of which the Magistrate takes cognizance, has been made or filed in a criminal proceedings,

3. Copy of the Gazette Notification No.G.S.R.E.(27) dated 17.1.2014 amending FR 56(k) and FR 56(m) is enclosed.

4. All Ministries/Departments are requested to bring the contents of this O.M. to the notice of all concerned.

(283)

Sub:- Reservation for persons with Disabilities – revised forms for Disability Certificates.

S.No.	Govt. of India, DoPT OM NO. & date.	Subject
1.	O.M No. 36035/1/2012-Estt. (Res) dated 29.11.2013	Reservation for persons with Disabilities – revised forms for Disability Certificates.
2.	O.M No. 36012/24/2009-Estt.(Res) dated 3.12.2013	Reservation for persons with disabilities – Computation of reservation-implementation of the Judgement of Hon’ble Supreme Court in the matter of Union of India & Anr. Vs National Federation of Blind & Ors.
3.	O.M No. 25013/3/2010-Estt(A) dated 27.2.2014	Voluntary retirement under FR 56(k), etc and amendment of Rules.

Copy of CSIR letter No.5-1(17)/08-PD dated 1.4.2014

No.36035/1/2012-Estt(Res) dated 29th November, 2013 of Government of India Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training

The undersigned is directed to refer to this Department's O.M. No. 36035/3/2004-Estt.(Res) dated 29.12.2005 circulating consolidated instructions relating to Reservation for the Persons with Disabilities.

2. Ministry of Social Justice and Empowerment vide their Notification No. G.S.R. 2 (E) dated 30.12.2009 has issued rules to amend the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996. Rules 3 to 6 (Chapter II) of the said Notification dated 30.12.2009 have prescribed various Forms of Disability Certificate.
3. Keeping in view the amended Rules for Disability Certificates issued by the Ministry of Social Justice and Empowerment vide Notification dated 30.12,2009, paras 9, 10 and 11 of this Department's CM. No. 36035/3/2004-Estt.(Res) dated 29.12.2005 relating to-issue of Disability Certificate stands withdrawn.
4. All the Ministries/Departments are now requested to comply ;with the instructions contained in Rules 3 to 6 of Chapter II relating to Disability Certificate as per Ministry of Social Justice and Empowerment's Notification No, G.S.R. 2 (E) dated 30.12.2009 (copy enclosed for ready reference).
5. All the Ministries/Departments are also requested to bag the above instructions to the notice of all appointing authorities under their control.

No.36012/24/2009-Estt(Res) dated 3rd December, 2013 of Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

Subject:- Reservation for persons with disabilities- Computation of reservation-implementation of the judgement of Hon'ble Supreme Court in the matter of Union of India & Anr. Vs. National Federation of Blind & Ors.

The undersigned is directed to refer to this Department's OM No.36035/3/2004-Estt.(Res) dated 29.12.2005, a copy of which is enclosed for ready reference, through which this Department had issued consolidated instructions regarding reservation for persons with disabilities. The instructions were in consonance with the provisions of the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995.

2. Para 13 of the Office Memorandum of 29.12.2005 provides that reservation for persons with disabilities in case of direct recruitment as well as promotion for Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in Group C and Group D posts as the case may be in the establishment although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. Para 14 of the said OM.provides that Reservation for persons-With disabilities-in Group-'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

3. The Hon'ble Supreme Court in its judgement dated 8.10.2013 in the matter of Civil Appeal No.9096 of 2013 (arising out of SLP (Civil) No.7541 of 2009) titled Union of India & Anr. Vs. National Federation of Blind & Ors, has, inter-alia, held:

"Thus, after thoughtful consideration, we are of the view that the computation of reservation for persons with disabilities has to be computed in case of Group A, B, C and D posts in an identical manner viz., "computing 3% reservation on total number of vacancies in the cadre strength" which is the intention of the legislature."

4. The Hon'ble Supreme Court has, inter alia, directed that the following action be taken in order to ensure proper implementation of the reservation policy for the disabled and to protect their rights:-
 - i. to issue an appropriate order modifying the O.M. dated 29.12.2005 and the subsequent O.Ms consistent with this Court's Order within three months from the date of passing of the judgment.
 - ii. the "appropriate Government" to compute the number of vacancies available in all the "establishments" and further identify the posts for disabled persons within a period of three months from today and implement the same without default.
 - iii. the DoPT shall issue instructions to all the departments/public sector undertakings/Government companies declaring that the non observance of the scheme of reservation for persons with disabilities should be considered as an act of non-obedience and Nodal Officer in department/public sector undertakings/Government companies, responsible for the proper strict implementation of reservation for person with disabilities, be departmentally proceeded against for the default.

5. Keeping in view the directions of the Hon'ble Supreme Court, Para 14 of the OM dated 29.12.2005 is modified to the following extent:

"Reservation for persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group A posts or Group 'B' posts respectively, in the cadre."

6. Other provisions of the OM viz. quantum of reservation, horizontally of reservation, effecting reservation and maintenance of rosters etc. would remain the same.
7. All the Ministries/Departments/Organisations of the Government of India are requested to compute the number of vacancies available in all the cadres under their control including attached offices, subordinate offices, public sector undertakings, Government companies, cantonment Board etc. in the aforesaid manner and further identify the posts for disabled persons within a period of three months from the date of the judgement of the Hon'ble Supreme Court (i.e. 8.10.2013) and implement the same without default.
8. This is for strict compliance in accordance with the directions of the Hon'ble Supreme Court in respect of all the Ministries/Departments including their Public Sector Undertakings/Government companies, Cantonment Boards etc. Non-observance of the provisions of reservation for persons with disabilities shall be considered as an act of

disobedience and the Nodal Officer concerned in Department/Public Sector Undertaking/Government company, responsible for the proper strict implementation of reservation for person with disabilities, be departmentally proceeded against for the default.

(284)

Sub:- Amendment to the selection procedure stipulated under the Quick Hire Scheme of CSIR in case of candidate staying abroad -reg.

I am directed to state that the Governing Body in its 184th meeting held on 16.12.2013 has approved the amendment to the Quick Hire Scheme of CSIR as under:

"In case of candidates staying abroad, bio-data shall continue to be referred to at least two distinguished experts outside of CSIR system. In addition, on receipt of the recommendations of the experts, the Director shall constitute a Committee on the same lines as already laid down in the Quick Hire Scheme for considering scientists within India, and this Committee shall interact with the candidate through video conferencing / web based video conferencing facilities like skype, G-Talk, Google hangout etc. The remaining selection procedure as stipulated under the Quick Hire Scheme for appointment of scientists from within India shall be applicable in case of appointment of scientists staying abroad. Thus, by using cyber technology, the appointment which was once based on the recommendations of experts and therefore requiring the prior approval of Director General will no longer be needed. The Director can make the appointment of all Quick Hire Fellows under the Scheme both from India and abroad,"

It is requested that the above amendment may kindly be brought to the notice of all concerned for information, guidance and compliance.
Copy of CSIR letter No. 1-5(157)/2008-PD dated 23.4.2014

(285)

**Sub:- Entitlement of Transport Allowance (Rs. 7000/- per month plus DA thereon-reg.
Ref. Para 4 of CSIR circular letters No. 5-T(3)/2008-PD dated 21.11.2008 and of even number dated 30.12.2008.**

It has been observed by the officer of Principal Director of Audit, Scientific Department, Mumbai Branch during their visit to some of the Labs/Instts. of CSIR that all officers drawing Grade Pay of Rs. 10000/- in PB-4 are being paid Transport Allowance @ Rs. 7000/- + DSA thereon. It is clarified in consultation with Financial Advisor, CSIR and approval of DG, CSIR that only the officers in PB-4 with Grade Pay of Rs. 10000/- who are entitled to the use of official car in terms of Department of Expenditure OM No. 20(5)/E.II(A)/93 dated 28.1.1994 shall have the option to avail themselves of the existing facility or draw the Transport Allowance @ Rs. 7000/- per month plus DA thereon. In cases

where the options were given to officials who were not entitled for staff car and payment of higher transport allowance @ Rs. 7000/- per month plus DA thereon have been made, in such cases, the option/payment of higher transport allowance is not order and therefore, the payment of higher transport allowance be stopped with immediate effect.

It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

Copy of CSIR letter No. 5-1(3)/2008-PD dated 25.4.2014

(286)

Sub:- Withholding of 10% gratuity from the retiring Government servants-clarification-reg.

With reference to CSIR circular letter No. 5-1(17)/2008-PD dated 08.11.2013 endorsing Dept. of Pension & Pensioners Welfare OM No. 20/1671998-P&PW(F) dated 11.07.2013, I am directed to clarify with the concurrence of Finance, CSIR that DP&PW OM dated 11-07-2013 is applicable to those who have been allotted accommodation by Directorate of Estate only.

Copy of CSIR letter No. 5-1(34)/08-PD dated 25.4.2014

(287)

Sub:- Amendment to Recruitment Rules for the post of Protocol Officer in CSIR Hqrs.

The Government Body of CSIR in its 183rd meeting held on 29th October, 2013 has approved the following amendment to recruitment rules for the post of Protocol Officer in CSIR Hqrs.

Existing Rule	Amended Rule
Age limit: N.A.	Age limit : 40 years in case of External candidates to be appointed on deputation. No age limit for departmental candidates.
Period of probation, if any: Two Years	Period of probation, if any: One year in case of departmental candidates. (Not applicable in case of appointment on deputation basis.
Method/Mode of Recruitment: Through selection from amongst eligible departmental candidates	Method/Mode of Recruitment: Through selection from amongst eligible departmental candidates; failing which by deputation or appointment on contract.
Educational Qualification Graduate or equivalent	Educational Qualification Graduate or equivalent
Experience:	Experience:

Assistant or equivalent with 5 years experience in protocol and hospitality work, particularly relating to foreign guests and delegations and airlines formalities etc.	Assistant or equivalent with 2 years experience in protocol and hospitality work, particularly relating to foreign guests and delegations and airlines formalities etc.
The qualification and experience can be relaxed in case the candidates are otherwise found suitable.	The qualification and experience can be relaxed in case the candidates are otherwise found suitable.

The deputation to the post will be governed by instructions on the subject issued by Department of Personnel & Training vide OM No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010 as amended from time to time. The aforesaid amendment to rules shall come into force with immediate effect.

Copy of CSIR letter No. 3-33(113)/2013-HR-I dated 16.4.2014

(288)

Sub:- Recruitment to the post of Protocol Officer in the Pay Band of Rs.9300-34800 plus Grade Pay Rs.4600/- (PB-2).

I am directed to state that one post of Protocol Officer in the Pay Band of Rs.9300 - 34800 plus Grade Pay Rs.4600/- (PB-2) is to be filled up at CSIR H'qrs. In accordance with the rules approved by the Governing Body of CSIR, the post is to be filled up by selection from amongst eligible departmental candidates, the qualification and experience prescribed for the post are as follows:

Educational Qualification	Graduate in any discipline or equivalent
Experience	Assistant Gr I or equivalent with two years experience in protocol and hospitality work, particularly relating to foreign guests and delegations and airlines formalities etc.
	Qualification & experience can be relaxed, in case the candidates are otherwise found suitable

The post may kindly be given wide publicity in your Laboratory Institute.

Applications of eligible employee's alongwith their CR folders, pay particulars and vigilance clearance may kindly be sent, to the undersigned latest by 30.05.2014

Copy of CSIR letter No. 7-3(1)/2011-E.III dated 12.5.2014

(289)

Sub:- Posting of a Parliament Assistant in CSIR Hqrs. – reg.

I am directed to state that one Assistant (G) Gr.I is required to handle the functions of Assistant, Parliament Cell in CSIR Hqrs. New Delhi. As per rule, the selected Parliament Assistant will be allowed to draw a special allowance in accordance with DoPT OM No. 15016/3/91.Estt.(Allowance) dated 29.10.1996.

It is requested that Assistants (G) Gr. I, who are interested in being considered for their posting as Parliament Assistant in CSIR Hqrs. may send their bio-data to this office through proper channel latest by 30th May, 2014.

This may kindly be given wide publicity in your Laboratory/Institute.

Copy of CSIR letter No. 6-3(105)/2014-E.III dated 13.5.2014

(290)

Sub:- Hierarchy of Grade Pay in respect of Multi Tasking Staff (MTS) for promotion and MACP Clarification thereof.

Laboratories / Institutes of CSIR have been seeking clarification with regard to the hierarchy of Grade Pay in respect of Multi Tasking Staff (MTS) for promotion and MACP purposes. The position is clarified as follows with the approval of the Competent Authority;

1. Promotional hierarchy of Non-Tech Group 'C' employees (erstwhile Group D (Non-Technical) re-designated as Multi-Tasking Staff (MTS) is as under:

Sr. No.	Pay Band and Grade Pay
1.	PB-1, GP Rs. 1800
2.	PB-1, GP Rs. 1900

2.The hierarchy of Grade Pay for MACP in respect of MTS staff as per Para 2 of Annexure I of DoPT OM No, 35034/3/2008-Estt.(D), dated 19th May, 2009 and Section-I, Part A of the first schedule of CCS (Revised Pay) Rules, 2008, subject to fulfilment of other conditions in MACP Scheme, is as under:

Status	Pay Band and Grade Pay
Initial appointment	PB-1, GP Rs. 1800
1 st MACP	PB-1, GP Rs. 1900
2 nd MACP	PB-1, GP Rs. 2000
3 rd MACP	PB-1, GP Rs. 2400

Copy of CSIR letter No. 4-25(27)/2008-E.II dated 15.5.2014

(291)

Sub: Clarification on designation of Security Officer on promotion – reg.

I am directed to refer to CSIR-CGCRI letter No. 3-GC (1461)/2000- E-1 dated 18-03-2014 forwarding the request of Sri Bidhan Biswas, Security Officer for change of designation to Senior Security Officer on account of his promotion from the Pay Band of rupees 9300 - 34800 (PB – 2) with grade pay of Rs 4600 to the Pay Band of rupees 15600 to 39100 (PB-3) with a Grade Pay of rupees 5400 with effect from 31-10- 2011. The same was examined in the light of CSIR circular letter No. 17/ 92/ 8/ 2 0 0 0- EII dated 3 0- 0 1- 2 0 0 3 notifying the decision of the Governing Body in its 155 meeting held on 19 -12-2000.

The aforesaid decision of the Governing Body notified vide CSIR circular letter dated 30-01- 2003 provide for the designation of Security Officer only, along with the hierarchy of pay scales. Therefore, the request of Sri Bidhan Biswas to grant him the designation of Senior Security Officer consequent upon his promotion to Grade Pay of rupees 5400 in PB-3 cannot be exceeded to.

File No. 5-1 (12) /2008- PD dated 19-05-2014

(292)

Sub:- Representation from Council Servants on service matters – reg.

Kind attention is invited to CSIR letters No. 17(226)/97-E. II dated 24.11.1997, 25/27.09.2002 and No. 17 (66)/94-PPS dated 23.05.2006 on the subject cited above whereby instructions were issued with regard to representations from Council employees on service matters.

2. Of late it has been observed that there is an increasing tendency on the part of some of the officers and members of staff at different levels to by-pass the prescribed channels of representation and write directly to the higher authorities ignoring the prescribed channels. Some of these representations are often forwarded through Members of Parliament in violation of Rule 20 of the' CCS (Conduct) Rules, 1964, Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication, may be viewed seriously and appropriate disciplinary action may be taken against those who violate these instructions as it tantamount to act unbecoming of a Council Servant and thus violates the provisions of Rule 3 (1) (iii) of CCS (Conduct) Rules, 1964, as made applicable to Council employees.

3. It has also been observed that some of the Council employees are in the habit of sending copies of their representations to outside authorities, i.e. to those who are not directly concerned with the consideration thereof (e.g. Hon'ble Ministers, Secretaries of

other Departments, Members of Parliament etc.). This is an undesirable activity, contrary to official propriety and tantamount to subversion of discipline.

In this regard GoI, DoPT OM No. 11013/08/2013-Estt(A)-III dated 06.06.2013 is being forwarded for information and compliance.

4. Insofar as redressal of grievances of Council employees is concerned, CSIR has its own well defined grievance redressal procedure. It is desirable to bring this procedure once again to the notice of all Council employees and advise them to desist from making direct representation on service matters to higher authorities without following the laid down process and without exhausting the remedies available at laboratory level.

5. It is requested that these instructions may be brought to the notice of all Council employees in your Laboratory/Institute.

This issues with the approval of Director General, CSIR.

Copy of CSIR letter No. 17(226)/97/E.II(HR-II) dated 26.5.2014

F.No.11013/08/2013-Estt(A)-III dated 06.06.2013 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

The undersigned is directed to refer to the Ministry of Home Affairs OM No. 118/52-Estt. dated the 30th April, 1952, OM No.25/34/68-Estt.(A) dated the 20th December, 1968 and this Department's OM No. 11013/07/1999-Estt.(A): dated the 1st November, 1999 (copies enclosed for ready reference) on the above mentioned subject. This Department is receiving a number of representations, on service-matters, addressed to the Prime Minister/ Minister/ Secretary (P) and other officers directly from the Government servants.

2. It has been envisaged in these instructions that whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such, other authority at the lowest level as is competent to deal with the matter. Of late, it is observed that there is an increasing tendency on the part of officers at different levels to by-pass the prescribed channels of representation and write directly to the high functionaries totally ignoring the prescribed channels. The problem is more acute in large Departments where often very junior employees at clerical level address multiple representations to the Minister, Prime Minister and other functionaries. Apart from individual representations, the service unions have also developed a tendency to write to the Ministers and Prime Minister on individual grievance. Some of these representations are often forwarded through Members of Parliament,, in violation of Rule 20 of the CCS (Conduct) Rule, 1964.

3. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. The stage at which an advance copy of the representation may be sent to higher authorities has also been indicated, in MHA O.M. No. 25/34/68-Estt.(A) dated 20.12.68 time limits for disposal of various types of representations have been prescribed. If it is anticipated that an appeal or petition cannot be disposed of within a month of its submission, an acknowledgement or interim reply should be sent to the individual within a month.
4. Thus adequate instructions are available in the matter of submission of representations by the Government servants and treatment of the representations by the authorities concerned. As such submission of representations directly to higher authorities by- passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions as it can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964.
5. It is again reiterated that these Instructions may be brought to the notice of all Govt. servants and appropriate disciplinary action may be taken against those who violate these instructions.

(293)

Sub: Cadre Allocation to the Section Officers and Assistant appointed through CASE 2009 II.

I am directed to state that the matter relating to allocation of cadres (Gen/F&AIS&P) to the Section Officers and Assistants appointed through CASE 2009 II has been under consideration for quite some time.

Now, the DG, CSIR has been pleased to approve that Section Officers and Assistants appointed through CASE 2009 II may be given an option to choose the cadre (Gen/F&A/S&P) they wish to be finally assigned to. The final allotment of cadres will be done with the approval of the Competent Authority, CSIR considering the individual option, merit position in the CASE-2009-II panel vis-a-vis vacancy, roster positions and Council requirement. Once the cadre of a person is decided, he/she will be plotted in the respective seniority list and roster as per rules and he/she will be required to move/work in that cadre only.

Accordingly, it is requested that all the Section Officers and Assistants appointed through CASE 2009 " in your Lab./institute, may be asked to fill up the attached Option Proforma 'A' immediately and the same may be forwarded to this office after verification. Also details of the appointees who have left the Lab/Instt because of transfer, resignation, upgradation to SO etc. may be provided in Proforma 'B'. The requisite information may kindly be provided latest by 10/6/2014.

Proforma 'A'

Cadre Option Form to be filled up by the Section Officers and Assistants Appointed through CSIR CASE 2009 II

1. Name: _____
2. Category (UR/OBC/SC/ST) – PWD _____
3. Present Post (SO/Asstt.) : _____
4. Date of Joining : _____
5. Presently Working in the Cadre (Gen/F&A/S&P) : _____
6. Cadre I wish to Opt : (i) _____
In order of Preference (ii) _____
(Gen/F&A/S&P) (iii) _____
7. Present Lab/Instts. : _____
8. Educational Qualifications: _____

I clearly understand that I shall be allotted the Cadre keeping in view my option, merit position in the CASE-2009-11 panel vis-a-vis vacancy and roster positions and Council requirement. Decision of the Competent Authority in this regard shall be final and binding on me.

Signature: _____

Date: _____

To be filled up by the respective Labs/Instts.

The above particulars have been verified from official records and found correct.

Signature and Stamp of SO/AO/COA/Sr. COA

Proforma 'B'

Details of Section Officers and Assistants Appointed through CSIR CASE 2009 II who have left the Lab/Instt.

Name of the Lab/Instt. : _____

A. Section Officers

Sl.	Name	Category	Date of Joining	Date of Leaving	Reasons for Leaving
1.					
2.					
3.					
4.					
5.					

B. Assistants

Sl.	Name	Category	Date of Joining	Date of Leaving	Reasons for Leaving
1.					
2.					
3.					
4.					
5.					

Signature and Stamp of SO/AO/COA/Sr. COA

(294)

Sub:- Enhancement of Educational Qualifications for the post of Jr. Hindi Translator and revision of eligibility criteria in respect of" Jr. Hindi Translator and Hindi Officer of CSIR Raj Bhasha staff-reg.

I am directed to state that the Governing Body in its 185th meeting held on 26.03.2014 has approved the following:

1) For the post of Jr. Hindi translator

Existing Educational Qualifications	* Revised Educational Qualifications ,
Masters degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level;	(1) Master's degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;
Masters degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level;	OR
Bachelor's degree with Hindi and English as main subject or either of the two as	Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English

<p>medium of examination and other as a main subject plus recognized Diploma Certificate Course in translation from Hindi to English and vice versa or two years experience of translation work, from Hindi to English and vice versa in Central/State Government Offices, including Govt. of India Undertakings.</p>	<p>medium and English or 'Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent, in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>(2) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central of State government offices, including Government of India undertaking.</p>
Existing Educational Qualifications	* Revised Educational Qualifications ,
	<p>Desirable:</p> <p>(i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>(ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.</p> <p>Age limit: Not exceeding 30 years.</p> <p>Relaxation in Age Limit upto 5 years to Council /Government/ Autonomous Bodies Public Sector Undertaking employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.</p> <p>In addition, relaxation for SCs/ STs/ OBCs and certain other categories as provided by</p>

	<p>the Government of India from time to time will continue.</p> <p>Note: *Any future amendment made to the educational [qualification including age limit and relaxation in age [limit for the post of Jr. Translator in Central Secretariat Official Language Service (CSOLS) will be applicable to [the post of Jr. Hindi Translator in CSIR.</p>
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2). **For the post of Hindi Officer:**

Age limit: Not exceeding 35 years.

Relaxation in Age Limit upto 5 years to Council /Government/ Autonomous Bodies / Public Sector Undertaking employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.

In addition, relaxation for SCs/ STs/ OBCs and certain other categories as provided by the Government of India from time to time will continue.

3). Any future amendments made to the educational qualification, upper age limit and relaxation in age limit to the post of Assistant. Director (OL) in CSOLS will be applicable to the post of Hindi Officer of CSIR Raj Bhasha.

It is requested that the above amendments may kindly be brought to the notice of all concerned for information, guidance and compliance.

Copy of CSIR letter No. 5-1(11)/2008-PD dated 27.5.2014

(295)

Sub: Revision of format for OBC Caste Certificate.

The Government of India had issued instructions on 8th September, 1993 vide DoPT O.M. No. 36012/22/93-Estt.(SCT) providing for reservation to Other Backward Classes in the services and posts under the Government of India. The format of the Caste Certificate was prescribed vide Annexure A of the O.M No. 36012/22/93-Estt.(SCT) dated 15th November 1993. In the said format the then Ministry of Welfares Resolution No. 12011/68/93 BCC(C) dated 10th September 1993 was mentioned, which contained the list of castes and communities treated as OBCs till that time. Since then, a large number of castes and communities have been added to the Central List of OBCs through various resolutions of the Ministry of Social Justice and Empowerment. The details of the resolutions subsequent to the Resolution dated 10th September 1993 do not find mention in the existing format. The said format also prescribes that the certificate issuing authority

should certify that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid OM. dated 8.9.1993.

2. Representations have been received in this Department wherein candidates belonging to OBC Communities have reportedly faced difficulty in getting the benefits of reservation. This is because of the fact that in the caste certificate issued by the concerned district authorities, although the name of the caste/community is mentioned in the certificate, the specific resolution by which the said caste/community has been included in the Central List of OBCs is not indicated.
3. Keeping in view such problems faced by the candidates, this issue was examined in consultation with the National Commission for Backward Classes and it has been decided to revise the existing format of OBC Caste Certificate. A copy of the revised format is enclosed (Annexure). All the certificate issuing authorities are requested to invariably mention the details of the Resolution (Number and Date) by which the caste/community of the candidate has been included in the Central List of OBCs and also to ensure that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9. 1993. as amended from time to time.
4. I am to request that the revised format of the Certificate may please be brought to the notice of authorities under the State Governments/Union Territories who are empowered to issue the Caste Certificate.

Copy of CSIR O.M No. 36036/2/2013-Estt.(Res) dated 30.5.2014

Annexure

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. * Shri/Smt./Kumar _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** -As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(296)

Subject:- Two increments equal to 6% of basic pay admissible on promotion from Under Secretary to deputy secretary vis-a-vis benefit of increment on grant of financial upgradation under MACPS from GP Rs. 6600/- to GP Rs. 7600/- -- Clarification thereon - reg.

Ref: 1. CSIR Circular letter No. 5-1(17)/2010-PD dated 20.10.2010

2. CSIR OM No. 3-27/2010-E.I dated 27.2.2012

3. CSIR OM No. 3-27/2012-E.I dated 9.5.2014

I am directed to state that the matter relating to subject cited above has been considered by the Competent Authority CSIR in consultation with DOPT & FA, CSIR. It has been clarified by DOPT that provisions of benefit of two increments (6%) contained in DOPT OM NO 18/3/2008-CSI (P) dated 10.3.2010 are applicable only on promotion from GP Rs. 6600/-* to GP 7600/- and not on grant of financial upgradation under MACPS.

Accordingly, on grant of financial upgradation under MACPS from GP Rs. 6600/- to GP Rs. 7600/- the pay will rise by 3% of the basic pay drawn before such upgradation , and not by 6%. Pay fixation already down otherwise may be reviewed.

Copy of CSIR letter No. 3-13/2014-E.I dated 9.6.2014

(297)

Sub:- Observance of 'Anti Terrorism Day', "Sadbhavana Diwas" and "Communal Harmony Campaign Week" – reg.

Every year CSIR observes the 'Anti Terrorism Day', 'Sadbhavana Diwas' and 'Communal Harmony Campaign Week' and this Division has been forwarding the relevant circulars to all concerned from time to time. Lately, the circulars relating to the aforesaid events are not being received from the concerned Ministry/Nodal Agency and the same

are being downloaded by this Division from the website of the respective Ministry/Agency and endorsed to Labs/Instts.

Accordingly, CSIR Labs/Instt./Hqrs. are requested to visit the website of the concerned Ministry/Nodal agency for obtaining the relevant circulars with regard to the observance of the below mentioned events .

S.No.	Day/Week to be observed	Date/Week of observance	Concerned Ministry/Organization
1.	Anti-Terrorism Day	21 st May	Ministry of Home Affair Web. Address: www.mha.nic.in
2.	Sadbhavana Diwas	20 th August	Ministry of Youth Affairs and Sports
3.	Communal Harmony Campaign Week	19 th -25 th Nov., (last working day of the week to be observed as Flag Day)	National Foundation for Communal Harmony, an autonomous organization under Ministry of Home affairs Web Address: http://nfch.nic.in

Copy of CSIR letter No. 5-1(113)/2011-PD dated 11.6.2014

(298)

Sub:- Child Care Leave (CCL) in respect of Central Government Employees as a result of Sixth Central Pay Commission recommendations – Clarification – reg.

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance.

S.NO.	Govt. of India, Ministry of Personnel, Public Grievances and Pension OM No. & date.	Subject
1.	OM No. 13018/9/2013-Estt.(L) dated 5 th June, 2014.	Child Care Leave (CCL) in respect of Central Government Employees as a result of Sixth Central Pay Commission recommendations – Clarification – reg.

Copy of CSIR letter No. 5-1(38)/08-PD dated 13.6.2014

F.No. 13018/9/2013-Estt.(L) dated 5th June, 2014 Government of India, Ministry of Personnel, Public Grievances and Pension, DoPT

The undersigned is directed to refer to this Department's O.M. No.13018/2/2008-Estt.(L) dated 11/09/2008 regarding introduction of Child Care Leave(CCL) in respect of

Central Government employees. Subsequently, clarifications have been issued vide OMs dated 29.9.2008, 18.11.2008, 02.12.2008 and dated 07.09.2010. Child Care Leave at present is allowed for a minimum period of 15 days. References have been received from various quarters seeking a review of this stipulation.

2.The matter has been considered in consultation with Department of Expenditure, and it has been decided to remove the requirement of minimum period of 15 days' CCL. There is no change as regards other conditions of this leave.

3.These orders take effect from the date of issue of this Office Memorandum.

(299)

Sub:- Payment of HRA on revised emoluments in respect of QHF – clarification – reg.

I am directed to refer to representation dated 30.5.2014 in respect of Dr. Sunil Varghese, Scientist Fellow (Range-2) or your Institute seeking clarification regarding payment of HRA to QHF on revised emoluments.

As per CSIR OM dated 24.4.2014 HRA payable to Scientist Fellows under QHF should not exceed the amount payable to CSIR Scientist to equivalent levels.

In this connection it may be clarified that QHF has five Ranges i.e. 0-4. Range 0 is considered equivalent to erstwhile Scientist IV(1), Range 1 is equivalent to erstwhile Scientist Gr. IV(2) and so on. The HRA payable to a Scientist Fellow should not be more than HRA drawn on initial appointment by erstwhile Scientist Gr. IV(1/2/3/4/5) as the case may be. Dr. Varughese may be informed accordingly.

Copy of CSIR letter No. 4-10(41)/2014-HR-II dated 17.6.2014

(300)

Sub:-Representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, Ministry of Personnel, Public Grievances and Pension OM No. & date.	subject
1.	Ministry of Personnel, Public Grievances & Pensions (DoPT) OM No. 42011//2014-Estt.(Res) dated 13 th Feb., 2014.	Representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.
2.	Ministry of Personnel, Public Grievances & Pensions (DoPT) OM No.	Revision of format for OBC Caste Certificate.

	36036/2/2013-Estt. (Res.) dated 30 th May, 2014.	
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Copy of CSIR letter No. 5-1(17)/08-PD dated 17.6.2014

F.No. 42011//2014-Estt.(Res) dated 13th Feb., 2014 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training.

The undersigned is directed to draw attention of the Ministries/Departments to this Department's O.M. No.42011/15/1995-Estt(SCT) dated 11th July, 1995 para 2 provided as follows:-

" 2. In partial modification of the above instructions it has now been decided that wherever a Selection Committee Board exists or has to be constituted for making recruitment to ten or more vacancies in Group 'C' or Group 'D' posts or services it shall be mandatory to have one Member belonging to SC/ST/OBC and one Member belonging to Minority Community in such Committees/Boards. Further, one of the Members of the Selection Committees/Boards whether from the general category or from the minority community or from SC, ST,OBC should be a lady failing which a lady member should be co-opted on the Committee/Board. It may please be ensured that where the number of vacancies against which the .selection is to be made is less than ten no effort should be spared in finding SC/ST/OBC officer, minority , community officer and a lady officer as explained in para (2) for inclusion in such Committees/Boards."

2. The matter has been reviewed and in partial modification of above instructions, it has now been decided that wherever a Selection Committee/Board exist or has to be constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one Member belonging to SC/ST, one Member belonging to OBC category and one Member belonging to Minority Community in such Committees/Boards. Further, one of the members of the Selection Committee/Board, whether from the general category or from the minority community or from the SC/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/Board. It may also be ensured that where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a lady officer, for inclusion in such Committees/Boards.
3. Similar instructions in Public Sector Undertakings and Financial Institutions including Public Sector Banks will be issued by Department of Public Enterprises and Ministry of Finance respectively.

(301)

Sub: Revision of format for OBC Caste Certificate.

The Government of India had issued instructions on 8th September, 1993 vide DoPT O.M. No. 36012/22/93-Estt,(SCT) providing for reservation to Other Backward Classes in

the services and posts under the Government of India. The format of the Caste Certificate was prescribed vide Annexure A of the O.M. No. 36012/22/93-Estt.(SCT) dated 15th November 1993 in the said format, the then Ministry of welfare's Resolution No. 12011/68/93-BCC(C) dated 10th September 1993 was mentioned, which contained the list of castes and communities treated as OBCs till that time. Since then, a huge number of castes and communities have been added to the Central List of OBCs through various resolutions of the Ministry of Social Justice and Empowerment. The details of the resolutions subsequent to the Resolution dated 10th September ,1993 do not find mention in the existing format. The said format also prescribes that the certificate issuing authority should certify that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993.

2. Representations have been received in this Department wherein candidates belonging to OBC Communities have reportedly faced difficulty in getting the benefits of reservation. This is because of the fact that in the caste certificate issued by the concerned district authorities, although the name of the caste/community is mentioned in the certificate, the specific resolution by which the said caste/community has been included in the Central List of OBCs is not indicated.
3. Keeping in view such problems faced by the candidates, this issue was examined in consultation with the National Commission for Backward Classes and it has been decided to revise the existing format of OBC Caste Certificate. A copy of the revised format is enclosed (Annexure). All the certificate issuing authorities are requested to invariably mention the details of the Resolution (Number and Date) by which the caste/community of the candidate has been included in the Central List of OBCs and also to ensure that he/she does not belong- to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M, dated 8.9.1993.as amended from time to time.
4. I am to request that the revised format of the Certificate may please be brought to the notice of authorities under the State Governments/Union Territories who are empowered to issue the Caste Certificate.

Annexure

FORM OF CERTIFICATE TO BE .PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri./Smt./Kumari _____ son/daughter of _____ of Village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community _____ which is recognized as a backward class under the Government of India, Ministry of Social justice and Empowerment's Resolution No. _____ dated _____. Shri/Smt./Kumari _____ and/or his/her family ordinary reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of

the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Copy of CSIR letter No. 5-1(17)/08-PD dated 17.6.2014

(302)

Sub: Instructions on filling up of Gr. III posts at lateral level – reg.

I am directed to state that DG, CSIR has decided that henceforth all future recruitment at the lateral level in Group III shall be made as per Rule 7 of CSIR Service Rule 1994 for Recruitment of Technical & Support Staff.

DG,CSIR has also decided that details of all the lateral recruitment made in Group III by following the procedure laid down in CSIR Circular letter No. 5-1(28)/2008-PD dated 29.07.2008 during the period 29.07.2008 to till date, may be provided in the prescribed proforma at the earliest and latest by 30.06.2014.

Copy of CSIR letter No. 5-1(28)/2008-PD dated 18.6.2014

Details of Group III Posts filled up at lateral level

[Ref. CSIR circular letter No. 5-1(28)/2008-PD dated 29.7.2008]

Annexure

I. Name of the Lab./Instt. :

S.No	Group & Grade to which lateral recruitment made	Area/Field	Recommendations of Research Council*	Number and Date of Research Council meeting as at column no. 4	Advertisement No.	Name of the candidate appointed along with date of joining	Remarks, if any
1	2	3	4	5	6	7	8

*Kindly enclose the copies of Agenda and Proceedings/Minutes.

Date:.....

(303)

Sub:- Filing of FIR with the approval of Director- reg.

It has come to notice that in an Institute of CSIR, First Information Report was filed with the Law enforcement agencies (Police), without the approval of the Director.

It is emphasized here that filing of FIR is not akin to filing any sundry report or information but is a serious business.

Since an FIR against any individual/official entails concomitant legal and other actions and brings in matters which are to be dealt with through Police Authorities and the Courts, the Director-General, CSIR has taken a view that henceforth whenever the authorities in CSIR Labs/ Instts find themselves in such a position that they feel that an FIR needs to be filed, the matter must be brought to the notice of Director for approval before FIR is filed.

This may brought to the notice of all concerned in your Lab/Instt. for their information, guidance and strict compliance.

Copy of CSIR letter No. 15-1(146)/2013-Vig. dated 26.6.2014

(304)

Sub:- Need for self – contained speaking and reasoned order to be issued by the authorities exercising disciplinary powers.

I am forwarding herewith a copy of the Circular No. 02/05/2014 dated 19.05.2014 of the Central Vigilance Commission on the subject cited above, for your kind information, guidance and compliance.

Copy of CSIR letter No. 15-6(82)/98-O&M (Vol.I&II) dated 27.6.2014

Subject: Need for self-contained speaking and reasoned order to be issued by the authorities exercising disciplinary powers.

Attention is invited to the Commission's office order No. 51/9/03 dated 15.09.2003, officer order No. 14/2/04 dated 26.02.2004 and circular No. 02/01/09 dated 15.01.2009, wherein it was clarified that Disciplinary Authorities (DAs) should issue a self-contained, speaking and reasoned order which must indicate, inter-alia, due application of mind by the authority issuing the order.

2.The Commission has observed that inspite of the above said instructions, the orders Issued in disciplinary matters by the Disciplinary Authorities concerned are sometimes not in the form of a speaking and reasoned order indicating due application of mind, The Commission would, therefore, again advice all administrative authorities to ensure that officials exercising disciplinary powers conferred under the applicable statutory rules/CDA Rules etc. governing the public servants concerned in the

CPSUs/PSBs/Ministries/ Departments/Organizations to issue the orders which are self-contained, speaking and reasoned indicating due application of mind by them especially when they differ with the advice/recommendations of CVO or Inquiry Officer or the Commission as the case may be giving cogent reasons thereof.

3. Instances have also come to the notice of the Commission wherein the orders passed by Disciplinary Authorities only indicate their designation in the organization and the name of the officer is not indicated in the orders issued. Commission would, therefore, advice that in all such orders issued in disciplinary matters, the name and designation should also be clearly indicated.

Heads of Departments/Organizations and CVOs should ensure that all the Disciplinary Authorities in their organization(s) strictly follow the above guidelines of the Commission in future.

No. 003/DSP/3 dated 15th September, 2003 of Governing of India, Central Vigilance Commission

It was clarified in the Department of Personnel & Administrative Reforms' OM No. 134/11/81/AVD-I dated 13.07.1981 that the disciplinary proceedings against employees conducted under the provisions of CCS (CCA) Rules, 1965, or under any other corresponding rules, are quasi-judicial in nature and therefore, it is necessary that orders issued by such authorities should have the attributes of a judicial order. It was also clarified that the recording of reasons in support of a decision by a quasi-judicial authority is obligatory as it ensures that the decision is reached according to law and is not a result of caprice, whim or fancy, or reached on ground of policy or expediency, Such orders passed by the competent disciplinary/appellate authority as do not contain the reasons on the basis whereof the decisions communicated by that order were reached, are liable to be held invalid if challenged in a court of law.

2. It is also a well-settled law that the disciplinary/appellate authority is required to apply its own mind to the facts and circumstances of the case and to come to its own conclusions, though it may consult an outside agency like the CVC. There have been some cases in which the orders passed by the competent authorities did not indicate application of mind, but a mere endorsement of the Commission's recommendations. In one case, the competent authority had merely endorsed the Commission's recommendations for dropping the proposal for criminal proceedings against the employee. In other case, the disciplinary authority had imposed the penalty of removal from service on an employee, on the recommendations of the Commission, but had not discussed, in the order passed by it, the reasons for not accepting the representation of the concerned employee on the findings of the inquiring authority. Courts have quashed both the orders on the ground of non-application of mind by the concerned authorities.
3. It is once again brought to the notice of all disciplinary/appellate authorities that Disciplinary Authorities should issue a self-contained, speaking and reasoned orders

conforming to the aforesaid legal requirements, which must indicate, inter-alia, the application of mind by the authority issuing the order.

F.No. 003/DSP/3 dated 15th January, 2009 of Governing of India, Central Vigilance Commission

Attention is invited to the Commission's Office Order No. 51/9/03 dated 15.09.2003 and Office Order No. 14/2/04 dated 26.2.2004 wherein, it was clarified that disciplinary authorities (DAs) should issue a self-contained, speaking and reasoned order which must indicate, inter-alia, due application of mind by the authority issuing the order.

2.As regards, making available a copy of CVC's first and second stage advises to the employees concerned, the Commission vide its circular No. 99/VGL/66 dated 28.09,2000, had prescribed that the same should be supplied to the employees by the Disciplinary Authorities. It was precisely stated, therein that a copy of CVC's 2nd stage advice should be supplied to the employee concerned alongwith the IOs report, in order to give him an opportunity to make a representation against IO's findings and CVC's advice.

3.Instances have, however, come to the notice of the Commission in which the final orders passed in disciplinary cases by the competent disciplinary authorities did not indicate proper application of mind, but a mere endorsement of the Commission's recommendations which leads to an unwarranted presumption that the DA has taken the decision under the influence of the Commission's advice. Further, it is also observed that the DA's in the Departments/Organisations, in practice, do not provide a copy of Commission's advice to the employees concerned. The cases where the final orders do not indicate proper application of mind by the DA and or non supply of Commission's advises, are liable to be quashed by the courts.

4.The Commission would, therefore, again reiterate that the CVC's views/advises in disciplinary cases are advisory in nature and it is for the DA concerned to take a reasoned decision by applying its own mind. The DA while passing the final order, has to state that the Commission has been consulted and after due application of mind, the final orders have been passed. Further, in the speaking order of DA, the Commission's advice should not be quoted verbatim.

5.CVOs should ensure that the DAs in their respective Departments/Organizations strictly follow the above guidelines/procedures while processing the disciplinary cases.

(305)

Sub:- Clarification on increase in certain allowances by further 25% as a result of enhancement of Dearness Allowances w.e.f. 1.1.2014 – reg. CEA.

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, DP, PG&P, DoPT, OM No. & date	subject
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(1)	(2)	(3)
1.	Dept. of P, PG&P, DoPT OM No. A-27012/1/2014-Estt. (Allowance) dated 28 th April, 2014.	Clarification on increase in certain allowances by further 25% as a result of enhancement of Dearness Allowances w.e.f. 1.1.2014- reg. CEA.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 27.6.2014

No. A-27012/1/2014-Estt. (Allowance) dated 28th April, 2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to para I (j) of this Department's O.M. No. 12011/03/2008-Estt (Allowance) dated 2.9.2008. This provides that the limits of Children Education Allowance would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. References are being received from various quarters with regard to the amount of Children Education Allowance admissible consequent upon enhancement of Dearness Allowance payable to Central Government employees (a) 100% w.e.f. 1st January, 2014 announced vide Ministry of Finance, Department of Expenditure O.M. No. 1/1/2014-E-II (B) dated 27th March, 2014.

2. In accordance with the above, the following shall be the revised limits:

- a) The annual ceiling limit for reimbursement of Children Education Allowance shall be Rs. 18,000/- per child. Accordingly, the quarterly claim could be more than Rs.4500/- in one quarter. The Hostel Subsidy shall be Rs.4500/- per month per child;
- b) The rates of Special Allowance for Child Care to women with disabilities stands revised to Rs. 1500/- per month; and
- c) The annual ceiling for reimbursement of Children Education Allowance for disabled children of Government employees shall be treated as revised to Rs.36,000/- per annum per child and the rates of Hostel Subsidy for disabled, children of Government employees shall be treated as revised to Rs.9000/- per child per month,
4. These revisions are applicable with effect from 1st January, 2014
5. These revisions shall be subject to other terms and conditions mentioned in this Department's O.M. No. 12011/03/2008-Estt (Allowance) dated 2.9.2008, O.M. No. 12011/04/2008 dated 11.9.2008 and 12011/07(i)/2011-Estt.(AL) dated 21.2.2012.

(306)

Sub:- Grant of Honorarium to Inquiry Officer (IO)/Presenting Officers (PO).

In continuation to this Officer letter of even number, dated 30.1.2013, I am forwarding herewith a copy of Office Memorandum No. 142/1/2010-AVD.I, dated

23.6.2014 from DoPT on the subject cited above for your information, guidance and compliance.

Copy of CSIR letter No. 15-6(83)/98-O&M-III dated 2.7.2014

F. No. 142/1/2010-AVD.I, dated 23.6.2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to this Departments' OM of even number dated 31.7.2012 laying down the rates of honorarium payable to Inquiry Officer/Presenting Officer for holding departmental proceedings.

2. It has been brought to the notice of this Department that the condition mentioned in Para 2.1 to said OM, was in conflict with the provisions of FR 46 (B) which limits the maximum amount payable as honorarium to an individual in a financial year to Rs. 5000/- creating confusion whether the same was within the delegated powers of the Ministry.
3. The matter has been considered and it is clarified that the honorarium payable to IO/Presenting Officer for conducting inquiry in departmental proceedings would be outside the purview of the general delegation under FR 46(B).
4. This issues with the concurrence of Department of Expenditure vide their I.D. No. 14/4/2009-E.II(B) dated 16.5.2014.

(307)

Sub: Ensuring and improve work culture and work environment with cleanliness at the work place.

In pursuance of Cabinet Secretary's DO letter dated June 5, 2014 (copy enclosed), all Divisional/Sectional Heads of Headquarters are requested to take urgent action on the following for ensuring an improved work culture and work environment.

3. Work space in each Section/division should be cleaned and spruced up. Passages and stairs should be cleaned up to make it unobstructed and no office material/almirah etc. should be found in these spaces. Files/Papers should be neatly stacked inside the rooms;
4. Divisional/Sectional Heads may identify and simplify processes in order to do away with unnecessary complexities and redundancy;
5. Every Divisional/Sectional Heads may identify forms that are in vogue and shorten them wherever possible to one page only.
6. Use of ICT in submission of information should be encouraged to eventually universalize it. IT division is requested to do the needful in coordination with the particular requirements of each Division/Section;
7. Files and papers should be weeded out in accordance with rules of record keeping including digitalization wherever necessary within a period of 3-4 weeks.
8. Divisions/Sections are advised to engage into inter-sectional/inter-divisional consultation at the level of section officers more often for resolution of issues to

encourage collaborative decision making and team work. The DG, CSIR has desired that a process of inter-sectional and interdepartmental meetings be held fortnightly to focus on issues that required attention. Minutes of each meeting be drawn for follow up and tracking;

9. To ensure and monitor effective and timely resolution of public grievances, the DG, CSIR has desired that the Grievance Redressal Mechanism be galvanized & activated for prompt response to grievances.

As instructed by the DG, CSIR action on Sl. No. 1 to 3 above to be completed within a period of one month of issue of his OM. Hence all Divisional/Sectional Heads are requested to take necessary action in compliance with the aforesaid.

Copy of CSIR OM No. 6-1(1)/82-E.III dated 11.7.2014

Dated 5th June, 2014

Please recall the discussions during the interaction Hon'ble Prime Minister had with all Secretaries to Government of India at Panchavati, 7 Race Course Road on 4th June, 2014 at 6.00 PM onwards.

2. The Prime Minister had stressed upon ensuring an improved work culture and work environment including hygiene and cleanliness of the work space. You are, therefore, requested to undertake the following on an urgent basis-
 - a. In each Government building, work space of your department should be cleared and spruced up. Passages and stairs should be cleaned up to make it unobstructed and no office material / almirah etc. should be found in these spaces. Inside the rooms too, the files / papers etc. should be neatly stacked so that a positive work environment is created.
 - b. Every Department should identify and repeal at least 10 rules or processes, and even archaic Acts, that are redundant and would not lead to any loss of efficiency.
 - c. Every Department should identify forms that are in vogue and shorten them, where possible, to one page only, (Seeking of unnecessary or irrelevant information should be discouraged).
 - d. Every Department should encourage use of ICT in submission of information and eventually universalize it.
 - e. Decision making layers should be reduced, to a maximum of four layers.
 - f. Files and papers should be weeded out in accordance with the rules of record keeping including digitization, wherever necessary. This exercise should be completed within 3 - 4 weeks.

- g. Collaborative decision making and frequent consultation between departments must be done. Where issues remain unresolved, Cabinet Secretariat / PMO should be apprised for resolution.
 - h. Effective and timely resolution of public grievances must be ensured and monitored by the Secretaries of the Departments concerned
 - i. Each Department should workout modalities of fulfilling promises made to the people.
 - j. Entire Department should work as a team with every level should be encouraged to provide inputs and value addition in the exercise.
 - k. Goals set for the period 2009-2014, and the present status thereof, should be analysed. [This information should also be included in the presentation to be made before the Hon'ble Prime Minister].
3. I expect you to act upon these immediately and indicate a plan of action latest by Monday, the 9th June, 2014. Interim progress on these points will be reviewed and monitored by me in meetings to be taken with Groups of Secretaries beginning 9th June 2014. A first Action Taken Report in respect of sprucing up the work space / building should reach me by 6th June 2014 positively, so that Hon'ble Prime Minister can also be apprised. A detailed report on achievements under each of the items should also be included In your monthly d.o. letter for the month of June 2014.

(308)

Sub:- Guidelines on treatment of effect of penalties on promotion – role of Departmental Promotion Committee.

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No	Govt. of India, DP, PG&P, DoPT, OM No. & date	subject(s)
(1)	(2)	(3)
1.	DoPT OM No. 22011/4/2007-Estt.(D) dated 28.4.2014	Guidelines on treatment of effect of penalties on promotion – role of Departmental Promotion Committee.
2.	DoPT OM No. 22011/6/2013-Estt(D) dated 28.5.2014	Eligibility of officers to be considered for promotion by DPC – Fixing of Crucial Date – reg.

DoPT OM No. 22-1 I/4/2007-Estt(D) dated 28-04-2011 is adopted in CSIR and made applicable to the Council employees to the extent it is commensurate with the provisions of CSIR Administrative Services (Recruitment & Promotion) (ASRP) Rules, 1982.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 18.7.2014

No. 22011/4/2007-Estt. (D) Dated the 28th April, 2014 Government of India, Ministry of Personnel, Public Grievances & Pension Department of Personnel & Training

The Department of Personnel & Training had in its O.M. No.22011/5/86-Estt (D) dated 10.04.1989 issued consolidated instructions on Departmental Promotion Committee and matters related thereto. Para 6.2.3 of said O.M. provides that "before making the overall grading after considering the CRs for the relevant years, the DPC should take into account whether the officer has been awarded any major or minor penalty or whether any displeasure of any superior officer or authority has been conveyed to him as reflected in the ACRs." These guidelines further provide that "the DPC should not be guided merely by the overall grading, if any, that may be recorded in the ACRs (now APARs) but should also make its own assessment on the basis of entries in the CRs (now APARs) because It has been noticed that sometimes the overall grading in a ACR (now APAR) may be inconsistent with the grades under various parameters or attributes".

2. It further provides that an officer whose increments have been withheld or who has been reduced to a lower stage in the time scale, cannot be considered on that account to be ineligible for promotion to the higher grade as the specific penalty of withholding promotion has not been imposed on him/her. The suitability of the officer for promotion should be assessed by the DPC as and when occasions arise for such assessment. In assessing the suitability, the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of the general service record of the officer and the fact of the imposition of the penalty he should be considered suitable for promotion. However, even where the DPC considers that despite the penalty; the officer is suitable for promotion, the officer should not be actually promoted during the currency of the penalty.
3. Further this Department's O.M, No. No.22034/5/2004-Estt (D) dated 15.12.2004 provides that a Government servant, on whom a minor penalty of withholding of increment etc. has been Imposed, should be considered for promotion by the Departmental Promotion Committee which meets after the imposition of the said penalty and after due consideration of full facts leading to imposition of the penalty, if he is still considered fit for promotion, the promotion may be given effect after the expiry of the currency of the penalty.
4. The procedure and guidelines to be followed for promotion of Government servants against whom disciplinary/court proceedings are pending or whose conduct is under investigation has been laid down in this Department's O.M, No.22011/4/91-Estt (A) dated 14.9.92 and O.M. No.22034/4/2012-Estt (D) dated 02.11.2012 and 23.1.2014.
5. The role of Departmental Promotion Committee(DPC) in assessment of the officers being considered for promotion, including the officers against whom a chargesheet has been issued or on whom a penalty has been imposed, has been examined by the Supreme Court in several judgments. The observations of Supreme Court in some of the important cases are summarized as under:

- (a) in A.K. Narula case (AIR2007 SC 2296), the Hon'ble Supreme Court has observed:

"the guidelines give a certain amount of play in the points to the DPC by providing that it need not be guided by the overall grading recorded in the CRs, but may make its own assessment on the basis of the entries in the CRs, The DPC is required to make an overall assessment of the performance of each candidate separately, but by adopting the same standards, yardsticks and norms. It is only when the process of assessment is vitiated either on the ground of bias, malafide or arbitrariness, the selection calls for interference. Where the DPC has proceeded in a fair, impartial and reasonable manner, by applying the same yardstick and norms to all candidates and there is no arbitrariness in the process of assessment by the DPC, the court will not interfere".

- (b) in Union of India vs. &.V. Jankiraman case(AIR 1991 SC 2010), the Supreme Court has taken cognizance of role of DPC the case of an officer on whom a penalty has been imposed and has held that:

"An employee has no right to promotion. He has only right to be considered for promotion, The promotion to a post and more so, to a selection post, depends upon several circumstances. To qualify for promotion, the least that is expected of an employee is to have an unblemished record. That is the minimum expected to ensure a clean and efficient administration and to protect the public interest. An employee found guilty of misconduct cannot be placed on par with the other employees, and his case has to be treated differently in fact, while considering an employee for promotion his whole record has to be taken into consideration and if a promotion committee takes the penalties imposed upon the employee into consideration and denies him the promotion, such denial is not illegal and unjustified.

- c. In UOI & Anr. Vs. S.K Goel & Ors. (Appeal (Civil) 689/2007-SLP@-2410/2007),the Hon'ble Supreme Court has held that:

"DPC enjoyed full discretion to devise its method and procedure for objective assessment of suitability and merit of the candidate being considered by it. Hence interference by High Courts not called for.;

While delivering the above judgement, the Division Bench has observed that:

"...it is now more or less well settled that the evaluation made by an Expert Committee should not be easily interfered with by the Court which do not have the necessary expertise to undertake the exercise that is necessary for such purpose."

6. It has been brought to the notice of this Department that DPCs have been adopting varying criteria in assessment of officials undergoing penalty that are not consistent with the extant instructions of the DoPT for e.g., down gradation of grading in ACR/APAR, denying promotion for specified number of years, etc.

7. The matter has been examined in consultation with the Department of Legal Affairs. It is a settled position that the DPC, within its power to make its own assessment, has to assess every proposal for promotion, on case to case basis, in assessing the suitability, the DPC is to take into account the circumstances leading to the imposition of the penalty and decide, whether in the light of general service record of the officer and the effect of imposition of penalty, he/she should be considered suitable for-promotion and therefore, down gradation of APARs by one level in all such cases may not be legally sustainable. Following broad guidelines are laid down in respect of DPC:
- a. DPCs enjoy full discretion to devise their own methods and procedures for objective assessment of the suitability of candidates who are to be considered by them, including those officers on whom penalty has been Imposed as provided in DoPT OM. dated 10.4.89 and O.M. dated 15.12.2004.
 - b. The DPC should not be guided merely by the overall grading, if any, that may be recorded in the ACRs/APARs but should make its own assessment on the basis of the entries in the ACRs/APARs as it has been noticed that sometimes the overall grading in a ACR/APAR may be inconsistent with the grading under various parameters or attributes. Before making the overall recommendation after considering the APARs (earlier ACRs) for the relevant years, the DPC should take into account whether the officer has been awarded any major or minor penalty. (Refer para 6.2.1(e) and para 6.2.3 of DoPT OM dated 10.04.89)
 - c. In case, the disciplinary/criminal prosecution is in the preliminary stage and the officer is not yet covered under any of the three conditions mentioned in para 2 of DoPT O.M. dated 14.09.1992, the DPC will assess the suitability of the officer and if found fit, the officer will be promoted along with other officers. As provided in this Department's O.M, dated 02.11.2012, the onus to ensure that only person with unblemished records are considered for promotion and disciplinary proceedings, if any, against any person coming in the zone of consideration are expedited, is that of the administrative Ministry/Department.
 - d. If the official under consideration is covered under any of the three condition mentioned in para 2 of O.M. dated 14.09.1992, the DPC will assess the suitability of Government servant along with other eligible candidates without taking into consideration the disciplinary case/criminal prosecution pending. The assessment of the DPC including 'unfit for promotion' and the grading awarded are kept in a sealed cover. (Para 2.1 of DoPT OM dated 14.9.92).
 - e. Para 7 of DoPT OM dated 14.09.92 provides that a Government servant, who is recommended for promotion by the DPC, but in whose case, any of the three circumstances on denial of vigilance clearance mentioned in para 2 of ibid O.M. arises after the recommendations of the DPC are received but before he/she is actually promoted, will be considered as if his/her case had been placed in a sealed cover by the

DPC. He/she shall not be promoted until he/she is completely exonerated of the charges against him/her.

- f. if any penalty is imposed on the Government servant as a result of the disciplinary proceedings or if he/she is found guilty in the criminal prosecution against him/her, the findings of the sealed cover/covers shall not be acted upon. His/her case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him/her (para 3.1 of DoPT OM dated 14.9.92).
- g. In assessing the suitability of the officer on whom a penalty has been imposed, the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of general service record of the officer and the fact of imposition of penalty, the officer should be considered for promotion. The DPC, after due consideration, has authority to assess the officer as 'unfit' for promotion. However, where the DPC considers that despite the penalty the officer is suitable, for promotion, the officer will be actually promoted only after the currency of the penalty is over (para 13 of DoPT OM dated 10.4.89).
- h. Any proposal for promotion has to be assessed by the DPC, on case to case basis, and the practice of down gradation of APARs (earlier ACRs) by one level in all cases for one time, where a penalty has been imposed in a year included in the assessment matrix or till the date of DPC should be discontinued immediately, being legally non-sustainable.
- i. While there is no illegality in denying promotion during the currency of the penalty, denying promotion in such cases after the period of penalty is over would be in violation of the provisions of Article 20 of the Constitution.
- j. The appointing authorities concerned should review comprehensively the cases of Government servants, whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of 6 months from the date of convening the first Departmental Promotion Committee which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, inter alia, cover the progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite the completion. (Para 4 of O.M. dated 14.09.1992).
- k. In cases where the disciplinary case/criminal prosecution against the Government servant is not concluded even after the expiry of two years from the date of the meeting of the first DPC which kept its findings in respect of the Government servant in a sealed cover then subject to condition mentioned in Para 5 of this Department's O.M. dated 14.09.1992, the appointing authority may consider desirability of giving him ad-hoc promotion (Para 5 of this Department's O.M. dated 14.09.1992).
- 8. All the administrative authorities in the Ministries/Department are advised to place relevant records, including chargesheet, if any, issued to the officer concerned, penalty imposed, etc., before the DPC/ACC who will decide the suitability of officer for promotion

keeping in view the general service records of the officer including the circumstances leading to the imposition; of the chargesheet or penalty imposed. If such an officer is found suitable, promotion will be given effect after the currency of the penalty is over.

9. All Ministries/Departments are, therefore, requested to keep in view the above guidelines while convening DPC for promotion of the Government servants on whom either penalty has been imposed or where there are adverse remarks in the reckonable.

(309)

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

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

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

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

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

Copy of CSIR letter No. 5-1(17)/2008-PD dated 18.7.2014

(310)

Sub: Proposals for extension in service in respect of Chief Scientists/Outstanding Scientists/Directors beyond superannuation upto the age of 62 years – forwardal thereof.

I am directed to inform you that a meeting of the Standing Peer Review Committee (SPRC), is likely to be held in the month of September, 2014 (in the first week). It is, therefore, requested that proposals for extension in service beyond superannuation upto the age of 62 years in deserving cases of Chief Scientists/Outstanding Scientists/Directors superannuating between October, 2014 to March, 2015 may kindly be forwarded to CSIR Hqrs. Latest by 12th August, 2014 positively, failing which it would become difficult to place the same before the SPRC.

Accordingly, the proposals for extension in service alongwith the following documents may kindly be forwarded to CSIR Hqrs.

1. 10 sets of bio-data, details of work done, work proposed to be done during the extension period.
2. One-page brief write-up, as per the format enclosed (alongwith its soft copy in word DOC file which may be sent by email to: pankaj@csir.res.in).
3. Justification for extension in service with specific recommendations of the Director.
4. Vigilance clearance certificate (in the enclosed proforma).
5. Attested copies of upto date APARs/ARPs/PMSs of the Scientist for the last five years duly completed in all respects and a separate year wise list of APARs/ARPs/PMSs grading (as per the format {Annexure-A} enclosed).
6. A statement in respect of all the official proposed for extension beyond superannuation in service by the Lab/Instt./Uniit/Centre in the enclosed Annexure-B & C may also be sent.

Copy of CSIR letter No. 4-38/2002-E.II(PD) dated 31.7.2014

Brief Note

Name	Date of superannuation on attaining the age
Designation	of 60 years.
Date of Joining CSIR service	
Qualification (Mention name of University;	Date of birth
year of passing field of specialization	
Name of the Labs/Instts.	

Para (1): This para will contain the brief career progression chronologically.

Para(2): Details of Award/Publication/Patent etc.

Brief on the number of books, Research papers published in National and International journals and the number of lectures/key note addresses and presentation of

papers in National/International seminar/symposium. The para may also include the number of students guided by the scientist for award of Ph-D degree and the details of awards/fellowship granted including foreign assignments and also membership to various professional associations.

Para(3): Brief R&D contribution.

Para(4): Proposed R&D activity during the extended period.

Para (5): Brief recommendations of the Director, justifying extension in service based on performance and public interest.

Prepared by
(Name & Designation)
Checked by:
(Signature of COA/AO):
Official Stamp:
Dated:

Particulars of the officer to be considered for issue of vigilance clearance.

- i. Name of the Officer/Official:
- ii. Designation:
- iii. Posting details of Last 5 years:

	From	To
Place of posting		
Designation		
Grade		

- iv. Vigilance history during the relevant period
- v. Whether appears in Doubtful Integrity list?
- vi. Whether any disciplinary/vigilance proceedings is pending or contemplated (wherever applicable)?
- vii. If yes;
 - a. Case No./details in brief:
 - b. Status of the case:
- viii. Whether any penalty has been imposed in the past (last 5 year)
 - a. If yes, whether major or minor,
 - b. Brief details of the penalty
- ix. Indicate if any penalty is in operation as on date:
- x. Whether Annual Property Return for the pervious year ending 31st Dec. has been filed, if yes then date of submission?
- xi. Other remarks if any:

(Signature)

Annexure –A

Statement of APARs/ARPs/PMS grading for the last five years in respect of Scientists

S.N o	Name, Designation & Lab/Instt.	Date of appointment to the present post	Years					Averag e %
			2009-10	2010-11	2011-12	2012-13	2013-14	
A	B	C	D	E	F	G	H	I
1.								

Annexure – B

Statement of chronological career progression of Director/Scientists

S.N	Name, Designation & Lab/Instt.	Jr. Scientist/Tr ainee Scientist (erstwhile Sci-B) (Date of Joining)	Scientist (erstwhile Sci-C) (Date of Joining)	Sr. Scientist (erstwhile Sci-E.I) (Date of Joining)	Principal Scientist (erstwhile Sci-E.II) (Date of Joining)	Sr. Principal Scientist (erstwhile Sci-F) (Date of Joining)	Chief Scientist (erstwhile Sci-G) (Date of Joining)	Director/ Outstanding Scientists (H) (Date of Joining)

Annexure – C

Details of Director/Scientist proposed for extension beyond superannuation in service upto 62 years

S.N	Name Designation &	Name of Lab/Instt.	Date of Birth	Date of Superannu ation	Date of appointm ent to the present post	Age as on appt. to the present post	No. of years put in previous post before appointmen t to the present post	No. of years of service rendered in CSIR (Sci-B) onwards

Signature of CoA/AO with Official Stamp

Full Name:

Date:

(311)

Sub: Orders issued on lodging charges or CSIR Guest Houses – Regarding.

In supersession of the earlier orders issued on lodging charges for CSIR Guest Houses,

DGCSIR has been pleased to approve the revised rates of guest house charges for all CSIR National Labs/Instts. as follows:-

S.No.	Category of Guest	Existing Rates per bed		Revised Rates per bed	
		AC	Non AC	AC	Non AC
1(a)	CSIR Employees, Pensioners and their dependent Family members	25	20	50	40
1(b)	Project Fellows, JRF/SRF/RA, Research Students, Scholars working in CSIR Lab/Hqrs.				
2.	Non-dependent members of CSIR employees/pensioners, Non official Expert members invited for CSIR work	50	40	100	80
3.	Non CSIR/Other Guests	250	-	300	250
4.	NRI/Foreign Guests	500	-	1000	800

DG, CSIR has further approved that:-

- i. All CSIR Guest Houses at Hqrs. and Labs/Instts. should charge uniform rate with no differentiation in rates for Metros and non-Metropolitan cities.
 - ii. The charges will vary if booking is required on single or sharing basis subject to availability of accommodation.
 - iii. The accommodation will be booked for a maximum period of seven days subject to availability. Beyond seven days the rates will be double for that category for a maximum period of 30 days.
 - iv. The officers/staff of CSIR and Labs/Instts. on official duties for training, internal audit and on temporary assignment to the Institute/Lab may be permitted to stay beyond seven days but for a maximum period of 30 days.
 - v. In no case the guests will be allowed to stay beyond 30 days. Officers/employees of CSIR on transfer allowed to stay in Guest House (subject to availability of accommodation) beyond 30 days will not be eligible to draw HRA during the stay in Guest House.
 - vi. However, he/she can be allowed reimbursement of Guest House charges above the amount of licence fee applicable to regular accommodation of their entitlement.
 - vii. The check out time would be taken as 12 noon by all Labs/Instts. uniformly.
 - viii. The rates will be applicable uniformly across all CSIR Labs./Instts. in supersession of all previous orders issued by CSIR Laboratories/Instts.
 - ix. The above revision of rates for Guest House CSIR and its Labs/Instts. is effective from 1st September, 2014.
- (NO. 8-13(1)2014 – Gen. dated 7-8-2014)

(312)

Sub: Cleanliness of work areas and improvement in the overall ambience of office buildings and maintain punctuality.

I write with reference to the drive initiated in the Ministries/Departments in June, at the behest of the Hon'ble Prime Minister, to spruce up and improve the buildings and work spaces of the offices. In response to my letter of June 5, 2014, I have been receiving from you periodic reports on efforts made in this regard.

2.Attention has been drawn to report that in some Departments, there has either not been adequate visible improvement or that, after some initial attention being paid to this aspects, the momentum has not been sustained and also that some officials have been habitually coming late to office. In a few Departments, the concerned Ministries noticed laxity in this regard. Prime Minister has expressed concern over these reports.

3.It will also be appreciated that the success of this initiative will be contingent on continued perseverance by every employee. I write to you once again to emphasize that cleanliness of work areas and improvement in the over-all ambience of office buildings, as also punctuality on the part of officials, should be reviewed by your on a sustained basis so that there is visible improvement and that there are no reports of slippages in this regard.

4. This letter may please by acknowledged.

Copy of CSIR letter No. 6-1(1)/82-E.III dated 28.8.2014

(313)

Sub:- Reimbursement of stamp duty and registration fee in regard to the documents including reconveyance deed pertaining to House Building Advance – reg.

In partial modification of CSIR letter No 16(63)/85--E.II dated 13.03.1990 on the subject cited above, Director General, CSIR in consultation with Legal Adviser, CSIR has approved amendment of Para (a) of the ibid letter as under:

Existing Para (a)	Amended Para (a)
Reimbursement of stamp duty shall be made to the Council employees only if the Central Government employees are exempt from payment of such stamp duty by the concerned State Govt., as per extent CSIR instructions subject to production of a certificate from concerned Registrar of Stamp that the Central Government employees are exempt from payment of stamp duty. This certificate is to be produced by the Council employee to the	Reimbursement of stamp duty shall be made to the Council employees only if the Central Government employees are exempt from payment of such stamp duty by the concerned State Govt., as per extent CSIR instructions and if the applicable act has the inherent provision of exemption in favour of the Government employee, the reimbursement, is to be processed by the office and the necessity of obtaining

Head of Office along with the reimbursement claim	certificate from the concerned Registrar of stamp need not be insisted upon.
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Copy of CSIR letter No. 4-16(63)/2014-HR-II dated 11.9.2014

(314)

Sub:- The Lokpal and Lokayktas Act, 2013- Submission of declaration of assets and liabilities by public servants for each year and placing the same in public domain on the website of Ministries/ Departments.

I am directed to forward herewith the following Office Memoranda/Notification issued by the Government of India for information, Guidance and compliance.

S.No.	Govt. of India, Ministry of Personnel, Public Grievance and Pension OM No. & date.	Subject
1.	Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (DoPT), Establishment Division, OM No. 11013/3/2014-Estt(A) dated July 23rd, 2014.	The Lokpal and Lokayktas Act, 2013- Submission of declaration of assets and liabilities by public servants for each year and placing the same in public domain on the website of Ministries/ Departments
2.	Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (DoPT), CS.I Division, OM No. F.NO.21/2/2014-CS.I (PR) dated 31" July, 2014.	The Lokpal and Lokayktas Act, 2013- Submission of declaration of assets and liabilities by public servants.
3.	D.O. Letter No. 407/12/2014-AVD-IV (B) dated 8th September, 2014 from Additional Secretary, DoPT, Ministry of Personnel, Public Grievances & Pensions	Extension of lime for filing of revised returns by all public servants from 15th September, 2014 to 31st December, 2014
4.	Ministry of Personnel, Public Grievances & Pensions. Department of Personnel and Training (DoPT) Notification dated 8th September, 2014	Extension of time for filing of revised returns by all public servants from 15th September, 2014 to 31st December, 2014

Copy of CSIR letter No. 5-1(17)/08-PD dated 25.9.2014

F.No. 11013/3/2014-Estt(A) dated July 23rd, 2014 of Ministry of Personnel, Public Grievance & Pensions Department of Personnel and Training.

The undersigned is directed to refer to the subject mentioned above and to say that the Government has notified, the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act 2013 on 14.07.2014. The same is available on this Department's website at http://persmin.nic.iit/Lakpal_Homepage_New.asp.

2. As per the said Act and the Rules framed thereunder, every public servant shall file declarations, information or return, as the case may be regarding his assets and liabilities as on the 31st day of March every year, to the competent authority, on or before the 31st day of July of that year. It may be noted that as per Section 2(l)(o) of the Act. "Public Servant" means a person referred to in clauses (a) to (h) of sub-section (1) of section 14 of the Act but does not include a public servant in respect of whom the jurisdiction is exercisable by any court or other authority under the Army Act, 1950, the Air Force Act, 1950, the Navy Act, 1957 and the Coast Guard Act, 1978 or the procedure is applicable to such public servant under those Acts.
3. It may also be noted that the definition of public servant covers all Central Government servants (Groups A, B and C). Therefore, all Central Government servants are required to file the declaration. This is an important difference from the Central Civil Services (Conduct) Rules 1964 and may kindly be noted.
4. As per these Rules, the public servants who have filed declarations, information and annual returns of property under the provisions of the rules applicable to such public servants shall file the revised declarations, information or as the case may be, annual returns as on the 1st day of August, 2014, to the competent authority on or before, the 15th day of September, 2014. All Ministries/ Departments are, accordingly, requested to please bring the provisions of the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in filing Returns) Rules, 2014, to the notice of all concerned for compliance.
5. Formal amendment to the Central Civil Services (Conduct) Rules 1964 will be made in due course.
F.No. No. F.NO.21/2/2014-CS.I (PR) dated 31st July, 2014 of Ministry of Personnel, Public Grievance & Pensions Department of Personnel and Training.

Subject:- The Lokpal and Lokayuktas Act, 2013- Submission of declaration of assets and liabilities by public servants.

The undersigned is directed to refer to the subject mentioned above and to say that the Government has since notified the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014. Under the Lokpal and Lokayuktas Act, 2013 on 14.7.2014. The same is available in the website of this Department.

2. Every public servant is now required to file declaration information or return as the case may be regarding its assets and liabilities as on 31st March every year, to the competent authority, on or before the 31st July of that year. Every public servant is also required to file revised declarations, information or as the case may be annual returns as on the 1st August, 2014, to the competent authority on or before, 15th September, 2014.
3. All Ministries/Departments are, accordingly requested to bring the provisions of the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 to the notice of all CSS Officers under their administrative control.
4. The web based cadre management system will be modified to include all the forms now prescribed under the above quoted rules. However it will take some time before it is incorporated in the system and made operational for filing of declarations, returns etc. In the meanwhile all CSS Officers are advised to file hard copy of the revised declarations information and returns to their Ministries/Departments well before the closing date of 15.9.2014. Ministries/Departments are requested to forward the declarations, information, return submitted by US and above level officers of CSS to CS.I Division DoPT for records.

Appendix-1
[Rule 3(1)]

Return of Assets and Liabilities on First Appointment or as on the 31st March, 20____*
(Under Sec. 44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the Public servants in full
(in block letters)

2. A. **Present Public held**
(Designation, name and address
Of organization)

- B. Service to which belongs
(if applicable)

Declaration

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provision of section 44 of the Lokpal and Lokayuktas Act, 2013

Date _____

Signature _____

- In case of first appointment please indicate date of appointment.

Note 1. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include

details in respect of assets/liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal and Lokayuktas Act, 2013.

(Section 44(2): A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to -

- a. The assets of which he, his spouse and his dependent, children are, jointly or severally, owners or beneficiaries;
- b. His liabilities and that of his spouse and his dependent children.)

Note 2. If a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in form No. III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3. "Dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood, (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013.

Appendix-II
[Rule 3(1)]

FORM No. 1

Details of Public Servant his/her spouse and dependent children

S.No.		Name	Public Position held of any	Whether return being filed by him/her separately
1.	Self			
2.	Spouse			
3.	Dependent-1			
4.	Dependent-2			
5.	Dependent-3			

*Add more rows, if necessary

Date _____

Signature

Note 1. Assets in joint name indicating the extent of joint ownership will also have to be given.

Note 2. In case of Deposits/Investment, the details including Amount, date of deposit, the scheme, Name of the Bank/Institution and Branch are to be given.

Note 3. Value of Bonds/Share Debenture as per current market in stock exchange in respect of listed companies and book value in case of unlisted firm.

Note 4. Details including amount is to be given separately in respect of each investment.

Note 5. Under (ix) details of movable assets not covered in (i) to (viii) above valuing individually over two months basic pay (where applicable) or Rs. 1.00 Lakh may be indicated.

(Held by Public Servant, his/her spouse and dependent children)

S.No.	Description of property (Land/House/Flat/Shop/Industrial, etc.)	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also in distinctive number, etc.)	Area of land (In case of land and building)	Nature of land in case of landed property	extent of interest	If not in name of public servant, state in whose name held and his/her relationship, if any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Govt. servant, if any, with the person/persons concerned) (Please see Note 1 below) and cost of acquisition	Present value of the Property (If exact value not known, approx. value may be indicated)	Total annual income from the Property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Date _____

Signature

Note 1. For purpose of Column 9, the term 'lease' would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column

irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

(315)

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

I am directed to forward herewith the following Office Memorandum/Notification issued by Government of India for information, guidance and compliance.

S.No.	Govt. of India, Ministry of Personnel, Public Grievances and Pensions OM No. & date.	Subject
1.	Ministry of Personnel, Public Grievances & Pension, Department of Personnel and Training (DoPT). Estt. Division, OM No. 36035/3/2013-Estt.(Res) dated 31 st March, 2014.	Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties.

Copy of CSIR letter No. 5-1(17)/08-PD dated 25.9.2014

File number 36035 / 3 / 2013 - establishment(Res) dated 3rd March, 2014 of Government of India, Ministry of personnel public grievances and pensions, department of personnel and training

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

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

A. Identification of jobs

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

B. Post recruitment and pre-promotion training

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

Job specific post recruitment as well as pre-promotion training programs are required to be organised for the persons with disabilities. Outlining specific module/ norm for training program for the persons with disability common to all the Ministries/ departments and their attached/ subordinate offices, Central Public Sector Enterprises, cantonment board, etc. may not be possible as the training requirement may be different on the basis of the work pattern. All the Ministries/ Departments should take definite action to conduct job specific inclusive training programs for the persons with disabilities with other employees.

Duration and training contents may be finalized in consultation with the National Institutes under the Department of Disability Affairs, Ministry Of Social justice and empowerment and, if felt necessary, prominent Associations/ Federations/ confederations working in the sphere of disability can be consulted. It should also be ensured that training programs are conducted at the time of change in job introduction of new technology, after promotion of the employees, etc. The venue of the training maybe fixed as considered suitable for conducting such training. The Ministries/ Departments and their offices shall utilise existing budget provisions for undertaking the aspects of training program.

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

C. Providing Aids/ assistive devices

The persons with disability could perform their duties efficiently if they are provided with aids and appliance which are suitable to their needs. ministry/ depart department and subordinate offices, Central Public Sector Enterprises, Containment Board etc. should assist the persons with disability by providing them H- tech/ latest technology, lead assistive devices(including low vision AIDS, hearing aids with battery) special furniture,

wheelchair(motorized if required by the employee), software scanners, computer and other hardware, etc. with their requirement, which would improve their efficiency.

D. Accessibility and barrier free environment at workplace

In addition to the guidelines for modification in all public buildings including government offices to provide easy accessibility and barrier free environment for PWD as per the provisions of the PWD act, all government offices should take special steps to provide barrier free and accessible work station to PWD employees access from main building Entrance to their workstations and access common utility area such as toilets, canteens etc. Lifts/ Elevators should be made accessible by providing Braille Signage and audio outputs. Wherever required suitable Colour contrast may also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees.

E. Preference in government accommodation

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

F. Grievance redressal

Some of the employees including persons with disability maybe got trained by the empanelled master trainers/ offices of various National Institutes working in the sphere of disability to develop their skills in handling grievance is related to PWDs.

The Liaison Officer appointed to look after reservation matters for SC/ ST may also act as the Liaison officer for reservation matters Relating to persons with disabilities The Liaison officer would also look after the issues relating to providing of amenities for the persons with disabilities. In addition, every Ministry/ Department they are attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board etc. would preferably be constituted Grievance redressal mechanism headed by the Head of Administration and comprising address to employees including PWD having knowledge in disability matters the mechanism so constituted would receive and try to redress the grievance of persons with disability within a reasonable time frame.

G. Special Casual Leave

Vide these Departments OM Number 25091 /1/ 2008 - Establishment(A) dated 19.11.2008 a provision of special casual leave for 4 days in a calendar year has been made for the employees of Central Government with disabilities for specific requirements relating to disabilities of the official. Further, vide this departments OM number 28016 / 02 / 2007-Estt(A) dated 14.11.2007, there is also a provision of 10 days special casual leave in a calendar year subject to experiences off work for the differently abled Central

Government Employees with disabilities for participating in conference/ seminars/ trainings/ workshop related to disability and development to be specified by Ministry Of Social justice and empowerment.

H. Preference in transfer /posting

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

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

3. Every Ministry/ Department in consultation with the office of the Chief Commissioner for persons with disabilities would arrange for training of the liaison officer on disability equality and etiquettes.

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

(316)

Sub: Procedure for Conducting Examinations for Recruitment Purposes – reg.

I am directed to state that CSIR vide letter No. 14(6)/2000-E.II dated 4.1.2001 had notified that for conducting open as well as departmental examinations, the job of setting the question papers and evaluation of answer sheets should invariably be assigned to the outside experts in the relevant disciplines from the State/Central Govt. recognized educational/professional institutions only.

In the light of the fact that the examination pattern in CSIR has a considerable component of CSIR specific syllabus relating to General Administration, Finance & Accounts and Stores & Purchase related activities. Therefore, at time the outside experts may not be well conversant with the CSIR system as an organization and its rules and procedures.

The Competent Authority has, therefore, reviewed the above instructions and approved the following methodology:-

- i. In case difficulties are experienced in following the aforesaid CSIR letter dated 4.1.2001, the job of setting the question papers and evaluation of answer sheets may be assigned to the serving/retired officers of the level of Deputy Secretary or equivalent.
- ii. While conducting the examination, strict confidentiality for setting the question papers and evaluation of answer scripts need to be maintained.

- iii. At least two sets of question papers should be got prepared. The final selection of question paper be made with the approval of the appointing authority or by the designated officer or a team (as decided by the appointing authority).
Copy of CSIR letter No. 3-2(g)/2014-EI dated 25.9.2014

(317)

Sub: Facilitation Fee levied by authorized travel agents on air tickets booked on Government account – Withdrawal regarding

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No.	Office Memorandum No.	Subject
1.	Ministry of Finance, Department of Expenditure OM No. 19024/1/2012-E.IV dated 5 th September, 2014.	Facilitation Fee levied by authorized travel agents on air tickets booked on Government account – Withdrawal regarding
2.	Ministry of Health and Family Welfare OM No. 11045/40/2012/CGHS/HEC/CGHS(P) dated 22 nd February, 2013.	Regarding tests/investigations at private hospitals/diagnostic laboratories/imaging centres empanelled under CGHS.
3.	Ministry of Urban Development, Director of Estates OM No. 12035/28/96-Pol.II (Vol.II) dated 31 st July, 2013.	Period of retention of General Pool accommodation on retirement of allottees – reg.

Copy of CSIR letter No. 5-1(17)/08-PD dated 9.10.2014

F.No. 19024/1/2012-E.IV dated 5th September, 2014 of Government of India, Ministry of Finance, Department of Expenditure

Attention is invited to this Department's OM of even number dated 10th October 2013, wherein the authorized travel agents namely M/s Balmer Lawrie & Company Limited (BLCL) M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd (IRCTC) were allowed to levy 'Facilitation Fee' @ Rs. 100/- per ticket for domestic sector and Rs. 300/- per ticket for international sector for air travel wherein Government of India bears the cost of air passage.

2. The issue has been re-examined in consultation with the Ministry of Civil Aviation and Department of Legal Affairs, in the light of provisions of the Aircrafts Rules, 1937 as amended from time to time and it has been decided to withdraw this Department's OM of even number dated 10th October, 2013 with immediate effect. Consequently no fee service charges (by whatever nomenclature) which are not included in the tariff charged by Air India/Airlines are required to be paid to the authorized travel agents.

3. Payment to the authorized travel agents for the Bills raised by them for air tickets procured/purchased till date in respect of air travel already undertaken or due to be undertaken would be regulated as per OM of even number dated 10.10.2013. it is reiterated that, as far as possible, air tickets on Government account may be obtained, directly from Air India/Airlines (booking counters/offices/website) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.
4. All Ministries/Departments are advised to bring these instructions to the notice of all concerned for compliance.

(318)

Sub:- Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit.

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance.

S.No.	Govt. of India, DoPT	Subject
1.	OM No. 31011/7/2013-Estt.(A-IV) dated 26 th September, 2014.	Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit
2.	OM No. 10/1/2014-Dir.(C) dated 9 th October, 2014.	Swachh Bharat Mission – Department Canteen.

Copy of CSIR letter No. 5-1(17)/08-PD dated 16.10.2014

F.No. 310011/7/2013-Estt.(A-IV) dated 26th September, 2014 of Government of India, DoPT.

Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit

The 6th CPC had recommended that "Fresh Recruits" to the 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 was accepted by the Government and orders were issued vide DoPT O.M. No. 3101 I/4/2008*Estt.{A} dated 23rd September, 2008.

2. This Department receives a number of references seeking clarifications from various Ministry/ Departments about the year wise LTC entitlements of Fresh Recruits. Based on the same, a set of frequently asked questions have been answered as under:

Question 1. What are the LTC entitlements of a Fresh Recruit?

Answer: Fresh recruits to the Central Government are 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 fresh recruits only for the first two blocks of four years applicable after joining the Government for the first time.

Question 2. How are the two blocks of four years applied to the Fresh Recruit?

Answer: The first two blocks of four years shall apply with reference to the initial date of joining the Government service even though the Govt. servant may change the job within the Government subsequently. However, as per Rule 7 of CCS (LTC) Rules, 1988. the LTC entitlement of a fresh recruit will be calculated calendar year wise with effect from the date of completion of one year of regular service.

Question 3. Are the LTC blocks of four years in respect of Fresh Recruits same as the regular blocks like 2010-13,2014-17?

Answer: No. The first two blocks of four years of fresh recruits will be personal to them. On completion of eight years of LTC, they will be treated at par with other regular LTC beneficiaries as per the prescribed blocks like 2014-17, 2018-21 etc.

Question 4. If a fresh recruit does not avail LTC facility in a particular year, can he/ she avail it in the next year?

Answer: No. Carryover of LTC to the next year is not allowed in case of a fresh recruit as he is already entitled to every year LTC. Hence, if a fresh recruit does not avail of the LTC facility in any year, his LTC will deem to have lapsed with the end of that year.

Question 5. How will the LTC entitlements of a Fresh Recruit be exercised after the completion of eight years of service?

Answer: (a) After the completion of eight years of service, when the next LTC cycle of fresh recruit coincides with the beginning of the second two year block (eg. 2016-17) of the running four year block (2014-17), he will be eligible only for 'Home Town' LTC if he/she has availed 'Any Place in India' LTC in the eighth year. Cases, where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (e.g, 2017 of 2016-2017), he will not be eligible for LTC in that year. Refer illustrations 1 & 3 for further explanation,

(b) At the end of the eighth year of LTC, when the new LTC cycle of a fresh recruit coincides with the beginning of a regular four year block, his entitlement in the regular block will be exercised as per the usual LTC Rules. Refer illustration 2.

Question 6. How will the LTC entitlement computed in case of a fresh recruit joining the service on 31st December of any year?

Answer: A fresh recruit who joins the Government service on 31st December of any year, will be eligible for LTC w.e.f. 31st December of next year. Since, 31st December is the last date of a calendar year, his first occasion of LTC ends with that year. Hence, he may avail his first Home Town LTC on the last day of that year. From next year onwards he would be eligible for the remaining seven LTCs. Refer illustration 3.

Question 7. How will the entitlements of a fresh recruit be computed who has joined the Govt. service before 01.09.2008?

Answer: A fresh recruit who has joined Government service before 01.09,2008 (i.e before the introduction of this scheme) and has not completed his first eight years of service as on 01.09.2008 will be eligible for this concession for the remaining time-period till the completion of first eight years of his/ her service. Refer illustration 4.

Question 8. Can a fresh recruit whose Home Town and Headquarters are same, avail LTC to Home Town?

Answer: No. A fresh recruit whose Home Town and Headquarters are same, cannot avail LTC to Home Town, He may avail LTC to any place in India on the fourth and eighth occasion only. As per Rule 8 of CCS (LTC) Rules, 1988, LTC to Home Town shall be admissible irrespective of the distance between the Headquarters of the Govt, servant and his Home Town which implies that Headquarters and Home Town should be at different places.

Illustration 1 :

An employee joins the Government service on 13th September, 2008. As per the CCS (LTC) Rules, he will become eligible for LTC with effect from 1st September, 2009 (i.e. after the completion of one year of regular service). His entitlement for Home Town / All India would be as under:

Year of LTC	Type of LTC	LTC Occasion	
01.09.2008-31.08.2009	Nil	--	
01.09.2009 -31.12.2009	Home Town	1 st	
01.01.2010-31.12.2010	Home Town	2 nd	First block of 4 yrs
01.01.2011-31.12.2011	Home Town	3 rd	
01.01.2012-31.12.2012	Any Place in India	4 th	
01.01.2013 -31.12.2013	Home Town	5 th	
01.01.2014-31.12.2014	Home Town	6 th	Second block of 4 Yrs.
01.01.2015-31.12.2015	Home Town	7 th	
01.01,2016-31.12.2016	Any Place in India	8 th	
01.01.2017-31.12.2017	Nil	--	
01.01.2018-31.12,2021	New LTC Block		

Running Block

Explanations:

- (i) After the completion of the first eight years, when the fresh recruit gets into the middle of the running regular block of four calendar years (e.g, 2014-2017) where the new LTC cycle of fresh recruit coincides with the second year of the running two year block (e.g. 2017 of 2016-2017), he will not be eligible for LTC in that year (i.e; 2017).

- (ii) It can be seen from above that LTC entitlement for a fresh recruit is calculated calendar year wise with effect from the date of completion of one year of regular service,

(319)

Sub:- Procedure for booking Air Tickets on LTC, Central Civil services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by air to visit NER and A&N. AND Non submission of Boarding pass for settlement of T.A. Claims. – Clarification reg.

I am directed to forward the following Office Memorandum issued by Government of India for information, guidance and compliance.

S.NO.	Office Memorandum	Subject
1.	Ministry of Personnel, Public Grievances and Pensions, DoPT OM No. 31011/5/2014-Estt (A-IV) dated 24 th September, 2014.	Procedure for booking Air Tickets on LTC – Clarification reg.
2.	Ministry of Personnel, Public Grievances and Pensions, DoPT OM No. 31011/3/2014-Estt (A-IV) dated 26 th September, 2014.	Central Civil services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by air to visit NER and A&N.
3.	Ministry of Personnel, Public Grievances and Pensions, DoPT OM No. 14019/2/2013-Estt (A-IV) dated 7 th October, 2014.	Non submission of Boarding pass for settlement of T.A. Claims.

Copy of CSIR letter No. 5-1(17)/08-PD dated 16.10.2014

F.No. 31011/5/2014-Estt (A-IV) dated 24th September, 2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to the conditions laid down by this Department's OM, No, 31011/4/2014-Estt.(A.IV) dated 19th June, 2014, as per which the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Balmer Lawrie & Company', *M/s Ashok Travels & Tours' and IRCTC' (to the extent IRCTC is authorized as per DoPT O.M. No, 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s).

2. The matter has further been reviewed and it is clarified that the web-portal of authorized travel agents, namely M/s Balmer Lawrie & Company Ltd,, M/s Ashok Travels & Tours and IRCTC will also be treated as an acceptable mode for purchase of air tickets on LTC. However, booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure's O.M, No 19024/1/2012-E-IV dated 5th September, 2014 which are as under:
 - (i) No fee/ service charges (by whatever nomenclature), which are not included in the 'tariff charged by Air-India/airlines, are required to be paid to the aforementioned authorized travel agents.
 - (ii) As far as possible, air tickets on Government account may be obtained directly from the Air India/ Airlines (booking counters/ offices/ websites) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorized travel agents be availed of.
3. All Ministries/ Departments are advised to bring these guidelines to the notice of all their employees.

F.No. 31011/3/2014-Estt (A-IV) dated 26th September, 2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

Subject: Central Civil services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by air to visit NER 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 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/Guwahti and any place in NER
 - b. Between Kolkata/Chennai/Bhubneswar 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/Guwahti/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 items (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.
 - 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 Ashok Travels & Tours and (to the extent is authorized a per DoPT's OM No. 31011/6/2002-Estt. (A) dated 2.12.2009) 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 OM.
 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 official verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis 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.

F.No. 14019/2/2013-Estt (A-IV) dated 7th October, 2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

Subject: Non submission of Boarding pass for settlement of T.A. Claims.

Difficulties have been expressed by various quarters in production of original boarding passes alongwith T.A. Claims from time to time. The matter has been considered and it has been decided with the approval of the competent authority that in order to simplify the procedure of settlement of T.A. Claims, the condition of submission of Boarding Pass alongwith settlement of T.A. claim is dispensed with.

2. However, the officer concerned, preferring Travelling Allowance, will have to attach an undertaking alongwith T.A. claims that the journey, as mentioned therein, has actually been performed by Him/her... Other requirements, as per the established procedures will continue to be followed.
3. Notwithstanding above, in case of extreme doubt, the controlling officer may be asked to verify the genuineness of the claim.
4. Air tickets should be purchased only from the authorized travel agent of this Deptt. i.e. M/s Balmer Lawrie & Co. Ltd and at the cheapest rates after comparing the available fare from the websites of travel agents of repute. If cheaper rates are available directly from Air India, the same can also be bought.
5. The frequent flyer reward points from Air India may only be redeemed for the official tours of the Deptt. This issues with the approval of Secretary (P).

(320)

Sub: Consolidated Instructions on Compassionate appointment issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT - Endorsement thereof in CSIR -reg.

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No.	Govt. of India, DoPT	Subject
1.	OM No. 14014/02/2010-Estt.(D) dated 16 th January, 2013.	Consolidated Instructions on Compassionate appointment.
2.	OM No. 14014/02/2012-Estt.(D) dated 7 th October, 2014	Consolidated Instructions on Compassionate appointment.

Copy of CSIR letter No. 5-1(41)/08-PD dated 5.11.2014

OM No. 14014/02/2012-Estt.(D) dated 7th October, 2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to invite attention to this Department's OM of even number dated 16th January, 2013 vide which consolidated instructions on compassionate appointment were issued. In Part – A of the Proforma annexed at pages 15-18 therein, the candidate applying for compassionate appointment has to furnish a declaration/undertaking to the effect that the facts given by him/her are, to the best of his/her knowledge, correct and if any of the facts herein mentioned are found to be incorrect or false at a future date, his/her services may be terminated. The candidate has to also furnish a declaration that he shall maintain properly the other family members who were dependent on the deceased government servant/member of the Armed Forces mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by him/her, his/her appointment may be terminated this declaration/undertaking has to be countersigned by two permanent government employees. 2.The matter has been examined in this Department. It is felt that the declaration/undertaking furnished by the applicant as at page 17 of the aforesaid Consolidated Instruction is sufficient and that there is no need of getting it, countersigned by two permanent government employees. Accordingly, it has been decided to delete this provision of getting the declaration/undertaking furnished by the applicant countersigned by two permanent government employees (page 18 of the Consolidated Instructions on Compassionate Appointment). This may be brought to the notice of all concerned for information, guidance and necessary action.

(321)

Sub: Expenditure management – Economy Measures and Rationalization of Expenditure.

I am directed to forward herewith the Ministry of Finance OM No. 7(1)/E.Cord-2014 dated 29th October, 2014 on the subject **Expenditure management – Economy Measures and Rationalization of Expenditure for information, guidance and compliance.**

Copy of CSIR letter No. 5-1(17)/2018-PD dated 7.11.2014

F.No. 7(1)/E.Cord-2014 dated 29th October, 2014 of Government of India, Ministry of Finance, Department of Expenditure.

Ministry of Finance, Department of Expenditure has been issuing austerity instructions from time to time with a view to containing non-developmental expenditure and releasing of additional recourses for priority schemes. The last set of instructions was issued on 18th September, 2013 after passing of the Union Budget. Such measures are intended at promoting fiscal discipline, without restricting the operational efficiency of the Government. In the context of the current fiscal situation, there is a need to continue to rationalize expenditure and optimize available resources. With this objective, the following measures for fiscal prudence and economy will come into immediate effect:-

1.1 Cut in Non-Plan expenditure:

For the year 2014-15, every Ministry/Department shall effect a mandatory 10% cut in non-plan expenditure excluding interest payment, repayment of debt. Defence capital, salaries, pension and Finance Commission grants to the States. No re-appropriation of funds to augment the Non-Plan heads of expenditure on which cuts have been imposed shall be allowed during the current fiscal year.

1.2 Seminars and Conference:

- j. Utmost economy shall be observed in organizing conferences/Seminars/workshops. Only such conferences, workshops, seminars, etc. which are absolutely essential, should be held wherein also a 10% cut on budgetary allocations (whether Plan or Non-Plan) shall be effected.
- ii. Holding of exhibitions/Fairs/seminars/conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.
- iii. There will be a ban on holding of meetings and conferences at five star hotels except in case of bilateral/multilateral official engagements to be held at the level of Minister-in-Charge or Administrative Secretary, with foreign Government or international bodies of which India is a Member, The Administrative Secretaries are advised to exercise utmost discretion in holding such meetings in 5-Star hotels keeping in mind the need to observe utmost economy in expenditure.

2.3. Purchase of vehicles:

Purchase of new vehicles to meet the operational requirement of Defence Forces, Central Paramilitary Forces & security related organizations are permitted. Ban on purchase of other vehicles (including staff cars will continue except against condemnation.

2.4. Domestic and International Travel:

- i. Travel expenditure {both Domestic Travel Expenses (DTE) and Foreign Travel Expenses (FTE)} should be regulated so as to ensure that each Ministry remains within the allocated budget for the same after taking into account the mandatory 10% cut under DTE/FTE (Plan as well as Non-Plan). Re-appropriation/augmentation proposals on this account would not be approved.
- ii. While officers are entitled to various classes of air travel depending on seniority, utmost economy would need to be observed while exercising the choice keeping the limitations of budget in mind. However, there would be no bookings in First Class."
- iii. Facility of Video Conferencing may be used effectively. All extant instructions on foreign travel may be scrupulously followed.
- iv. In all cases of air travel the lowest air fare tickets available for entitled class are to be purchased/procured. No companion free ticket on domestic/international travel is to be availed of.

2.5 Creation of Posts:

- i. There will be a ban on creation of Plan and Non-Plan posts.
- ii. Posts that have remained vacant for more than a year are not to be revived except under very rare and unavoidable circumstances and after seeking clearance of Department of Expenditure.

3. Observance of discipline in fiscal transfers to States, Public Sector Undertakings are Autonomous Bodies at Central/State/Local level.

- 3.1 Release of Grant-in-aid shall be strictly as per provisions contained in GFRs and in Department of Expenditure's OM No. 7(1)/E.Coord/2012 dated 14.11.2012.
- 3.2 Ministries/Department shall not transfer funds under any Plan schemes in relaxation of conditions attached to such transfer (such as matching funding).
- 3.3 The State Governments are required to furnish monthly returns of Plan expenditure – Central, Centrally Sponsored or State Plan – to respective Ministries/Departments along with a report on amounts outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.
- 3.4 The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

4. Balanced Pace of Expenditure:

4.1 As per extant instructions, not more than one-third (33%) of the Budget Estimates may be spent in the last quarter of the financial year. Besides, the stipulation that during the month of March the expenditure should be limited to 15% of the Budget Estimates is reiterated. It may be emphasized here that the restriction of 33% and 15% expenditure ceiling is to be enforced both scheme-wise as well as for the Demands for Grant as a whole, subject to RE-ceiling. Ministries/Departments which are covered by the Monthly Expenditure Plan (MEP) may ensure that the MEP is followed strictly.

4.2 It is also considered desirable that in the last month of the year payments may be made only for the goods and services actually procured and for reimbursement of expenditure already incurred. Hence, no amount should be released in advance (in the last month) with the exception of the following.

- i. Advance payments to contractors under terms of duly executed contracts so that Government would not renege on its legal or contractual obligations.
- ii. Any loans or advances to Government servants etc. or private individuals as a measure of relief and rehabilitation as per service conditions or on compassionate grounds.
- iii. Any other exceptional case with the approval of the Financial Advisor. However, a list of such cases may be sent by the FA to the Department of Expenditure by 30th April of the following year for information.

4.3 Rush of expenditure on procurement should be avoided during the last quarter of the fiscal year and in particular the last month of the year so as to ensure that all procedures are complied with and there is no infructuous or wasteful expenditure. Fas are advised to specially monitor this aspect during their reviews.

5. No fresh financial commitments should be made on items which are to be provided for in the budget approved by the Parliament.

6. These instructions would also be applicable to autonomous bodies funded by Government of India.

7. Compliance

Secretaries of the Ministries/Departments, being the Chief Accounting Authorities as per Rule 64 of GFR, shall be fully charged with the responsibility of ensuring compliance of the measures outlined above. Financial Advisor shall assist the respective Departments in securing compliance with these measures and also submit an overall report to the Minister-in-Charge and to the Ministry of Finance on a quarterly basis regarding various actions taken on these measures/guidelines.

(322)

Sub:- Grant of Transport Allowance to Central Government Employees – Extension of benefit of Transport Allowance at Double the Normal Rate to Deaf and Dumb Employees – Implementation of the Order of the Apex Court – Endorsement thereof in CSIR – reg.

I am directed to forward herewith the Ministry of Finance OM No. 21(2)/2011-E.II(B) dated 19.2.2014 on the subject Grant of Transport Allowance to Central Government Employees – Extension of benefit to Transport Allowance at Double the Normal Rates Deaf and Dumb Employees – Implementation of the Order of the Apex Court for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 11.11.2014

F.No. 21(2)/2011-E.II(B) dated 19th February, 2014 of Government of India, Ministry of Finance, DoPT.

The undersigned is directed to refer to Order dated 12th December, 2013 of the Hon'ble Supreme Court of India in Writ Petition (Civil) No. 107/2011 of Deaf Employees Welfare Association & Another v/s Union of India & Others, and to say that in compliance of the said judgment of the Apex Court it has been decided to extend the benefit of Transport Allowance, as admissible to blinds and orthopedically handicapped employees in terms of Para 2(i) of Ministry of Finance, Department of Expenditure OM No. 21(2)/2008-E.II(B) dated 29th August, 2008 to deaf and dumb employees of the Central Government also, with immediate effect, subject to the condition that the recommendation of the Head of ENT Department of a Government Civil Hospital is received by the Head of Department and fulfillment of other conditions mentioned in Ministry of Finance, Department of Expenditure OM No. 19029/1/78-E.IV(B) dated 31st August, 1978 read with OM dated 29.8.2008.

2. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, this Order issues in consultation with the Comptroller and Auditor General of India.

(323)

Sub:- International travel – clarification regarding – Endorsement thereof in CSIR.

I am directed to forward herewith the Ministry of Finance. Department of Expenditure OM No. 7(1)/E.Coord-2014 dated 10th November, 2014 on the subject international travel – clarification regarding for information guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 12.11.2014

F.No. 7(1)/E.Coord-2014 dated 10th November, 2014 of Government of India, Ministry of Finance, Department of Expenditure.

Guidelines/Instructions on the subject of International travels have been issued by this Department from time to time. Latest instructions on the subject have been issue vide this Department's OM of even number dated 29.10.2014 [Paragraph 2.4 refers]. In order to clarify the subject further, following instructions on international travels are reiterated for compliance.

- i. Proposals for participation in conferences/seminars/conventions/workshops/study tours/presentation of papers abroad at Government cost will not be entertained except

those that are fully funded by sponsoring/inviting organizations which may be considered keeping in mind the public interest and Government business at home.

- ii. No officer should undertake more than four (4) official visits abroad in a calendar year. For visits exceeding four by an officer, detailed justification would need to be furnished and such visit would be allowed only in exceptional cases depending on functional need.
 - iii. The size of the delegation and the duration of visit shall be kept to the absolute minimum. The Administrative Secretary shall make sure that in every case offices of appropriate functional level dealing with the subject are sponsored/deputed instead of those at higher levels. Visits at the level of Secretaries should be planned only if their presence is essential and officers of or the level of Additional Secretary/Joint Secretary cannot substitute them for the purpose of enunciating Government policies/standpoint.
 - iv. Foreign travel of Government officers at the cost of PSUs/PSEs is discouraged, unless the journey is undertaken specifically in connection with the affairs of the PSU/PSE/ Specific reasons for charging the expenditure to the PSU/PSE on account of foreign travel must be spelt out in the proposal. Wherever expenditure on the visit of Government officers borne by PSU/PSE, the entitlements of the offices shall remain same as his entitlements under Government Rules/Regulations/Norms/Instructions.
2. This issues with the approval of Secretary (Expenditure).

(324)

Sub:- The Lokpal and Lokayuktas Act, 2013 – Submission of declaration of assets and liabilities by public servants for each year – reg.

Ref.: Circular letter No. 5-1(17)/08-PP dated 25.09.2014.

In accordance with the provision of the Public Servants (Furnishing of Information and Annual. Return of Assets and liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013 every public servant shall file declaration of his assets and liabilities; (i) within a period of 30 days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, and (ii) an annual return of assets and liabilities of which he, his spouse and his dependent children are jointly or severally, owners or beneficiaries as on 31st March of that year, on or before the 31st July of every year.

The definition of "Public servant" as given in the Lokpal & Lokayukta Act, 2013, covers all Central Government Servants (Group A, B and C) and therefore, all Council Servants are required to file the declaration of assets & liabilities in the prescribed proforma within the stipulated date every year.

Further, the council servants who have filed declaration, information and annual returns of property under the provisions of CCS (Conduct) Rules, 1964, are required to file the revised declarations, information or annual returns as on the 1st day of August, 2014 to this office on or before the 31st day of December, 2014 positively in the prescribed proforma enclosed with this OM.

Under Section 45 of the Act, if any public servant willfully or for reasons which are not justifiable, fails to declare his assets or gives misleading information in respect of such assets and is found to be in possession of assets not disclosed or in respect of which misleading information was furnished, then, such assets shall, unless otherwise proved, be presumed to belong to the public servant and shall be presumed to be assets acquired by corrupt means.

It is also brought to kind attention of all concerned that as per DoPT OM No.11012/11/2007-Estt.A dated 27th Sept., 2011, vigilance clearance shall be denied to an employee if she/he fails to submit her/his declaration of assets & liabilities and annual property return within the prescribed time.

Copy of CSIR letter No. 6-9(131)/2005-E.III dated 19.11.2014

Appendix-I
[Rule-3(1)]

Return of Assets and Liabilities on First Appointment or as on the 31st March, 20____
(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the Public servant in full _____
(in block letters)
- (a) Present public position held _____
(Designation, name and address _____
of organization) _____
- (b) Service to which belongs _____
(if applicable)

Declaration:

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date _____

Signature

* in case of first appointment please indicate date of appointment.

Note 1. This return shall contain particulars of all assets and liabilities of the public servant, either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44 (2) of the Lokpal and Lokayuktas Act, 2013. (Section 44(2) : A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to—

- a. the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
- b. his liabilities and that of his spouse and his dependent children.)

Note 2. if a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3. "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013).

Appendix-II

[Rule 3(1)]

FORM No. I

Details of Public Servant, his/her spouse and dependent children

S.No.		Name	Public Position held, if any	Whether return being filed by him/her, separately
1.	Self			
2.	Spouse			
3.	Dependent-1			
4.	Dependent-2			
5.	Dependent-3			

*Add more rows, if necessary

Date

Signature.....

FORM No. II

Statement of movable property on first appointment or as on the 31st March, 20....

Details of the movable assets of self, spouse and dependent children:

S.No.	Description		Amount in Rupees				
			Self	Spouse	Dependent 1	Dependent 2	Dependent 3
i	Cash in hand						
ii	Details of deposit in Bank accounts (FDRs, Term Deposits and all other types of deposits including saving accounts). Deposits with financial Institutions. Non-Banking financial	Name of Bank/Financial Institutional & Nature of Deposit.					

	Companies and Corporative societies and the amount in each such deposit.						
iii	Details of investment in Bonds, debentures/shares and units in companies/mutual funds and others.	Name of Company					
iv	Details of investment in NSS, Postal Saving, Insurance policies and investment in any Financial instruments in Post office or Insurance Company.	Nature of investment					
v	Details of deposit in Provident Fund/New Pension Scheme	Nature of investment					
vi	Personal loans/advance given to any person or entity including firm, company. Trust etc. and other receivables from debtors and the amount (exceeding (a) two months basic pay, where applicable. (b)Rupees one lakh in other cases)	Name of Debtor					
vii	Motor Vehicles/Aircrafts/Yachts/ Ships (Details of Make, registration number etc. year of purchase and amount)						
viii	Jewellery, bullion and valuable thing(s) (Give details of weight) JEWELLERY Bullion	Gold					
		Silver					
		Precious stones/precious metals					
		Gold					
		Silver					
		Precious stones/precious metals					
ix	Any other assets						

Date

Signature.....

Note 1: Assets in joint name indicating the extent of joint ownership will also have to be given.

Note 2 In case of deposits/Investments, the details including Amount, date of deposit, the scheme, Name of the Bank/Institution and Branch are to be given.

Note 3: Value of Bonds/Share Debentures as per current market value in Stock exchange in respect of listed companies and books values in case of unlisted firms.

Note 4 Details including amount is to be given separately in respect of each investment.

Note 5: Under (ix) details of movable assets not covered in (i) to (viii) above valuing individually over two months basic pay (where applicable), or Rs. 1.00 lakh may be indicated.

Form No. III

Statement of immovable property on first appointment or as on the 31st Mach, 20... (e.g. Lands, House, Shops, Other Buildings, etc.)

[Held by Public Servant his/her spouse and dependent children]

S.No	Description of property (Land/House/Flat/Shop/Industrial etc.)	Precise location (Name of District, Division Taluk and Village in which the property is situated and also its distinctive number, etc.	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of public servant, state in whose name held and his/her relationship. If any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Govt. servant, if any with the person/persons concerned) (Please see Note I below and cost of acquisition.)	Present value of the property (if exact value not known, approx. value may be indicated)	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Date.....

Signature.....

Note (1): For purpose of Column 9, the term “lease” would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

Where, however, the lease of immovable property is obtained from a person having official dealings with the Govt. servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

The Gazette of India: extraordinary [Part II – Sec. 3(i)]

Form No. IV

Statement of Debts and Other Liabilities on first appointment or as on 31st March, 20....

S.No.	Debtor (Sale/Spouse or dependent children)	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6	7

Date

Signature.....

Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.

Note 2: The statement should also include various loans and advances (exceeding the value in Note 1) from the employer like advance from purchase of conveyance, house building advance, etc. (other than advances of pay and traveling allowance), advance from the GP Fund and loans on Life Insurance Policies and Fixed deposits.

[F.N. 407/12/2014-AVD-IV(B)]

P.K. DAS, Jt. Secy.

(325)

Sub:- Introductions of AADHAR Enabled Bio-metric Attendance system in CSIR – reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, DoPT OM No.11013/9/2014-Estt(A-III) dated 21st November, 2014 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(239)/2014-PD dated 12.12.2014

No.11013/9/2014-Estt(A-III) dated 21st November, 2014 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

It has been decided to use an AADHAR Enabled Bio-metric Attendance System (AESAS) in all offices of the Central Government, including attached/ sub-ordinate Offices, in India.

The system will be installed in the offices located in New Delhi by 31st December 2014. In other places this may be installed by 26th January, 2015.

2. The equipment will be procured by the Ministries/ Departments as per specifications of Deity on DGS&D Rate Contract from authorized vendors. The expenditure will be met by the Ministries/ Departments concerned under their O.E. The manual system of attendance may be phased out accordingly.
3. The Department of Electronics and Information Technology (DeitY) will provide the technical guidance for installing the system. The equipment already procured by DeitY have a built in AMC of three years. The Ministries/ departments may ensure that the equipment being procured by them have similar provision.
4. Biometric attendance system is only an enabling platform. There is no change in the instructions relating to office hours, late attendance etc. which will continue to apply. As per extant instructions, (contained in DoPT O.M. No: 28034/8/75- Estt-A dated 04-07-1975; No. 28034/10/75-Estt-A dated 27-08-1975; No: 28034/3/82 -Estt-A dated 05-03-1982) half-a-day's Casual Leave should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority, in addition to debiting Casual Leave (or Earned Leave, when no CL is available). Disciplinary action may also be taken against government servants who are habitually late. Early leaving is also to be treated in the same manner as late coming.
5. These orders come into force with immediate effect.
6. All Ministries/ Departments are requested to bring this to the notice of all* concerned.

(326)

Sub:- Declaration of Assets and Liabilities by public servants under Section 44 of the Lokpal and Lokayuktas Act, 2013-extension of last date for filing of revised returns by public servants who have filed property returns under the existing service rules-regarding.

I am directed to forward herewith Ministry of Personnel, Public Grievances, & Pensions, DoPT OM No. 407/12/2014-AVD-IV(B) dated 25th December.2014 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 29.12.2014

F. No. 407/12/2014-AVD-IV(B) dated 25thDecember,2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to this Department's D.O. letter of even No. dated 8th September, 2014 regarding the furnishing of information relating to assets and liabilities by public servants under section 44 of the lokpal and Lokayuktas Act. 2013 and forwarding therewith copies

of the Central Government's notifications dated 8th September, 2014 containing _

- (a) amendment to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014. for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different services from "two hundred and seventy days" to "three hundred and sixty days", from the date on which the Act came into force, i.e., 16th January, 2014; and
 - (b) the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, extending the time limit for filing of revised returns by all public servants from 15th September, 2014 to 31st December, 2014 .
2. In this regard, the undersigned is directed to convey that the last date for filing of revised returns by public servants under the rules indicated in para 1 (b) above has been extended by a period of four months, i.e., from 31st December, 2014 to 30th April 2015 formal amendments to the Public Servants (Furnishing of information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014 and to the Lokpal & Lokavuktas (Removal of Difficulties) Order, 2014 are being notified separately. The formats for submission of statements regarding movable properties (Form-II) and for submission of statements regarding debts and liabilities (Form-IV) under the said rules are also being revised and will be notified as part of the amendments to the aforesaid rules. The will a No be uploaded on the website of this Department, i.e. <http://permin.nic/DoPT.asp>.
3. All Ministries-Departments and cadre authorities are requested to kindly issue orders towards ensuring compliance with the revised Rules by all officers and staff in the respective Ministry Department Organizations/PSUs under their control, within the increased time-limit mentioned therein.

(327)

Sub:- Alteration of date of birth of a Government Servant-reiteration of instructions.

I am directed to forward herewith following Office Memorandum for information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	Ministry of Personnel Public Grievances, and Pensions, DoPT OM No. 19017/1/2014-Estt(A-IV) dated 16 th December, 2014.	Alteration of date of birth of a Government Servant-reiteration of instructions.

Copy of CSIR letter No. 5-1(1)/2008-PD dated 6.1.2015

F.No. 19017/1/2014-Estt(A-IV) dated 16th December, 2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training.

Rule 56 of Fundamental Rules states that except as otherwise provided in the rule, every Government servant will retire from service on the afternoon of the last day of the month in which he attains the age of sixty years.

Provided that a Government servant whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.

2. As per Note 6 below the aforesaid Rule, the date on which a Government servant attains the age of fifty-eight years or sixty years, as the case may be, shall be determined with reference to the date of birth declared by the Government servant at the time of appointment and accepted by the Appropriate Authority on production, as far as possible, of confirmatory documentary evidence such as High School or Higher Secondary or Secondary School Certificate or extracts from Birth Register. The date of birth so declared by the Government servant and accepted by the Appropriate Authority shall not be subject to any alteration except as specified in this note. An alteration of date of birth of a Government servant can be made, with the sanction of a Ministry or Department of the Central Government, or the Comptroller and Auditor-General in regard to persons serving in the Indian Audit and Accounts Department, or an Administrator of a Union Territory under which the Government servant is serving, if -

- a) a request in this regard is made within five years of his entry into Government service;
- b) it is clearly established that a genuine bona fide mistake has occurred; and
- c) the date of birth so altered would not make him ineligible to appear in any School or University of Union Public Service Commission examination in which he had appeared, or for entry into Government service on the date on which he first appeared at such examination or on the date on which he entered Government service.

3. The Supreme Court of India in Civil Appeal No.502 of 1993 - Union of India Vs. Harnam Singh — Judgement dated 9th February, 1993 had observed that:

"inordinate and unexplained delay or laches on the part of the respondent to seek the necessary correction would in any case have justified the refusal of relief to him. His inaction for all this period of about thirty five years from the date of joining service, therefore precludes him from showing that the entry of his date of birth in service record was not correct".

The observations of the Apex Court was also circulated to all Ministries and Departments of the Government of India vide OM No.19017/2/92-Estt.(A) dated 19-5-1993.

- 4. All the Ministries and Departments are requested to keep the above in view while processing cases of requests for changes of date of birth.

(328)

Sub:- Central Civil Services (Revised Pay) Rules, 2008 – application of the first proviso to Rule 10 in case of those who had been granted stagnation increments(s) in the pre-revised pay scales adoption in CSIR reg.

I am directed to forward herewith Ministry of Finance, Department of Expenditure OM No. 10/2/2011-E.III(A) dated 4th July, 2014 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 9.1.2015

F.No. 10/2/2011-E.III(A) dated 4th July, 2014 of Government of India, Ministry of Finance, Department of Expenditure.

The undersigned is directed to invite a reference to the first proviso of Rule, 10 of the CCS(RP) Rules, 2008, which provides that in the case of persons who had been drawing at the maximum of the existing scale for more than a year as on the 1st day of January, 2006, the next increment in the revised pay structure shall be allowed on the 1st day of January, 2006.

2. Attention is also invited to the Clarification No. 5 contained in this Ministry's OM No. 1/1/2008-IC dated 29.1.2009, clarifying that in all cases where a Government Servant has been granted an increment (whether normal annual increment or stagnation increment) after January, 2005, no increment will be allowed on 1.1.2006 at the time of fixation of pay in the revised pay structure.
3. It has now been brought to the notice of this Ministry that the pay of those employees who had reached the maximum of their pre-revised pay scale and had also been granted stagnation increment(s) prior to 1.1.2006 in the applicable pre-revised pay scales, came to be fixed at a lower stage vis-a-vis the employees who had drawn pay at the maximum of the same pre-revised pay for a period of more than one year as on 1.1.2006 and had been allowed one increment in the year as on 1.1.2006 and had been allowed one increment in the revised pay scale as on 1.1.2006 as per the first proviso to Rule 10 of the CCS(Revised Pay) Rules, 2008.
4. The matter has been considered and the President is pleased to decide that in partial modification of this Ministry's aforesaid OM No. 1/1/2008-IC dated 29.1.2009, the increment on 1st January, 2006 as envisaged under the first proviso to Rule 10 of the CCS(RP) Rules, 2008, shall be allowed to those employees also who had reached the maximum of the applicable pre-revised pay scale more than one year before 1.1.2006 and were in receipt of stagnation increment(s) in the applicable pre-revised pay scale as admissible in terms of the orders in vogue prior to 1.1.2006, provided their pay in the revised pay structure was fixed on 1.1.2006 with reference to the same pre-revised pay scale exactly as per the Fitment Table prescribed in this Ministry's OM No. 1/1/2008-IC dated 30th August, 2008.

5. In so far as persons serving in the Indian Audit and accounts Department are concerned these orders issue after consultation with the Comptroller and Auditor General of India.

(329)

Sub:- The Lokpal and Lokayuktas Act, 2013 – Submission of declaration of assets and liabilities by the public servants.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, DoPT OM No. 21/2/2014-CS.I(PR) dated 7th January, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 21.1.2015

F.No. 21/2/2014-CS.I(PR) dated 7th January, 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT

Ministries/Departments may refer to C.S.I Division, DoPTs OM of even number dated 31st July, 2014 and 9th September, 2014 on the subject mentioned above.

2. The Government has since amended the Public Servants (Furnishing of information and Annual Return of Assets and Liabilities and the limits for Exemption of Assets to Filing Returns) Rules, 2014 under the Lokpal and Lokayuktas Act, 2013 vide Notification No. G.S.R. 918 (E) dated 26th December, 2014 in terms of which the last date of revised returns of assets and liabilities by public servants has been extended to 30th April 2015. The Notification is available on the website of this Department. Further the Govt. have also modified Form No. II and Form No. IV for filing of the returns. The revised formats are attached herewith. Accordingly all the CSS Officers shall be required to file the revised declaration information as on the 1.8.2014 by 30.4.2015.
3. The extended date and the modified formats for filing of the returns may be brought to the notice of all CSS Officers. Ministries/Departments are also requested to forward the declaration, information returns submitted by US and above level officers of CSS to CS.I Division DoPT for records.

Appendix-I
[Rule-3(1)]

Return of Assets and Liabilities on First Appointment or as on the 1st August, 2014/31st March, 20____

(Under Sec 44 of the Lokpal and Lokayuktas Act, 2013)

5. Name of the Public servant in full _____
(in block letters)
- (a) Present public position held _____
(Designation, name and address _____
of organization) _____

(b) Service to which belongs _____
(if applicable)

Declaration:

I hereby declare that the return enclosed namely, Forms I to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date _____

Signature

* in case of first appointment please indicate date of appointment.

Note 1. This return shall contain particulars of all assets and liabilities of the public servant, either in his/her own name or in the name of any other person. The return should include details in respect of assets/liabilities of spouse and dependent children as provided in Section 44 (2) of the Lokpal and Lokayuktas Act, 2013. (Section 44(2):A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to—

- c. the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
- d. his liabilities and that of his spouse and his dependent children.)

Note 2. if a public servant is a member of Hindu Undivided Family with co-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3. "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) of Lokpal and Lokayuktas Act, 2013).

Appendix-II
[Rule 3(1)]

FORM No. I

Details of Public Servant, his/her spouse and dependent children

S.No.		Name	Public Position held, if any	Whether return being filed by him/her, separately
1.	Self			

2.	Spouse			
3.	Dependent-1			
4.	Dependent-2			
5.	Dependent-3			

*Add more rows, if necessary

Date

Signature.....

FORM No. II

Statement of movable property on first appointment or as on 1.8.2014/31st March, 20....

Details of the movable assets of self, spouse and each dependent child:

S.No.	Description	Remarks, if any
(i)	Cash in Bank Balance	
(ii)	Insurance(premia paid)	
	Fixed/Recurring Deposit(s)	
	Shares/Bonds	
	Mutual Funds	
	Pension Scheme/Provident Fund	
	Other investment, If any	
(iii)	Personal loans/advance given to any person or entity including Firm, Company, Trust, etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees One lakh as the case may be)	
(iv)	Motor Vehicles (Details of Make/registration number/year of purchase and amount paid)	
(v)	Jewellery [Give details of approximate weight (Plus or minus 10 gms in respect of gold and precious stones plus or minus 100gms in respect of silver)] Gold Silver precious stones & Metals composite items.	

	(indicate approximate value)	
(vi)	<p>Any other assets [Give details of movable assets not covered in (i) to (v) above]</p> <p>(a) Furniture</p> <p>(b) Fixtures</p> <p>(c) Antiques</p> <p>(d) Paintings</p> <p>(e) Electronic equipments</p> <p>(f) Others</p> <p>[Indicate the details of an asset, only if the total current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipments, etc.) exceeding two months basic pay or Rs. 1.00 lakhs, as the case may be]</p>	

Date

Signature.....

*Details of deposits in the foreign bank(s) to be given separately .

**Investment above 2 lakhs to be reported individually. Investment below Rupees 2 lakhs may be reported together .

***Value indicated in the first return need not be revised in subsequent returns as long as no new composite items had been acquired or no existing items disposed off, during the relevant year.

Form No. III

Statement of immovable property on first appointment or as on the 31st March, 20...

(e.g. Lands, House, Shops, Other Buildings, etc.)

[Held by Public Servant his/her spouse and dependent children]

S.No	Description of property (Land/House/Flat/Shop/Industrial etc.)	Precise location (Name of District, Division Taluk and Village in which the property is situated and also its distinctive number, etc.	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of public servant, state in whose name held and his/her relationship. If any to the public servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Govt.	Present value of the property (if exact value not known, approx. value may be indicated)	Total annual income from the property	Remarks

								servant, if any with the person/persons concerned) (Please see Note I below and cost of acquisition.)			
1	2	3	4	5	6	7	8	9	10	11	12

Date.....

Signature.....

Note (1): For purpose of Column 9, the term “lease” would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Govt. servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

The Gazette of India: extraordinary

[Part II – Sec. 3(i)]

Form No. IV

Statement of Debts and Other Liabilities on first appointment or as on 31st March, 20....

S.No.	Debtor (Sale/Spouse or dependent children)	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6	7

Date

Signature.....

Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.

Note 2: The statement should also include various loans and advances (exceeding the value in Note 1) from the employer like advance from purchase of conveyance, house building advance, etc. (other than advances of pay and traveling allowance), advance from the GP Fund and loans on Life Insurance Policies and Fixed deposits.

[F.N. 407/12/2014-AVD-IV(B)]

P.K. DAS, Jt. Secy.

Sub:- Furnishing of information under Lokpal and Lokayuktas Act, 2013 – reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, D.O Letter No. 407/12/2014-IV(B) dated 29th December, 2014 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 21.1.2015

F.NO. 407/12/2014-IV(B) dated 29th December, 2014 of Government of India, Ministry of Personnel, Public Grievances & Pensions.

Please refer to Additional Secretary (S&V)'s D.O letter of even No. dated 8th September, 2014 regarding the furnishing relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 and forwarding therewith copies of the Central Government's notifications dated 8th September, 2014 containing –

- a.)Amendment to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014 for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different service form “two hundred and seventy days” to “three hundred and sixty days”, from the date on which the Act came into force, i.e., 16th January, 2014; and
 - b. The Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) amendment Rules, 2014, extending the time limit for filing of revised returns by all public servants from 15th September, 2014 to 31st December, 2014.
2. In this regard, I am now forwarding a copy of the Central Government's notification dated 26th December, 2014 (Annexure-I), further amending the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014, for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to differing services from “three hundred and sixty days” to “eighteen months”, from the date on which the Act came into force, i.e., 16th January, 2014. I am also forwarding copy of the Central Government's notification dated 26th December, 2014, further amending the Public Servants (Furnishing of Information and Annual) Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014 extending the time limit filing of revised returns by all public servants from 31st December, 2014 to 30th April, 2015 (Annexure-II). Thus, the last date for filing revised property returns by those who have filed returns under the existing rules, stands extended upto 30th April, 2015. The Prime Minister has further directed that all preparatory steps be put in place for this purpose by 31st January, 2015.
3. I request you to kindly issue orders towards ensuring compliance with these Rules by all officers and staff in your Ministry/Department and in various organization/PSUs under the control of your Ministry/Department, within the revised time-limit mentioned therein and for putting in place all preparatory steps for this purpose by 31st January, 2015 as directed by the Prime Minister.

4. I also request you to kindly ensure that necessary follow-up action for harmonizing the provisions of the relevant rules, relating to all categories of public servants (as defined in the Act) falling under the jurisdiction/administrative/cadre control of your Ministry/Department is also completed within the revised time limit of 18 months now provided in the Order dated 26th December, 2014 (Annexure-I).

(331)

Sub:- Amendment in Para 15(i) of OM dated 29.12.2014 – reg. reservation of blinds.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, DoPT OM No. 36035/4/2013-Estt.(Res) dated 6th January, 2015 on the above subject for information, guidance and Compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 21.1.2015

F.No. 36035/4/2013-Estt.(Res) dated 6th January, 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Department of Personnel and Training vide OM No. 36035/3/2004-Estt.(Res) dated 29.12.2005 had issued consolidated instructions with regard to reservation for persons with disabilities in posts and services of the Government of India, superseding all previous instructions issued on this subject.

2. In accordance with the directions of the Hon'ble Supreme Court in its judgment dated 8.10.2013, in the matter of Civil Appeal No. 9096 of 2013 (arising out of SLP (Civil) No. 7541 of 2009) titled Union of India & Anr. Vs. National Federation of the Blind & Ors/, Para 14 of the said OM dated 29.12.2005 was amended to the following extent:-
"Reservation for the persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group 'A' posts or Group 'B' posts respectively, in the cadre.
3. The National Federation of Blind approached the Hon'ble Delhi High Court through Civil Miscellaneous Appeal No. 230/2014 stating that the Department of Personnel & Training did not implement the directions of the Hon'ble High Court of Delhi in W.P (C) No. 15828/2006 and Hon'ble Supreme Court in Civil Appeal No. 9096/2013. On this appeal, the Hon'ble Delhi High Court in its judgment dated 17.7.2014 had directed that further modifications in Para 15 of the OM dated 29.12.2005 has to be carried out so that the directions of the Hon'ble Supreme Court to compute 3% of reservation on total number of vacancies in the cadre strength can be implemented. In accordance with these directions, Para 15(i) of the said OM dated 29.12.2005 is amended to the following extent:-
**Reservation for persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group 'A' posts or Group 'B' posts respectively, in the cadre. Separate rosters for Group 'A' posts and Group 'B' posts in the establishment shall be maintained."

4. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.

(332)

Sub:- (1) Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 – extension of last date for filing of revised returns by public servants who have filed property returns under the existing service rules – clarification on filing of property returns in accordance with existing service rules for different categories of public servants.

- (4) Central Civil Service (Conduct) Rules, 1964 – Filing of Annual Immovable Property Returns – Adoption in CSIR reg.**

I am directed to forward herewith Ministry of Personnel, Public Grievances, and Pensions, DoPT OM No. 407/12/2014-AVD IV(B) dated 13th January, 2015 and DoPT OM No. 11013/3/2014-Estt.(A) dated 16th January, 2015 on the above subjects respectively for information, guidance and compliance.

Copy of CSIR letter No. 5-1(1)/2008-PD dated 22.1.2015

The undersigned is directed to refer to this Department's notification G.S.R. No. 918 (E) dated 26th December, 2014, further amending the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, extending the time limit for filing of revised returns by all public servants from 31st December, 2014 to 30th April, 2015 (Annexure-I)

2. In this regard, several queries are being received from various Ministries/Departments/cadre authorities, as to whether there is any need for public servants to file property returns under the relevant provisions of the existing service rules, as applicable to them, since they are now required to file information and annual returns under the provisions of the Lokpal and Lokayuktas Act, 2013.
 - a. The provisions relating to filing of assets and liabilities by public servants are contained in section 44 of the Lokpal and Lokayuktas Act, 2013 (Lokpal Act). Under the said section, a public servant is required to furnish to the competent authority the information relating to –The assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries; and
 - b. His liabilities and that of his spouse and his dependent children.

As against this, the general requirement as contained in most of the applicable Conduct Rules for government servants (AIS Conduct Rules, CCS Conduct Rules, etc.) require the public servant to submit a return, 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.

Thus, it may be seen that scope of the information to be furnished under the Lokpal Act is substantially different from that of the information required to be furnished under the applicable Conduct Rules. Further, under the Conduct Rules, public servants are generally required to submit annual property returns as on the 1st January of the year, on or before 31st January of that year. The Lokpal Act [section 44(4)], on the other hand, requires the filing of annual returns as on the 31st March of the year by each public servant on or before 31st July of that year. Thus, the requirements of the Lokpal Act and the relevant Conduct Rules are different in the manner of filing information also. This being the case, the requirement of filing returns under the relevant Conduct Rules can be dispensed with only by amending such rules, both in regard to their substantial requirement and in regard to the manner of filing information, so as to bring them in harmony with the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013 and the rules framed thereunder.

3. In this context, attention of various Ministries/Departments/cadre authorities is further invited to the provisions of section 56 of the Lokpal and Lokayuktas Act, 2013, which reads as under:-

“56. The Provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in any enactment other than this Act or in any instrument having effect by virtue of any enactment other than this Act.

The above provisions mandate that even if there are any provisions in any existing law (which, inter-alia, includes relevant Conduct Rules framed under Article 309, etc.) which are inconsistent with the provisions of the Lokpal Act, the provisions of the Lokpal Act shall have effect, notwithstanding such inconsistency. Thus, the provisions regarding filing of information/annual returns regarding assets and liabilities by public servants under section 44 of the Lokpal Act/ shall have effect, notwithstanding anything inconsistent therewith in the applicable Conduct Rules. In other words, the filing of information/annual return under the Lokpal Act in the manner prescribed by rules made under that Act, is a mandatory requirement, and the same cannot be dispensed with under any circumstances, except by an amendment of the Act itself.

4. Attention in this regard is also invited to section 57 of the Lokpal Act which reads as under:-

“57. The Provisions of this Act shall be in addition to, and not in derogation of, any other law for the time being in force.”

A combined reading of section 57, along with section 44 of the Act, would make it clear that the requirement of filing returns regarding assets and liabilities under the Lokpal Act is in addition to, and not in derogation/supersession of the requirement of filing similar returns under the existing Conduct Rules. In view of this, the requirement of filing of property returns under the existing Conduct Rules is an independent requirement under the applicable rules and the same can be dispensed with, only by amending those rules. In other words, the requirement of filing returns of assets and liabilities under the applicable Conduct Rules has to continue, till such time as the provisions of those rules are harmonized with the relevant provisions of the Lokpal Act and the rules framed thereunder, by carrying out appropriate amendments in them.

5. Attention in this regard is also invited to the Central Government's notification, S.O. 3272(E) dated 26th December, 2014 (Annexure-II), further amending the Lokpal & Lokayuktas (Removal of Difficulties) order, 2014, for purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different services from three hundred and sixty days" to "eighteen months", from the date on which the Act came into force, i.e. 16th January, 2014. In view of this, all Ministries/Departments/cadre authorities are required to complete the necessary exercise for harmonizing the provisions of relevant Conduct Rules with the provisions of the Lokpal Act and the rules made thereunder, within this extended time of eighteen months. All Ministries/Departments and other cadre controlling authorities have been appraised about this requirement separately through D.O letters of even number dated 8th September, 2014 and 29th December, 2014 issued by this Department. In view of this, it is incumbent upon all Ministries/Departments/cadre controlling authorities to ensure that the relevant conduct rules relating to services administered/controlled by them are brought in harmony with the provisions of the Lokpal Act and rules made thereunder within this extended time limit of eighteen months.
6. All Ministries/Departments/cadre authorities are, therefore, requested to ensure that –
 - a. Necessary follow-up action for harmonizing the provisions of the relevant rules relating to all categories of public servants (as defined in the Act) falling under their respective jurisdiction/administrative/cadre control is completed within the revised time limit of 18 months from the date of coming into force of the Act, i.e., 16.1.2014, as now provided in the Order dated 26th December, 2014 (i.e., on or before 15th July, 2015), positively; and
 - b. All public servants falling under their respective jurisdiction administrative/cadre control, continue filing their annual property returns under the existing provisions of the applicable Conduct Rules [such as the AIS (Conduct) Rules, CCS (Conduct) Rules, etc.] till such time as the exercise as indicated in (a) above is completed and the relevant service rules are brought in line with the provisions of the Lokpal and Lokayuktas Act, 2013 and rules framed thereunder.

Sub: Introduction of Aadhaar Enabled Biometric Attendance System (AEBAS) in CSIR Hqrs.

In accordance with the Gol directives as contained in Department of Personnel & Training OM No. 11013/9/2014/Estt[A-III] dated 21 November 2014, efforts are underway to introduce implement Aadhaar Enabled Biometric Attendance System (AEBAS) in CSIR in a phased manner.

1. In the first phase, it has been decided to introduce/implement AEBAS in the CSIR HQ (including HRDG, ESD, RAB, TKDL and IPU) and Competent Authority has nominated Ms Renuka Ramachandran, US CSIR HQ as the Nodal Officer for this purpose to interact with the ANIC officials and facilitate administrative support from the CSIR HQ ..
2. A compilation of processes for implementation of AEBAS activities as compiled by Head IT is enclosed for guidance.
3. It is requested that the Heads of Divisions may encourage their staff to obtain Aadhaar Registration numbers as Special Aadhaar Enrolment Camps (AECs) shall be organized by the Nodal Officer in coordination with UIDAI in the office premises for the benefit of Non-Aadhaar holders depending on the requirement.
4. In order to achieve smooth and time bound transition to the implementation of AEBAS in CSIR HQ, the Competent Authority is pleased to constitute the following Committee with the terms of reference indicated hereunder:

Head, IT	Chairman
SPO	Member
Sr. Dy FAO	Member
Sr. DS (CO)	Member

Ms Renuka Ramachandran, US(G) Nodal Officer cum Member Convenor

5. The above Committee will
 - i. identify secured, easily accessible and safe locations for placement of the Biometric devices identified;
 - ii. decide on the appropriate type and number of biometric devices that are required for hassle free attendance marking;
 - iii. ensure timely procurement of the devices so identified and their installation with the back-end support of empanelled vendors with DGS&D/NICSI;
 - iv. facilitate commissioning of AEBAS including mandatory Network requirement and trial runs before notifying implementation of AEBAS in CSIR Hq; and
 - v. recommend operational issues, if any, that may arise after successful implementation of AEBAS in the CSIR Hq.

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, NEW DELHI

Indicative activities and implementation schedule for AEBAS at CSIR Hqrs. and Delhi based Labs/Instts.

S.No.	Activity	Remarks
I	Administrative Activities	
1.	Appointment & Notification of Nodal officer for CSIR Hqrs	
(a)	Intimation on the inclusion of CSIR for On-Board Registration	
(b)	Constitution of a Committee to look into the procurement, type of devices, site preparedness and commissioning	
2.	Collecting Aadhaar details	
(a)	Issue circular to all staff seeking Aadhaar details for employee registration	
(b)	Issue circular for facilitating Aadhaar enrollment to those who do not possess Aadhaar Card	
2.1	Organize AECs to cover all employees under Aadhaar	
2.2	Verification of Aadhar submitted by employees	
3.	Create an on boarding request to NIC	
4.	Notify all the employees to enroll themselves on attendance website	
4.1	Departmental verification of Enrolled employees	
5.	Framing guidelines/policy/for procurement, device identification, nos. required and site preparedness	
II	Procurement and Commissioning of Attendance system hardware	
6.	Raising indent for procurement of Biometric devices as per specs. Of DeITY, Govt of India.	
7.	Seeking approvals and placement of order for Biometric devices	
8.	Supply, installation, commissioning & testing	

9.	Trial Runs	
III	Operationalization & Handling	
10.	Ensure employee have marked their attendance	
11.	For scanning errors, reported if any Arrangement of (Best finger Detection (DFD) camp in consultation with UIDIA	
12.	Issue the instructions to start biometric attendance as per the directive of DSIR to comply DOPT orders	
13.	Monitoring & Reporting	

Copy of CSIR letter No. 8-6(2)/2014-Security dated 9.2.2015

(334)

Sub:- Encashment of Earned Leave alongwith LTC – Clarification – reg.

I am directed to herewith Ministry of Personnel, Public Grievances & Pension, Department of Personnel and Training OM No. 14028/2/2012-Estt.(L) dated 9th February, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 16.2.2015

F.No. 14028/2/2012-Estt.(L) dated 9th February, 2015 of Government of India, Ministry of Personnel, Public Grievances & Pension, Department of Personnel and Training

The undersigned is directed to refer to DoPT's OM No. 31011/4/2008-Estt.(A) dated 23rd September, 2008 allowing encashment of earned leave 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.

(335)

Sub:- Travel by premium Trains on LTC- clarification- regarding

I am directed to forward herewith Ministry of personnel, public grievances and pension, department of personnel and training om number 31011/2/2015-(A-IV) dated

27th January, 2015 comma on the above subject for information, guidance and compliance.

Copy of CSIR letter number 5- 1(17)/ 2008 PD dated 16. 02. 2015

F.No 31011/ 2/ 2015-(A-IV) dated 27thJanuary, 2015 of Government of India Ministry of personnel, public grievances and pensions, department of personnel and training

The undersigned is directed to say that several reference is are received by this department from various ministry/ departments seeking clarification regarding admissibility of travel by premium trains run by Indian Railways while availing of LTC.

2. The matter has been examined in consultation with Department of Expenditure, ministry of finance and it has been decided that travel by premium trains is not permissible on LTC. Hence, the fare charged by the Indian Railways for the journey(s) performed by premium trains shall not be reimbursable for the purpose of LTC. cases where LTC travel in such premium trains has already been undertaken by the Central Government employees, the train fare may be reimbursed restricting it to the admissible normal fare for the untitled class of train travel or the actual fare paid, whichever is less.

(336)

Sub: Amendment to Central Civil Service (Leave) Rule, 1972 – Persons with Disabilities (Equal Opportunities, Protection of Rights and full Participation) Act, 1995 (PWD) Act, 1995) – reg.

The Central Civil Services (Leave) Rules, 1972 – were amended vide the Department of Personnel and Training Notification No. 13026/1/2002-Estt(L) dated the 15/16th January, 2004 consequent to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participating) Act, 1955 (PWD Act, 1995) which came into force from 7th February, 1996.

2. Section 47 of the PWD Act, 1995 provides that services of no employee can be terminated nor can he be reduced in rank in case the employee has acquired a disability during his service. The first proviso to the Section 47 lays down that if such an employee is not suitable for the post he was holding, he could be shifted to some other post. However, his pay and service benefits would be protected. The second proviso provides that if it is not possible to adjust such an employee against any post, he would be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier. Further, the Clause (2) of Section 47 provides that no promotion shall be denied to a person merely on ground of his disability. In Kunal Singh v. Union of India, (2003) 4 SCC 524, Hon'ble Supreme Court has observed that the very frame and contents of Section 47 of the PWD Act, 1955 clearly indicate its mandatory nature.
3. The issues relating to leave or absence of Government servants who have acquired a disability while in service are required to be dealt with in the light of the provisions of the

Section 47 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. The case of a disabled government servant who is declared fit to resume duty but who may not be able to perform the duties of the post he was holding earlier may be dealt with as per the first proviso to Section 47 of the PWD Act, 1995. The second proviso shall apply if it is not possible to adjust him against any existing post. In all such cases, the Government servant so adjusted shall be entitled to the pay scale and other service benefits attached to the post he was holding.

4. A disabled Government servant who is not fit to return to duty shall be adjusted as per second proviso to the Section 47 mentioned above, until he is declared fit to resume duty or attains the age of superannuation whichever is earlier, with the same pay scale and service benefit. On being declared fit for resuming duty, the Government servant who is not fit for the post he is holding, may be adjusted as per the first proviso to Section 47.
5. Leave applied on medical certificate in connection with disability should not be refused or revoked without reference to a Medical Authority, whose advice shall be binding. The ceiling on maximum permissible leave laid down in Rule 12 may not be applied to leave on medical certificate applied in connection with the disability. Any leave debited for the period after a Government servant is declared incapacitated shall be remitted back into his/her leave account.
6. For a government servant who is unable to submit an application or medical certificate on account of disability, and application/medical certificate submitted by a family member may be accepted. The provisions relating to examination of disabled Government servants and the Medical Authorities competent to issue such certificates are also being amended.
7. Necessary amendments to the Central Civil Services (Leave) Rules, 1972 are being notified separately.

Copy of OM No. 18017/1/2014-Estt.(L) dated 25.2.2015

(337)

Sub:- Delegation of power with regard to making Compassionate appointment to family member of missing council servant.

The undersigned is directed to invite attention to Rule 12 of consolidated instructions on compassionate appointments issued by the government of India department of personnel and training issued vide OM number 14014/02/2012- Estt.(D) dated 16.1.2013 where in decision with regard to request for compassionate appointment to the family member of a missing government servant is taken at the level of secretary of the ministry/ department.

In this regard, references are being received by CSIR headquarter from Labs/ institutes seeking approval of secretary for compassionate appointment to the family member of missing council employee(s). After a careful consideration of the matter, the Director General, CSIR has been pleased to accord approval to delegate the said power to the director(s) of the respective CSIR Laboratories/ Institute for making compassionate

appointments of the family member of the Council employee, declared missing by the appropriate authority within the scope of the guidelines/ instructions issued on the subject.

Copy of CSIR letter number 4- 6(13)/2012- HR(E-II) Dated 16.3.2015

(338)

Sub: Implementation of AEBAS – Inputs required by return mail.

In accordance with the directions from the Competent Authority, CSIR has been registered in the attendance.gov.in portal with the undersigned as the Nodal Officer.

2.The CSIR Labs/Instts. and Units which have been accorded Lab. Status are to be registered as different locations under the CSIR domain. A compilation (Annexure 1) of the Labs./Instts./Units is enclosed for perusal. Labs/Instts. having their extension centres/field stations at different locations may kindly furnish necessary details to et undersigned by return mail so that the same could be included as different locations under the said Labs/Instts.

3.The Competent Authority is pleased to decide that the Labs/Instts. shall independently go ahead with the other aspects of implementation such as Employee Registration and Procurement and Installation of Biometric Devices. While the devisces are availbale on DG S&D rate contract, the number and type of devices are to be finalized at their end. The following methodology is suggested in this direction:

i.All HoDs and officers having GP of 10000 and above may be provided with Desktop devices;

ii.Wall mounted devices are to be located –

- a. One each at the front and rear entrance of the office premises;
- b. One each at every floor – preferably near the lifts/stairs/entry and exit points.

3.IRIS devices (to enable the differently abled employees) to be set up near the Reception area in every location. Every location shall install at least one IRIS reading device.

4.As regards Organization Registration, there exist several designations and divisions peculiar to the CSIR system, which need to be mapped to the Organization in the attendance.gov.in portal. An effort is made in this direction to identify various Divisions and Designations that are commonly available in the CSIR system and available in the CSIR system and is enclosed as Annexure 2. Considering the specialization of variousLabs/Instts., there might be certain other Divisions/Designations that have not been included in the Annexure. It is therefore requested that such of these details may kindly be forwarded to the undersigned by return mail so that the same could be added on to the undersigned by return mail so that the same could be added on to the portal under the CSIR domain.

5.While Aadhaar details are pre-requisite for Employee Registration, mapping of the employee with their Designation, Division and Location is also necessary to the successful implementation of AEBAS.

Copy of CSIR letter No. 8-6(2)/2014-Security dated 18.3.2015

(339)

Sub: Modification in Qualification for the post of Security Assistant in CSIR and its Laboratories/Institutes – reg.

In partial modification of this office memorandum of even number dated 16.3.2015 on the subject cited above, attention was drawn to CSIR letter No. 17/92/8/2000-E.II dated 30.1.2003 notifying that the qualification for the post of Security Assistant as “JCO in Army or other Paramilitary Forces with five years’ experience in the work of security.”

In this regard references are being received in CSIR Hqrs. from Laboratories/Institutes seeking clarification as to whether ‘ex-servicemen’ are also eligible to apply for the post of Security Assistant or only serving JCOs in army are eligible to apply. After a careful consideration of the matter, the Director General, CSIR in his capacity as Chairperson of the Governing Body of CSIR has accorded approval modification in the qualification for the post of Army or equivalent in other Paramilitary Forces with five years experience in the work of security”. It will be placed before the Governing Body, CSIR in its forthcoming meeting for ratification.

Copy of CSIR letter No. 4-6(13)/2012-HR(E-II) dated 25.3.2015

(340)

Sub:- Information regarding unfilled posts that have remained vacant for more than 01 (one) Year.

It is desired by the competent authority that a report be furnished by all lab Institute regarding details of vacant positions in Scientific/ Technical/ Administrative /Isolated category etc. as per the attached proforma which have remained unfilled/vacant for more than one year in terms of para 2.5 (ii) of MoF letter number 7(1)/E coord/2014 dated 29.10. 2014 endorsed by CSIR vide letter number 5-1(17) / 2008- PD dated 7. 11. 2014 .

The aforementioned information as sought for may be forwarded to CSIR headquarters immediately but not later than 10th April 2015 positively through email followed by copy by post in confirmation thereof.

Copy of CSIR letter No. N/A dated 8.4.2015

(341)

Sub:- Recruitment of Persons with Disabilities in CSIR –Labs./Instts.

I am directed to forward herewith a photocopy of Cabinet Secretariat/Mantrimandal Sachivalaya, Rashtrapati Bhavan, New Delhi letter No. 501/2/4/2014-CA-V dated 7th April, 2015 along-with enclosures on the subject cited. In this regard it is requested to fill up the

position pertaining to PWD within a period of four months. Action taken may kindly be intimated to CSIR Hqrs. within one month of issue of this letter.

opy of CSIR letter No. 19-1(7)/2014-SC/ST Cell (PWD) dated 17.4.2015

F.No. 501/2/4/2014-CA-V dated 7th April, 2015 of Government of India, Cabinet Secretariat/Mantrimanda Sachivalaya, Rashtrapati Bhavan.

The understanding is directed to send herewith a copy of the minutes of the meeting of Committee of Secretaries held on 1.4.2015 at 11:30 AM in the Committee Room of Cabinet Secretariat, Rashtrapati Bhavan, New Delhi, on the above subject.

(342)

Sub:- Implementation of AEBAS in CSIR and its Labs./Instts.- Reg.

In supersession of earlier communications on the issue of registration of Lab./Instt., it has been decided that the Labs./Instts. may register independently on the attendance.gov. in portal.

2. The names of Nodal Officers assigned with the responsibility of AEBAS implementation in their respective Labs./Instts. may be forwarded to the Joint Secretary (Admn.) with a copy to the Nodal Officer-AEBAS at the CSIR HQ. A fortnight report on the status of AEBAS implementation be forwarded to the JS(Admn.) on a regular basis.

Copy of CSIR letter No. 8-6(2)/2014-Security dated 20.4.2015

(343)

Sub: Instructions relating to payments/admissibility of traveling allowance to those officials who were deputed for Election Duty in various cells of District Election Offices or CEO (Hq.) for a longer period – reg.

I am directed to forward herewith the following Circular issued by the Office of the Chief Electoral Officer Kashmere Gate, Delhi for information, guidance and compliance:-

S.No.	Circular No. & Date	Subject
1.	Office of the Chief Electoral Officer Circular No. CEO/B&A (109) (50)/2009-LA/24025-24272 dated 2.3.2015.	Instructions relating to payments/admissibility of traveling allowance to those officials who were deputed for Election Duty in various cells of District Election Offices or CEO (Hq.) for a longer period – reg.

The claim for traveling allowance of those officials who were deputed for Election Duty in various cells of District Election Officers or CEO (Hq.) for a longer period may be settled accordingly.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 24.4.2015

F.No. CEO/B&A (109) (50)/2009-LA/24025-24272 dated 2.3.2015.

This office is in receipt of various representations from different departments/individuals and RTI applications regarding payment/admissibility of Travelling Allowance (from residence to temporarily place of duty) to those who were deputed for Election Duty in various cells of District Election Offices or CEO (Hq) for a longer period.

In this regard, this office has received an endorsement from Dte. Of Training & Technical Education, Govt. of NCT of Delhi vide which Finance Department, Govt. of NCT of Delhi has clarified that:-

“Travelling Allowance is not admissible for the journey performed by officers/officials from their residence to the temporary duty points. However, they are entitled to Travelling Allowance, provided they performed any local journey in connection with official duty from the temporary duty point, which will be regulated as per SR-71”.

Therefore all the Head of Departments/Nodal Officers, GOvt. of India, Govt. of NCT of Delhi, all Autonomous bodies, District Election Officers/SDM (Elections) are hereby requested to settle the Travelling Allowance Claims for election duty as per opinion given by the Finance Department, Govt. of NCT of Delhi. The cases already settled may also be reviewed accordingly.

This issues with the prior approval of Chief Electoral Officer, Delhi.

(344)

Sub: Counting of EOL towards the minimum residency period of assessment under CSRAP Rules, 2001.

I am directed to refer to this office letter of even number dated 4th January, 2010 and to state that the amended Rule 7.3(a) of CSRAP Rules, 2001 has not been approved by the Governing Body of CSIR and the Ministry of Finance, Department of Expenditure has sought review of amendment. The matter was referred to the review committee and on the recommendation of the review committee, the DG, CSIR has decided to revert back to pre-amended Rule 7.3(a) of CSRAP Rules, 2001 with effect from 1.4.2012.

Accordingly, all assessment cases fallen due with effect from 1.4.2012 (Assessment Year 2012-13) onwards will be considered in accordance with the pre-amended Governing Body approved Rule 7.3(a) of CSRP Rules, 2001, which provides that all periods of leave which count for earning increment, shall also count towards the minimum residency period.

(Copy of CSIR letter No. 1-5(1)/2008-RAB dated 28.4.2015)

(345)

Sub:- Declaration of Assets and Liabilities by public servants under Section 44 of the Lokpal and Lokayuktas Act, 2013 – extension of last date for filing of revised returns by public servants who have filed property returns under the existing service rules – reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions Department of Personnel and Training OM No. 407/12/2014-AVD-IV(B) dated 25th April, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 30.4.2015

F.No. . 407/12/2014-AVD-IV(B) dated 25th April, 2015 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to this Department's D.O letter of even number dated 29th December, 2014 regarding the furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 and forwarding therewith copies of the Central Government's notifications dated 26th December, 2014 containing.

- a. Amendment to the Lokpal & Lokayuktas (Removal of Difficulties) order, 2014, for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different services from "three hundred and sixty days" to "eighteen months" from the date on which the Act came into force, i.e. 16th January, 2014; and
- b. The Public Servants (Furnishing of Information and Annual Returns of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, extending the time limit for filing of revised returns by all public servants from 31st Decemr, 2014 to 30th April, 2015.
2. In this regard, the undersigned is directed to convey that the last date for filing of revised returns by public servants under the rules indicated in para 1(b) above has now been further extended from 30th April, 2015 to 15th October, 2015. Formal amendments to the Public Servants (Furnishing of Information and Annual Returns of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014 and to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014 are being notified separately. They will also be uploaded on the website of this Department, i.e., <http://permin.nic.in/DOPT.asp>.
3. All Ministries/Departments and cadre authorities are requested to kindly issue orders towards ensuring compliance with the revised Rules, by all officers and staff in the respective Ministry/Department, Organizations/PSUs under their control, within the revised time-limit mentioned therein.

(346)

Sub:- Leave Travel Concession (LTC) entitlements of unmarried Government Servants – Conversion of Home Town LTC facility into travel to different parts of the country permissible under the special dispensation scheme – Clarification – reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training OM No. 31011/1/2013-Estt(A-IV) dated 31st April, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 8.5.2015

F.No. 31011/1/2013-Estt(A-IV) dated 31st April, 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training

In relaxation to the Central Civil Services (Leave Travel Concession) Rules, 1988 special dispensation is allowed to the Government servant from time to time presently, one such dispensation in operation is the relation to the Government servants to travel by air to visit North-Estt. Region or to Jammu & Kashmir or to the Andaman & Nicobar Islands by converting one block of Home Town LTC available to them.

2. Vide this Department's Office Memorandum No. 31011/1/85-Estt(A) dated 3.4.1986, unmarried Central Government employees, who have left their wholly dependent parents/sisters/minor brothers at their home town are allowed the benefit of LTC to visit their home town every year. This concession is in lieu of all other LTC facilities admissible to the Government servant himself and to his/her parents/sisters/minor brothers.
3. This Department is in receipt of references seeking clarification on the admissibility of conversion of Home Town LTC facility into travel to different parts of the country, which is permissible under special dispensation to such unmarried Government servants.
4. The matter has been examined in consultation with Ministry of Finance, it has been decided that the facility of Home Town LTC to allow travel to different parts of the country, under the special dispensation scheme will also apply to an unmarried Central Government servant. Who is eligible to avail the benefit of LTC to visit Home Town every year. This facility may be availed by converting one occasion of Home Town LTC out of the four Home Town LTC occasions available in a block of four years.

(347)

Sub:- Special concessions to Central Government Employees working in Kashmir Valley in attached/subordinate offices or PSUs falling under the control of Central Government – reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training OM No. 18016/3/2011-Estt(L) dated 20th April, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(22)/2008-PD dated 21.5.2015

F.No. 18016/3/2011-Estt(L) dated 20th April, 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training.

The undersigned is directed to refer to this Department's OM No. 18016/3/2011-Estt.(L) dated 27th February, 2014 on the subject mentioned above and to state that it has

been decided by the competent authority to extend the package of concessions/incentives to Central Government employees working in Kashmir Valley for a further period of two years w.e.f. 1.1.2014. The package of special incentives for the year 2014 will continue to be the same as in 2013 and the package from 1.1.2015 to 31.12.2015 has been revised. The package for two years is as per Annexure.

2. The package of incentives is uniformly applicable to all Ministries/Departments and PSUs under the Government of India and they should ensure strict adherence to the rates prescribed in the package. The concerned Ministry/Department may ensure implementation and monitoring of the package in conformity with the approval package, and therefore, all Court cases in which verdicts are given contrary to the package would have to be contested by the Ministries/Departments concerned.

Annexure

Annexure to DoPT's OM No. 18016/3/2011-Estt.(L) dated the 20th April, 2015.

DETAILS OF PACKAGE OF CONCESSIONS TO CENTRAL GOVERNMENT EMPLOYEES WORKING IN KASHMIR VALLEY IN ATTACHED/SUBORDINATE OFFICES OR PSUS FALLING UNDER THE CONTROL OF CENTRAL GOVERNMENT.

[Kashmir Valley comprises of ten districts namely, Anantnag, Baramulla, Badgam, Kupwara, Pulwama, Srinagar, Kulgam, Shopian, Ganderbal and Bandipora].

I. ADDITIONAL, H.R.A. AND OTHER CONCESSIONS:

- A. Employees posted to Kashmir Valley:
 - i. These employees have an option to move their families to a selected place of their choice in India at Government expense. T.A. for the families allowed as admissible in permanent transfer inclusive of transportation of personal effects, lump-sum payment for packing etc.
 - ii. Departmental arrangements for stay, security and transportation to the place of work for employees.
 - iii. HRA as for Class 'Y' city applicable for employees exercising option at
 - (i). Such employees will be eligible for drawing the normal HRA as well at their place of posting provided Departmental arrangement is not made for his/her stay.
 - iv. The period of temporary duty extended to six months for period of temporary duty daily allowance at full rate is admissible, apart from departmental arrangements for stay, security and transportation.
- B. Employees posted to Kashmir Valley who do not wish to move their families to a selected place of residence:

II. PER DIEM ALLOWANCE FOR THE YEAR 2014:

A per diem allowance of Rs. 10/- is paid for each day of attendance to compensate for any additional expense in transportation to and from office etc. this will be in addition to that transport allowance, which the employees are otherwise eligible for under Ministry of Finance order No. 21(2)/2008-E.II(B) dated 29.8.2008.

III. MESSING FACILITIES FOR THE YEAR 2014:

Messing Allowance to be paid to the employees at a uniform rate of Rs. 15/- per day by all Departments, or in lieu messing arrangements to be made by the Departments themselves. This rate of allowance will have to be adhered to uniformly by all the Ministries/Departments with effect from 1.7.1999, the slightly higher rate of Rs. 25.50/- adopted by the Department of Telecom and Posts and allowed to be continued as a special case by the Department of Personnel in consultation with the Ministry of Finance, would, however, continue to be paid at the said rate.

IV. PER DIEM ALLOWANCE FOR THE YEAR 2015:

The per diem allowance of Rs. 10/- paid for each day of attendance to compensate for any additional expense in transportation to and from office etc. is raised to Rs. 50/- per day at par with the above reimbursement of travel charges for travel within city.

V. MESSING FACILITIES FOR THE YEAR 2015:

Messing allowance of Rs. 15/- & 25.50 is revised at par with rates of ration money given to CAPEs personnel i.e. Rs. 85.96.

VI. PAYMENT OF MONTHLY PENSION TO PENSIONERS OF KASHMIR VALLEY:

Messing allowance Valley who are unable to draw their monthly pensions through either Public Sector Banks or PAO treasuries from which they were receiving their pensions, would be given pensions outside the Valley where they have settled, in relaxation of relevant provisions.

- NOTE: - 1. The package of concession/facilities shall be admissible in Kashmir Valley comprises of ten districts namely, Anantnag, Baramulla, Badgam, Kupwara, Pulwama, Srinagar, Kulgam, Shopian, Ganderbal and Bandipora
2. The package of concessions/facilities shall be admissible to Temporary Status Casual laborers working in Kashmir Valley in terms of Para 5(i) of the Casual laborers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993.
 3. The benefit of additional HRA admissible under the Kashmir Valley package shall be admissible to all Central Government employees posted to Kashmir Valley irrespective of whether they are natives of Kashmir Valley, if they choose to move their families anywhere in India subject to the conditions governing the grant of these allowances.
 4. The facilities of Messing Allowance and Per Diem Allowance shall also be allowed to natives of Kashmir Valley in terms of the Kashmir Valley package.

(348)

Sub:- Central Civil Services (Conduct) Rules, 1964-Filling of Annual Immovable Property Returns and placement of IPRs .In public domain-reg.

I am directed to refer to CSIR letter No. 15-4/33/85-0&M (Vol. IV) dated 22nd January, 2015 endorsing DoPT OM 11013/3/2014-Estt(A) dated 16.01.2015 and to state that the IPRs of the relevant officers/officials shall be placed in public domain/ CSIR

website and a Compliance Report for the same may be sent to this office for onward transmission to DoPT.

Copy of CSIR letter No 5-1(17)/2008-PD dated 21.5.2015

(349)

Sub:- Central Civil Services (Leave Travel Concession) Rules, 1988- Clarification regarding eligibility of Home Town Concession-Frequently Asked Questions.- reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training OM No 31011/4/2007-Estt (A-IV) dated 18th May, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 22.5.2015

F.No 31011/4/2007-Estt (A-IV) dated 18th May, 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training

S.No.	Query	Clarification
1.	Whether the Government employees whose Headquarters/ Place of posting and Home Town are same, are eligible for Home Town LTC?	No. Government employees whose headquarters/place of posting and Home Town are one and the same are not eligible for Home Town LTC.
2.	Whether the Government employees who are not eligible for Home Town LTC may avail the Special Concession scheme of conversion of Home Town LTC to travel to North East Region, Jammu & Kashmir & Andaman & Nicobar Islands as allowed by DoPT's O.M, No. 31011 /3/2014-Estt A-IV dated 28.09.2014?	No. Employees whose Home Town & Headquarters are same are not eligible for Home town LTC and hence, the question of conversion of Home Town LTC to travel to these places under special concession scheme does not arise.
3.	Whether the Government employees residing in cities/ towns outside Delhi which fall under other states of National Capital Region (NCR) are eligible for Home Town Concession?	Yes. Cities/ towns which are outside Delhi and fall in other, states of NCR are not to be treated as Delhi Headquarters. Hence, the Government employees whose headquarters are Delhi and reside in cities/towns outside Delhi falling in other states of NCR, are eligible for Home Town Concession.

(350)

Sub: LTC claims – Need for observing prescribed procedures reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training OM No. 31011/3/2015 –Estt. (A-IV) dated 1st April 2015 on the above subject for information guided and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 22.5.2015

F.No. 31011/3/2015 –Estt. (A-IV) dated 1st April 2015 of Ministry of Personnel, Pensions & Public Grievances, Department of Personnel & Training.

This department received a large number of recommendations for relaxation of some of the Other provisions of the Central Civil Services Leave Travel Concession Rules, 1988 (hereinafter referred to as LTC rules), in individual case it is seen that in most cases the situation arises has due care and not been exercised by the government servant and or the Appropriate Authority in claiming LTC or in examination.

2. The references mainly related to

- a. Late submission of claim
- b. Booking of air tickets to an agency not authorized by the government for this purpose
- c. travel by private vehicles and
- d. claims for wrong block of year

3. In this connection it may please be noted that the primary responsibility for ensuring compliance with the rules is that of the government servant. The repeated plea of ignorance of rules cannot be a valid ground for relaxation of rules. At the same time it has also been noticed that the administrative authorities have also shown laxity and the due diligence on their part could have prevented such situations from arising.

4. Late submission of claim

4.1 in terms of rules 14 and 15 (6) of LTC rules the time limit for submission of LTC claim is:

- i. within 3 months of completion of Return journey if no advance is drawn
- ii. within 1 months of completion of Return journey if advance is drawn

Powers have been delegated as under to the Ministries /Department to relax these limits with the concurrence of the Financial Advisor

- a. up to 6 months if no advance is drawn
- b. up to 3 months if advance is drawn provided the government servant returned the entire amount of advance not merely the unutilized portion within 45 days of completion of Return journey.

4.2 As per rule 12 of the compendium of rules on advances to government servant it is the responsibility of the head of office to affect recovery of advances and also to see that The conditions attached to each advanced are fulfilled. The Drawing and Disbursing Officer (DDO) is required to keep a watch on the advances and furnish monthly statements to the

AP and AO in addition to the DDO is also required to adjust all outstanding short term advances at the close of Financial Year.

5. Booking of air tickets through agent other than government approved agents.
5.1 Government servant travelling by air under LTC are required to book the tickets either directly from the airline or through the approved agencies viz. Mrs. Balmer lawrie and Company Limited M/s Ashok tours and travels Limited, IRCTC. Booking through any other agency is not permissible.
6. Travel by private vehicles
6.1 As per LTC rules a government servant may travel only by vehicles operated by Central State Government or local bodies or by any Corporation in the Public Sector and controlled by Central State Government. Journey on LTC by taxi or auto rickshaw at cetera are permissible only between places not connected by rail. This is further subject to the condition that these boards operate on a regular basis from point to point with the specific approval of the state government Transport authority is concerned and are authorised to ply as public carrier
7. Claim for wrong Block of year
7.1. whenever a government servant applied for LTC advance the administrative authority is required to verified from the service book and certified the entitlement of the government servant.Cases of the type mentioned in para 2(d) would not arise if this is properly done.
8. LTC rules also provide that a government servant who has been granted LTC advance is required to submit copies of the tickets within 10 days of drawl of advance. The administrative authorities can at the stage itself check the date of commencement of journey whether ticket has been booked direct from air line or through approved agency at cetera. Any discrepancy can be brought to the notice of the government servant so that he can take remedial actions if needed.
9. Even in cases where advance is not drawn the government servant is required to give prior intimation to his intention to avail LTC. The administrative authorities can check the details indicated especially with reference to entitlement. A Watch can also be kept to ensure timely submission of claim.
10. All Ministries /departments are required to bring the contents of this office memorandum to the notice of all concerned. It may also be noted that requests for relaxation of rules shall be considered by this department only if it is established that the deviation is due to reasons beyond the control of the government servant and there has been no laxity on the part of the administrative authorities concerned.

(351)

Sub: Introduction of Aadhaar enabled biometric attendance system AEBAS in CSIR headquarters Employees registration instructions thereof

The process of employee registration in attendance portal is to be initiated for early implementation of AEBAS in CSIR headquarters. accordingly staff members or nearby

required to complete the registration in the attendance dot gov.in portal as indicated here under.

1.	All employees shall have the following information readily available with them	
	i	Aadhaar number mandatory for onboarding in the system
	ii	Email id valid ID
	iii	Mobile number valid number
	iv	Photograph of cells in dot JPG format with file size not exceeding 150 KB.
2.	Open website http://csir.attendance.gov.in/registar/myemp	
	On the form that is opening, the following need to be filled.	
	i.	Enter full name date of birth in MM- DD-YYYY
	ii.	Select calendar
	iii.	Provide your 12 digit Aadhaar number
	iv.	Enter your email
	v.	Enter your mobile number
3.	Hit the "Next" button or click "Organization Details" tab to complete the second part	
	The name of the Organization will automatically appear Select the following	
	i.	Employee type
	ii.	Name of division where working
	iii.	Designation
	iv.	Office location for example your office building name
	v.	Upload Good quality scanned digital photograph in JPG format Max file size 150 KB]
	vi.	Enter captcha code
	vii.	Review before pressing the submit button

2. Competent authority has desired that the process of employee registration be completed by 29 May and the necessary systems be in place by 1st June 2015 in case any support is required it division in route number room number 103/305 may be approached. Further SO E.III Shall assist Group D and group 1 employees in registration.

This issues with the approval of the competent authority

Copy of CSIR letter No. 8-6(2)/2014-Security dated 22.5.2015

(352)

Sub:- Inclusion of Aadhar (Unique Identification) Number in Service Book of Government Servants reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training OM No Z-20025/9/2014-Estt(AL) dated 20th May, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 1.6.2015

F. No Z-20025/9/2014-Estt(AL) dated 20th May, 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training.

The undersigned is directed to refer to Department of Personnel & Training's OM of even number dated 3rd November, 2014, on the subject mentioned above, where all Ministries/Departments were requested to ensure that the service books of all employees have an entry of the employees' Aadhar number.

2. All Ministries/Departments of the Government of India are requested to intimate action taken in this regard and also the number of employees whose service books have been seeded with their respective Aadhar number.

(353)

Sub:- Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by private airlines to visit J&K.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Tanning OM No. 31011/7/2014-Estt.(A-IV) dated 28th November, 2014 on the above subject for information, guidance and compliance.

Copy of CSIR letter NO. 5-1(17)/2008-PD dated 1.6.2015

No.31011/7/2014-Estt.(A-IV) dated 28th November, 2014 of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Tanning

The undersigned is directed to refer to this Ministry's OM NO. 31011/3/2014-Estt/(A-IV) dated 26th September, 2014. It has been decided that the Government servants while availing Leave Travel Concession (LTC) to Jammu and Kashmir (J&K) under the special dispensation scheme allowed by the aforesaid OM may also travel by private airlines subject to the following conditions:-

- i. Officers entitled to travel by air may also travel by private airlines from their headquarters;
 - ii. Officers not entitled to travel by air may be permitted to travel by private airlines between Delhi/Amritsar and any place in J&K.
2. Air Travel by private airlines is to be performed in Economy Class only and at LTC-80 fare of Air India or less.
 3. 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 Travel & Tours and IRCTC (to the extent IRCTC is authorized as per DoPTs OM No. 31011/6/2002-Estt(A) dated 2.12.2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.

4. All other conditions prescribed in this Ministry's OM No. 31011/3/2014-Estt.(A-IV) dated 26.9.2014 would continue to apply.
5. The order will remain in force for a period of one year from the date of issue of this order.

(354)

Sub:- Foreign visits by Government Employees.

I am to refer to the CSIR circular No. 15-6(83)/98-O&M-Vol.II dated 17th January, 2005 and to state that the Central Vigilance Commission vide letter no. 004/VGL/87 dated 6.7.2009 had invited reference to the Commission's earlier circulars on the above subject.

As per CVC instructions a list of employees who made private foreign visits during the preceding calendar year is to be furnished. The same has not been received from your Lab/Instt for the year ended 31.12.2014.

You are, therefore, requested to furnish the required information for the year 2014 in the enclosed format by 15.7.2015, so as to enable this office to send the information to CVC.

Copy of CSIR letter No. 15-6(93)/98-O&M(Vol.IV) dated 16.6.2015

(355)

Sub:- Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Amendment Rules, 2014 reg. – Notification reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, DoPT Notification No. 15012/1/2014-Estt(D) dated 30th September, 2014 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(22)/2008-PO dated 19.6.2015

Dated 30.9.2014 of Ministry of Personnel, Public Grievances and Pensions, DoPT – Notification

G.S.R. 707 (E) –In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Rules, 1997, namely:-

1. (1) These rules may be called the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Amendment Rules, 2014 .

(2) They shall be deemed to have come into force with effect from the 1st day of January, 2014.

2. In the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Rules, 1997, in rule 1, in sub-rules(3), for the figures “2013”, the figures “2015” shall be substituted.

[F.No. 15012/1/2014-Estt(D)]

MAMTA KUNDRA, Jt. Secy.

Note: The principal rules were published in the Gazette of India, Extraordinary, vide notification member G.S.R. 208 (E) dated the 10th April, 1997 and subsequently amended vide:-

1. G.S.R. 826 dated the 27th December, 1999;
2. G.S.R. 919 dated the 22nd December, 2001;
3. G.S.R. 879€ dated the 10th November, 2003;
4. G.S.R. 707 dated the 6th December, 2005;
5. G.S.R. 761 dated the 7th December, 2007;
6. G.S.R. 839(E) dated the 23rd November, 2009; and
7. G.S.R. 915(E) dated the 30th December, 2011.

EXPLANATORY NOTE

The Central Government has decided to extend the age relaxation to all persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st day of January, 1980 to the 31st day of December, 1989 for a further period of two years beyond 31st December, 2013.

3. It is clarified that nobody's interest will be adversely affected by the retrospective effect being given to the rules.

(356)

Sub:- Issuance of Ordinary Passport to Government Servants, PSU/Autonomous Body employees, et at. -reg.

I am directed to forward herewith Ministry of External Affairs, Consular, Passport and Visa Division OM No. VI/401/01/05/2014 dated 26th May, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 22.6.2015

F.No. VI/401/01/05/2014 dated 26th May, 2015 of Government of India, Ministry of External Affairs, CPV Division.

In tune with the Government's objective of Minimum Government, Maximum Governance and with a view to simplifying the procedure for issuance of Passport to Government Servants, PSU/Autonomous Body employees, et al, the matter has been reviewed. In order to facilitate issuance of Passport to Government employees, et al; who find difficulties to obtain Identify Certificate (IC)/No Objection Certificate (NOC) from their department, it has been decided to introduce a new feature which is termed as Prior Intimation letter to the Controlling Authority by the Passport applicant before submission of a Passport application.

2. Basically prior Intimation is a letter from the passport applicant giving intimation to his/her Controlling/Administrative Authority (employer) regarding submission of Passport application. This can be submitted by the applicant in the format of 'Annexure-N'. After submission of Passport application by such an employees, the copy of this Prior Intimation would be sent to the same Controlling/Administrative Authority under which the employee is working in case the employer has any objection regarding issuance of Passport to that employee, they may revert back to concerned Regional Passport Office mentioning the details of such objection. However, the final decision will be taken by the concerned Passport Issuing Authority. If Prior Intimations submitted by the applicant, Passport would be issue on the basis of Pre-Police Verification, however the provisions of Police Verification in reissue cases will remain applicable.
3. Henceforth, anyone of the following documents can be submitted by Government Servants, PSU/Autonomous Body employees, et al. for submission of application for Passports:
 - a. Copy of Prior Intimation to Controlling/Administrative Authority; or
 - b. No objection Certificate from Controlling/Administrative Authority; or
 - c. Identity Certificate from Controlling Servants, PSU/Administrative Authority.
4. No Objection Certificate (NOC) is issued in the format of Annexure-M by the Controlling/Administrative Authority of the employee working under them for obtaining Passport by any Government Servant, PSU/Autonomous Body employees, et al. If NOC is submitted Passport will be issued on Post-Police Verification basis.
5. Identity Certificate (IC) is issued in the format of Annexure-B by the Controlling/Administrative Authority of the employee working under them for obtaining Passport by any Government Servants, PSU/Autonomous Body employees, et al. If IC is submitted Passport will be issued on No-Police Verification basis. The spouse of such employees, and dependent children up to the age of 18 years, has an option to submit IC for expeditious issue of passport. In case of IC, the applicant is also required to submit Annexure-I.
6. It may be noted that the following provisions will remain applicable as mentioned below:
 - a. While IC should be issued preferable on Official Stationary (letterhead); NOC on plain paper with signature/stamp can be accepted, on the assumption that such offices are using plain paper for day to day correspondence. Prior Intimation (PI) is required to be submitted on plain paper by the Passport applicant.

- b. Telephone, fax and e-mail id of the Controlling/Administrative Office (to the extent available) should be indicated in all the three documents for the purpose of confirmation.
 - c. Military personnel with c/o APO address (e.g. 56 APO/99 APO) may submit applications at their station of posting or at their permanent address, and write their permanent address in passport (against present address otherwise). Spouse of such personnel (and adult children, when spouse has expired/divorced) may receive the passport, with authority letter, either by hand or by post. This would apply to similarly placed Air Force/Navy personnel as well.
 - d. If Government/PSU employees, et al. are transferred after submission of the passport application or passport is returned undelivered due to such transfer, the same be re-dispatched, on request (along with copy of transfer order), at the new address, after correction/endorsement of address. However, if police verification was required and was not completed, it will be done at the new place.
 - e. The validity of the documents mentioned at para-3 will be six months from date of issue.
7. While the revised provisions deal only with passport issuance, the requirement by the Government employees to obtain prior permission from his/her Department/Ministry for travelling abroad as per Conduct Rules will remain unchanged as per the instructions issued by the Department of Personnel & Training and respective authorities.
 8. Ministries of the Central Government and the State Government/Union Territories are requested to circulate these instructions to all the employees working under them, including those in attached and subordinate offices and statutory bodies.

All Central government employees, state government, employees, employees of statutory bodies and public sector undertakings, their spouse and children upto the age of 18 years are required to produce and identity certificate

Annexure 'B'

(Strike out options that are not applicable)
(To be given in Duplicate on Original Stationery)

Certified that Shri/Smt./Miss _____ Son/Wife/Daughter of Shri _____, who is an Indian national, is a temporary/permanent employee of (office address) _____ from (date) _____ and is at present holding the post of _____ Shri/Smt./Miss/Mst. _____, who is also an Indian national, is/are a dependent family members(s) of Shri/Smt. _____ and his/her identity is certified. This Ministry/Department/Organization has no objection to his/her acquiring Indian Passport. I, the undersigned, am duly authorized to sign this Identity Certificate. I have read the provisions of Section 6(2) of the Passports Act, 1967 and certify that these are not attracted in case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that this organization is a Central/State Government/Public Sector undertaking/Statutory Body. The Identity Card Number of Shri/Smt./Miss (employee) _____ is _____.

Ref. No. _____ & Date _____

Applicant's
photo to be
attested

Name, Designation, Address & Tel No

Note: Refer Annexure 'F' for details of Section 6(2) of the Passport Act, 1967.

Annexures 'T'

Affidavit

(To be executed on appropriate non-judicial stamp paper of minimum value and attested by a notary public)

(One Original and one self attested photocopy to be submitted)

I..... (name) Son /Daughter /Wife of Shri..... residing at..... date of birth..... b e i n g an applicant for issue of passport do hereby solemnly affirm and state the following.

That the names of my parents and spouse are as follows

Father :
Mother :
Wife husband :

2. That I am a continuous resident at the above mentioned address from.....

3. That I am a citizen of India by birth/ descent/ registration/ naturalization and that I have neither acquired the citizenship of another country nor have surrendered not been terminated deprived of my citizenship of India.

4. That I have not at any time during the period of 5 years immediately preceding the date of this affidavit been convicted by any court in India for any offence involving moral turpitude nor sentence in respect thereof to imprisonment for a not less than 2 years.

5. That no proceedings in respect of any criminal offence alleged to have been committed by me are pending before any criminal court in India.

6. That no warrant for my appearance and no warrant for my arrest has been issued by a court under any law for the time being in force and that my departure from India has not been prohibited by order of any such Court.

7. That I have never been repatriated from abroad back to India at the expense of Government of India ,but reimbursed expenditure incurred in connection with such repatriation.

8. That I will not engage in activity is prejudicial to the sovereignty and integrity of India.

9. That my departure from India will not be detrimental to the security of India.

10. My presence outside India will not prejudice the friendly relations of India with any foreign country.

Place.....

Date.....

DEPONENT

VERIFICATIONS

Verified on..... date.... at..... play that the contents of the above mentioned affidavit are true and correct and nothing attached has been concealed.

DEPONENT

Annexure 'M'

MINISTRY/DEPARTMENT/OFFICE OF

No.....

Dated.....

(No Objection Certificate issuing officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate)

Applicant's
Photo

NO OBJECTION CERTIFICATE

Shri/Smt./Miss.s/o, d/o.who is and Indian national is employed in this office asfromtill date. Thus Ministry/Department/Office has no objection to his/her obtaining a passport.

Signature

Controlling/Administrative authority

Telephone/Fax/E-mail id

Note:

- The officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by Passport Authority.
- NOC will be valid for six months from date of issue.

Annexure N

letter from the government PSU statutory body employees giving prior intimation to his her administrative department office for submission of passport application

Place.....

Date.....

[to be addressed to the controlling administrative authority with full postal address]

To,

.....

.....

Telephone

Fax

Email

Subject prior intimation for submission of passport application

Sir/Madam,

I hereby give prior intimation mission that I am applying for an ordinary passport to regional passport office.....

2. This is for your kind information and record.

Yours faithfully

Signature.....

Name.....

Date of birth.....Designation.....

Name of office where working.....

Address of present office.....

Residential address.....

(357)

Sub:- Guidelines for effective leadership in CSIR – reg.

In partial modification of para-3 of CSIR letter of even No. dated 7.3.2013 on the above subject, DG, CSIR has been pleased to decide that:

Head of the Lab/Instt. shall decide as to who should be appointed as Head of a Division/Group in the Lab/Instt.

Copy of CSIR letter No. 4-38/2002-E.II(PD) dated 25.6.2015

(358)

Sub: Request for relaxation to travel by airlines other than Air India

Copy of CSIR letter No. 4-50 (Labs)/ 2014- LA / HR-II Dated 01- 07- 2015

I am directed to forward herewith a copy of Government of India, Ministry of Civil Aviation UO No. 18011/01/ 2015- AI/29207 dated 15-5-2015 on the above subject for your information, guidance and compliance.

Encls : As above.

Copy of Government of India, Ministry of Civil Aviation , Rajiv Gandhi Bhawan, Safdarjung Airport , New Delhi 110003 UO No. 18011/01/ 2015- AI/29207 dated 15-5-2015.

Sub: Request for relaxation to travel by airlines other than Air India

Council of Scientific & Industrial Research, Anusandhan Bhawan, Rafi Marg, Delhi-1 , may please refer to their letters/ email CSIR ID No. 4- 50 (Labs)/ 2014- EII /(HR-II) dated 06-05-2015 regarding grant of permission to travel by Airline other than Air India.

2. In terms of Ministry of Finance OM No. 19024/1/ 2009-.E IV dated 13th July, 2009 and subsequent OM of even number dated 16th September, 2010, it is stated that as rules governing travel by A I have been issued by Ministry of Finance and are in vogue for about six years. Further, the exhaustive instructions regarding grant of relaxation to travel by private Airlines other than Air India are available on the website of Ministry of Civil Aviation, a simple peep into the those instructions would enable the applicant the situation as to when he will get the relaxation and when the application would not be considered positively.

3. In the light of the above all concerned may be advised to follow the instructions strictly as the flights run as per the fixed schedule and not as per the convenience of the individual and you will agree that every official is expected to respect the rules formed by Govt. of India and adjust according to the schedule of flight to avoid loss to the National Exchequer. The above may be brought to the notice of all concerned.

U.S. to the Government of India.
UO No. 18011/01/ 2015- AI/29207 dated 15-5-2015.

(359)

Sub: Request for Voluntary retirement from persons suffering from disability – Supreme Court Order in Bhagwan Dass & anr Vs Punjab State Electricity Board, (2008) 1 SSC 579.

The undersigned is directed say that vide Department of Personnel and Training's OM No. 18017/1/2014-Estt(L) dated the 25th February, 2015, certain clarifications

regarding treatment of leave and absence of disabled Government servants have been issued.

2. Instances have come to notice where Government servants apply for voluntary retirement under various provisions like Rules 38, Rule 48 and 48A of CCS (Pension) Rules, 1972 of Rule 56 of the Fundamental Rule on account of hardships faced by them due to a disability, as they are unaware of the protection provided by the Section 47 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 (PWD Act), Section 47 of the PwD Act, 1995 is reproduced below for reference.

Non-discrimination in Government Employment – (1) No establishment shall dispense with or reduce in rank, an employee who acquires a disability during his service.

Provided that, if an employee, after acquiring disability is not suitable for the post he was holding, could be shifted to some other post with the same pay scale and service benefits.

Provided further, that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

No promotion shall be denied to a person merely on the ground of his disability;

Provided that the appropriate Government may, having regard to the type of work carried on in any establishment, by notification and subject to such conditions, if any, as may be specified in such notification, exempt any establishment from the provisions of this section.

3. The issue had come up in Bhagwan Dass & Anr Vs Punjab State Electricity Board (2008) 1 SCC 579, decided by the Hon'ble Supreme Court where the employee who had during his service suffered from blindness, had applied for voluntary retirement. The Hon'ble Supreme court has observed that the Petitioner was not aware of any protection that the law afforded him and apparently believed that the blindness would cause him to lose his job, which was the source of livelihood of his family. In those circumstances, it was the duty of the superior officers to explain to him the correct legal position and to tell him about his legal rights.
4. Keeping in view the provisions of the Section 47 of the PwD Act, 1995 and the above mentioned judgement, it has been decided that whenever a Government servant seeks voluntary retirement citing medical grounds, or when the said notice has been submitted due to a disability, the administrative authorities shall examine as to whether the case is covered under Section 47 of PWD Act, 1995. In case the provisions are applicable, the Government servant shall be advised that he/she has the option of continuing in service with the same pay scale and scale and service benefits.
5. In case a disabled Government servant reconsiders his decision and withdraws the notice for voluntary retirement, his case shall be dealt with under the provisions of the Section 47 read with the Department of Personnel and Training OM dated 25th February, 2015, mentioned above if however, in spite of bring so advised such Government servant still wished to take voluntary retirement the request may be processed as per the applicable rule.

6. All the Ministries and Departments are requested to keep the above in view while processing cases of requests for Voluntary retirement from disabled Government servants.
Copy of CSIR letter No. 5-1(17)/2008-PD dated 3.7.2015

(360)

Sub:- Pay fixation of direct recruit assistant appointed after 1.1.2006 minus stepping up of pay of DRs - is stepping up of pay of DRs with reference to the pay of junior promote assistant - clarification regarding

I am directed to forward here with ministry of personnel public grievances and pensions, DoPT notification number 7 / 7 / 2008 - CS.I(A) dated 25th may 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter number 5 - 1(22) / 2008 - PD dated 3.7.2015

F.No. 7 / 7 / 2008 - CS.I(A) dated 25th may 2015 of Government of India, Ministry of Personnel Public Grievances and Pensions, DoPT.

The undersigned is directed to draw attention to the issue of stepping up of pay of direct recruited assistant, appointed on or after 1.1.2006 at par with the pay of the UDCs promoted and appointed to the post of assistant between 1.1.2 006 to 31.8.2008, whose pay has been fixed in terms of para 2(c) of Department of Expenditure UO number 10 / 1 / 2009 - IC dated 14.12.2009.

2. The matter has been examined in this department in consultation with the Department of Expenditure and they are of the view that as per the CCS(RP) rules, 2008, the stepping up of pay is allowed if the anomaly in pay , if at all arises, is a direct outcome of fixation of pay in the revised pay scale from the pre revised scale to the effect that the senior who was drawing higher pay in the pre revised scale, starts drawing lower pay in the revised scale. however, in the case of direct recruit assistants appointed on or after 1.1.2 006, the direct recruits never drew the pre revised Pay prior to 1.1.2006. further, Department of Expenditure's U.O dated 14.12.2009 Relates to fixation of pay in revised scale from pre revised scale of pay.

3. All the Ministries/ department are therefore advised to review all the cases where in stepping up of pay has been allowed to direct wicket assistants appointed on or after 1.1.2 006 with reference to the pay of their junior promotee assistant. The pay fixation in Revised pay structure of such direct recruit be revised immediately and action be initiated for effecting recoveries of excess payments, if any, as per extent instructions.

(361)

Sub:- Travel by premium trains on official duty/ tour/ training/ transfer etc. clarification - regarding

I am directed to forward herewith Ministry of Finance, Department of Expenditure OM number 19046 / 2 / 2008 - E -IV Dated 22nd April 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter number 5 - 1(17) / 2008 - PD dated 3.7. 2015

F.No. 19046 / 2 / 2008 - E -IV Dated 22nd April 2015 Of Government of India Ministry of Finance Department of Expenditure

References have been received in this department seeking clarification regarding entitlement of Central government servants to travel by premium trains, being run by the Indian Railways, while on official duty/ tour/ training/ transfer etc.

2. It is clarified that travel by premium trains by central government servants on official duty/ tour / training/ transfer etc., is not allowed and therefore, the fare charged for premium trains by the Indian Railways for the journey performed by premium trains shall not be reimbursable . In cases where journey on Official Duty / Tour/ Training/ Transfer etc. Has already been performed by premium trains, the amount reimbursed shall be restricted to the admirable normal fair for the untitled class of train travel or the actual fare paid, whichever is less.

(362)

Sub:- Observance of punctuality in Government Offices - reg.

I am directed to forward herewith Ministry of Personnel Public Grievances and Pensions, Department of Personnel and Training OM number 11013/ 9 / 2014- Establishment A-III dated 22nd June, 2015 on these above subject for information, guidance and compliance.

Copy of CSIR letter number 5 - 1(17) / 2008 - PD dated 3.7.2015

F.No. 11013/ 9 / 2014- establishment A-III dated 22nd June, 2015 of Government of India, Ministry of Personnel Public Grievances and Pensions, Department of Personnel and Training.

Instructions have been issued from time to time with regard to the need to observe punctuality by government servants. Responsibility for ensuring punctuality in respect of their employees rests within Ministries/ departments/ Offices.

2. The decision to introduce AADHAR enabled biometric attendance system(AEBAS) in offices, including attached/ subordinate offices, to replace the manual system of marking of attendance to ensure punctuality is to be implemented in all Ministries/ departments. This department vide OM of even number dated 21.11.2014 and 28.1.2015, while recognizing that the Biometric Attendance System is only an enabling platform had, inter-alia, stated that there was no change in the instructions relating to office hours, late attendance etc.

3. In this connection Attention is invited to Rule3(1)(ii) of CCS (Conduct) rule 1964 which stipulates that every government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a government servant and

disciplinary action may be taken against such a government servant. It is also added punctuality in attendance is to be observed by government servants at all levels.

4. it is also requested that the necessary directions may be issued to all employees to mark the attendance in BAS portal on regular basis.

(363)

Sub:- Incorporation of Aadhaar Number, in PPO Booklet – reg.

I am directed to forward herewith Ministry of Finance, Department of Expenditure OM No. CPAO/Tech/Jeevan Pramaan/2015-16/305 dated 2nd June, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 3.7.2015

As a part of Digital India Mission of the Government, Aadhaar number is playing an important role in identification and submission of biometric authentication of pensioner. Facility of Digital Life Certificate (Jeevan Pramaan) has also been provided to pensioner with effect from November, 2014. Further, provision had also been made in CAM-52 (PPO Booklet) through Correction Slip No. 5 dated 30.12.2014 by adding the following columns after the existing column No. 5:-

6. Permanent Account Number for Income Tax (PAN)
7. Aadhaar No. (If Available)
8. Mobile No. (If Available)
9. Email ID (If Available)

In order to have smooth implementation of Digital India Mission and Jeevan Pramaan initiatives. It is imperative to mention the Aadhaar numbers in PPO Booklet.

It has been observed that the Aadhaar number is not being mentioned in most of the PPOs received from different Pay & Accounts Offices.

In view of the above all Pr. CCAs/CCAs/CAs having independent charge are requested to instruct their PAOs to ensure that Aadhaar number and other details added through Correction Slip No 5 in CAM-52 are invariably mentioned in the PPOs issued by them.

(364)

Sub:- Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr.III – clarification reg.

In continuation of CSIR letter No. 7-4(3)/2006-R&A dated 12th March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. upto 5% mistakes

may be ignored for UR/OBC/SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.s candidates:-

For example:- For a typing test of 10 minutes:-

5% mistakes of total words typed are ignored.

Total strokes typed	:	1600
Words typed	:	1600/5= 320
Mistakes	:	19
Ignorable mistakes	:	5% of 320 = 16
Admissible mistakes	:	19-16 = 3

As per formula: **No. of words (-) Number of Mistakes**
 10

$$\begin{aligned} &= (320/10) - 3 \\ &= 32 - 3 \\ &= \mathbf{29 \text{ w.p.m}} \end{aligned}$$

For computing the typing speed for skill test on computer for the post of Asstt. Gr. III (G/F&A/S&P), the same formula may be applied in addition to the instructions issued vide CSIR letter No. 5-1(16)/2011-PD dated 23.4.2014.

Copy of CSIR letter No. 5-1(116)/2011-PD dated 13.7.2015

(365)

Sub:- Grant of age concession to the Persons with Disabilities suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy for direct recruitment to civil posts/services under the Central Government - reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training OM No. 15012/1/2003-Estt(D) dated 29th June, 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 5.8.2015

F.No. 15012/1/2003-Estt(D) dated 29th June, 2015 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to say that the following age concessions have been provided to physically handicapped persons for recruitment under the Central Government:

I. Provision of ten years concession in upper age limit for Group C and D posts filled through employment exchanges issued vide OM No.. 15012/6/77-Estt.(D) dated 28.1.1978;

ii. provision of five years' concession in upper age limit (10 years for SC/ST, 8 years for OBC) for recruitment to Group 'A' and 'B' posts otherwise than through Open Competitive Examination issued vide OM No. 15012/5/92-Estt.(D) dated 27.7.1995; and

iii. Provision of ten years concession in upper age limit (15 years for SC/ST, 13 years for OBC) for recruitment to Group A,B, C and D Civil Posts/Services filled through Open Competitive Examination issued vide OMNo. 15012/5/92-Estt.(D) dated 1.2.1999.

2. The question of prescribing uniform age-concession for direct recruitment to all Civil Posts/Services under the Central Government has since been examined and in supersession of the OMs referred to at (i), (ii) and (iii) above, the following has been decided:

- i. Age relaxation of 10 years ((15 years for SC/ST, 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
- ii. The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability. This provision will not apply to the Civil Services Examination, in respect of which the List of Services identified suitable for physically Disabled Category along with the Physical Requirements and Functional Classifications is notified separately.
- iii. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.
- iv. The definitions of above categories of disabilities, for the purpose of age relaxation, will be same as given in this Department's OM No. 36035/3/2014-Estt (Reservation) dated 29th December, 2005.
- v. if a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a person with disability or as a Central Government employee whichever may be more beneficial to him/her. This provision will not apply to the Civil Services Examination, which is governed by the Civil Services Examination Rules, published annually.
- vi. Provisions of this OM will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

3. The Ministries/ departments are advised to ensure invariably that while sending the requisition to the UPSC/ SSC and other recruitment agencies for direct recruitment posts by selection, they should clearly mentioned in the requisition the category of person(s) With disability suitable for the post(s) in question. No change or modification in identified post(s) for physically disabled persons with respect to an examination intimated after the notification of that examination, shall be acceptable.

4. These instructions come into effect from the date of the issue.

Sub:- Central Civil Services (Conduct) Rules,1964 and the Lokpal and Lokayuktas Act,2013- Submission of Declaration of Assets and Liabilities by the Public Servant for each year -reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training OM No 11013/7/2014-Estt.(A-III) dated 23rd June 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)-2008-PD dated 5.8.2015

F.No. 11013//2014-Estt.(A-III) Dated July 23rd, 2015 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training
Subject: Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act, 2013 - Submission of Declaration of Assets and Liabilities by the Public Servant for each year –reg.

The undersigned is directed to refer to this Department's OM No. 11013/3/2014-Estt.(A) dated the 17th February, 2015 regarding submission of declaration of assets and liabilities by the public servants under the Central Civil services (Conduct) rules, and the Lokpal and Lokayuktas Act, 2013 and to say that as per the rule 18 (1) (i) of the Central Civil Services (Conduct) Rules, 1964, every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in the form prescribed by the Government, giving the full particulars of movable, immovable and valuable property and debts and other liabilities, etc.. Similarly, Government servants other than newly appointed, belonging to Group 'A' and Group 'B' are required to submit an annual return in prescribed form giving full particulars of the immovable property inherited/ owned/ acquired by him/ her or held by him/her on lease/ mortgage either in his/ her own name or in the name of any member of his/ her family or in the name of any other persons.

2. The Lokpal and Lokayuktas Act, 2013 (Lokpal Act) notified by the Government requires all public servants to declare, on first appointment and subsequently every year, a declaration of his/ her assets & liabilities. In exercise of powers conferred by sub-section (1), clause (k) and clause (1) of sub-section (2) of Section 59 read with section 44 and 45 of the Act, this Department has notified the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014, The form for declarations is at Annexure-I. All Government servants i.e., belonging to Group A, Group B, Group C and erstwhile Group D, are now required to furnish the declaration of their assets & liabilities in the enclosed format.

3. Vide D. O. No. 407/12/2014-AVP-1V-B dated the 30th April, 2015, this Department has informed all concerned the time-lines for filing the returns regarding assets and liabilities under the Lokpal Act:, which are as follows:

- i. The first return under the Lokpal Act (as on 1st August, 2014) should be filed on or before 15th October, 2015:
- ii. The next annual return under the Lokpal Act, for the year ending 31st March, 2015 should be filed on or before 15th October, 2015;. and
- iii. The annual returns for subsequent years as on 31st March every year should be filed on or before 31st July of that year.

4. It is, therefore, requested that all concerned may be suitably advised to file the return within the time indicated in paragraph 3. It is relevant to state here that as per section 45 of the Lokpal Act, if any public servant willfully or for reasons which are not justifiable, fails to (a) to declare his assets; or (b) gives misleading information in respect of such assets and is found to be in possession of assets not disclosed or in respect of which misleading information was furnished, then, such assets shall, unless otherwise proved, be presumed to belong to the public servant and shall be presumed to be assets acquired by corrupt means.

APPENDIX-I
Rule 3(1)

Return of Assets and Liabilities on First Appointment or as on the 31st March, 20.....
(under Sec 44 of the Lokpal and Lokayuktas Act, 2013)

1. Name of the Public servant in full
(in block letters)
- 2.(a) Present public position held
(Designation, name and address
of organisation)
- (b) Service to which belongs
(if applicable)

Declaration:

I hereby declare that the return enclosed namely, Forms 1 to IV are complete, true and correct to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of section 44 of the Lokpal and Lokayuktas Act, 2013.

Date.....
.....

signature

*In case of first appointment please indicate date of appointment.

Note I.. This return shall contain particulars of all assets and liabilities of the public servant either in his/her own name or in the name of any other person. The return should include

details in respect of assets/ liabilities of spouse and dependent children as provided in Section 44 (2) of the Lokpal and Lokayuktas Act, 2013.

(Section 44(2):A public servant shall, within a period of thirty days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to-

- (a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
- (b) his liabilities and that of his spouse and his dependent children,)

Note 2. If a public servant is a member of Hindu Undivided Family with CD-parcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. III the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

Note 3:— "dependent children" means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (Explanation below Section 44(3) Lokpal and Lokayuktas Act, 2013)

APPENDIX-II
Rule 3(1)

FORM No. 1

Details of Public Servant, his/her spouse and dependent children

S.No.		Name	Public position held, if any	Whether return being filed by him/her, separately
1.	Self			
2.	Spouse			
3.	Dependent-1			
4.	Dependent-2			
5.	Depeadertf-3			

*Add more rows, if necessary.

Date.....

Signature.....

“FORM No. II

Statement of movable property on first appointment or as on the 31st March, 20.....

(Use separate sheets for self, spouse and each dependent child)

Name of public servant/spouse/dependent child: _____

S.No.	Description	Remarks, if any
(i)*	Cash and bank balance:	
(ii)**	Insurance (premium paid):	
	fixed /Recurring Deposit(s) :	
	Shares/Bonds Mutual Fund(s) :	
	Pension Scheme/Provident Fund	
	Other investments, if any:	
(iii)	Personal loans/advance given to any person or entity including firm, company, trust, etc. and other receivables from debtors and the amount (exceeding two months basic pay or Rupees one lakh, as the case may be):	
(iv)	Motor Vehicles (Details of Make, registration number, year of purchase and amount paid):	
(v)	Jewellery [Give details of approximate weight (Plus or minus 10 gms. in respect of gold and precious stones; plus or minus 100 gms, in respect of silver).	
	Gold:	
	Silver:	
	Precious metals and precious stones:	
	Composite items: (indicate approximate value)	
(vi)	Any other assets [Give details of movable assets not covered in (i) to (v) above] (a) Furniture (b) Fixtures (c) Antiques (d) Paintings (e) Electronic equipment	

	(f) Others (Indicate the details of an asset, only if the total current value of any particular asset in any particular category (e.g. furniture, fixtures, electronic equipment, etc.) exceeds two months' basic pay or Its. 1.00 lack as the case may be).	
--	---	--

Date.....

Signature.....

*Details of deposits in the foreign Bank (s) to be given separately.

**Investments above Rs. 2 lakhs to be reported individually. Investment below Rs. 2 lakhs may be reported together.

***Value indicated in the first return need not be revised in subsequent remains as long as no new composite items had been acquired or no existing items had been disposed of. during the relevant year”.

FORM No. III

**Statement of immovable property on first appointment or as on the 31* March. 2015
(e.g. Lands, House, Shops, Other Buildings, etc.)**

S.No	Descript of property (Land/House/ Flat/Shop/Ind urstial, etc.)	Precise location (name of District, Division, and Village in which the property is situated and also its distinctive, number, etc.)	Area ofland (in case of land and. buildings)	Nature of land in casts of landed property	Extent of interest	if not in name of public servant, state in whose name held and his/her relations hip, if any to the public servant	Date of acquisition	How acquired (whether by purchase mortgage, tease, inheritance gift or otherwise) and name with details of person/per sons from whom acquired (address and connection of the Governmen t servant, if any, with the person/per sons concerned)	Present value of the property (if exact value not known, approx value may be indicated)	Total annual income from the proper ty	Remarks
------	--	--	--	--	--------------------	--	---------------------	---	---	---	---------

								(Please see Note I below) and cost of acquisition.			

Date.....

Signature.....

Note (I) for purpose of Column 9, the term “lease” would mean a lease of immovable property from year or for any term exceeding one year or receiving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official with the Govt. servant, such a lease should be shown in this column irrespective of the terms of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

“FORM No. IV

Statement of Debts and Other Liabilities on first appointment or as on 31st March.

S.No.	Debtor (Self spouse or dependent children)	Name and address of Creditor	Name of debt/liability and amount	Remarks
1	2	3	4	5

Date.....

Signature.....

Note 1: Individual items of loans not exceeding two months basic pay (where applicable) and Rs. 1.00 lakh in other cases need not be included.

Note 2: The statement should include various loans and advances (exceeding the value in Note 1) taken from banks, companies, financial institutions, Central/State Government and from individuals.

(367)

Sub:-CPGRAMS paying attention to the quality of disposal of grievance.

Ref: Most/DSIR letter number 11014/01/2015-Estt. Dated 10.6.2015

Joint Secretary, CSIR in view of the recommendations of the Parliamentary Standing Committee has been pleased to approve that, for improving the disposal of grievance the Nodal Officer Public Grievance, may ensure the following:

1. The pension related grievances lodged on CPENGRAMS are properly examined by all concerned.
2. The grievances are not closed by the field officers/units below the level of the designated Public Grievance Officer.

3. At least 20% of the grievances closed should be reviewed by Nodal Officer of the Ministries/Departments.
4. Where the request made by the petitioners is not considered to be acceptable, a reasoned communication may be sent to the petitioner before closing the grievance.

Thus, the grievance be settled accordingly and the applicants duly informed of the outcome. Simultaneously the letter of disposal of grievance be also sent to CSIR Hqrs. for further action. Concerned HODs in CSIR Hqrs, may dispose of the grievances as per above and send a copy of the letter issued to the applicant: to Nodal Officer, (PG) CSIR.

Copy of CSIR letter No. (1)/PGO/2015 dated 10.8.2015

(368)

Sub:- Requirement of taking prior permission for leaving station/headquarters for going abroad while on leave. – reg.

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners' Welfare Notification No. 11013/8/2015-Estt. A-III dated 27th July 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 11.8.2015

F.No. 11013/8/2019-Estt. A-III Dated 27th July, 2015 of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training

Undersigned is directed to refer to the Office Memorandum mentioned in the margin and to say the as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. While granting such permission, many factors are required to be kept in view. For Example, permission may be denied in the interest of security. Individuals facing investigation/inquiry on serious charges who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. On the other hand, it is also desirable that requests of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1st September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry/Department. In the absence of any such instructions, it is the leave sectioning authority. In case due to specific nature of work in Department, administrative exigencies, or some adverse factors against the Government servant etc., it is not expedient to grant permission to the Government servant, such decision for refusal should not be taken below the level of Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any

lacunae in the application should be brought to the notice of the Govt. servant within 1 week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned within 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

3. If in case some modifications are considered necessary due to specialized nature of work handled by any organization, changes may be made with the approval of this Department.

**PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD**

Part A – To be filled by the Government servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/Department
4. Passport No.
5. Details of private foreign travels to be undertaken:

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board lodging, visa, misc., etc.)	Source of funds

6. Details of private foreign travel undertaken during the last four years.

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

Name and Designation

Part B – To be filled by the Administration

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/ top secret matters,

3. Whether any case involving serious charges against the Government servant is under investigation (Details)
4. Whether the Government servant is under suspension,
5. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

(369)

Sub:- Timelines for filing of Return/ declarations under Lokpal and Lokayukta Act 2013 regarding.

I am directed to forward herewith Ministry of Personnel Public Grievances and Pensions Department of Pension and Pensioners Welfare notification number 407 / 12 / 2014 - AVD -IV(B) dated 3rd July 2015 on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 14.8.2015

F.No. 407 / 12 / 2014 - AVD -IV(B) dated 3rd July 2015 of Government of India Ministry of Personnel Public Grievances and Pensions, DoPT.

G.S.R. 536(E). --- In exercise of the powers conferred by subsection (1), clause (k) and clause (1) of sub section(2) of section 59 read with Section 44 and section 45 of the Lokpal and lokayuktas act 2013(1 of 2014), the Central government hereby makes the following rules for the to amend the public servant (furnishing of information And annual return of Assets and liabilities and the limits for exemption of assets in filing Returns) rules, 2014, namely:-

1. (1) These rules may be called the public servants (furnishing of information And annual return of Assets and liabilities and the limits for exemption of assets in filing Returns) 2nd amendment rules, 2015
 (2) They shall come into force on the date of their Publication in the official gazette.
2. In the public servants (furnishing of information And annual return of Assets and liabilities and the limits for exemption of assets in filing Returns) Rules, 2014 in rule 3, sub rule 2, the following proviso shall be inserted, namely: -

“ Provided further that the public servants who have filed declarations, information and annual returns of property under the provisions of the rules applicable to such public servants, shall file the revised declarations, information or as the case may be, annual returns as on the 31st day of March 2015, to the competent authority on or before the 15th day of October, 2015;

[F.No. 407/12/2014-AVD-IV(B)]
JISHNU BARUA, Jt. Secy.

Note: -

The principal rules were published in the gazette of India extraordinary, vide notification number GSR 501(E), Dated 14th July 2014 and amended vide notification numbers GSR 638(E), dated 8th September, 2014, GSR 918(E), dated 26th December, 2014 and GSR 322(E), dated 27th April, 2015.

(370)

Sub: Addressing Communication on service matters and other issues directly to PM or PM's – violation of conduct rules.

I am directed to forward herewith DO letter No. 501/1/4/2014-CA.V dated 17th August, 2015 from the Cabinet Secretary, Govt. of India on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 24.8.2015

Of late, it has been observed that Government servants including officers/officials of para military forces and even army personnel are addressing communications on service matter and other issues directly to the Prime Minister/Prime Ministry's Office, which is a violation of Conduct Rules.

2. As you are aware, instructions have been issued time and again regarding the proper channel for representations/communications to be made by Government servants on their service matters and other issues. As per these instructions whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior or Head of his office, or such other authority at the appropriate level as is competent to deal with the matter in the organisation. Adequate instructions are also available in the matter of submission to representation by Government servants and disposal of representations by the authorities concerned. As such, submission of representations directly to higher authorities by- passing the prescribed channel of communication is a violation of Conduct Rules and has to be viewed seriously.

I would request you to reiterate the instructions on the subject for strict compliance and appropriate action may be taken against those who violate such instructions.

(371)

Sub:- Inclusion of additional qualification acquired by the CCOs in the All India Seniority Lists of CCOs- regarding.

I am directed to state that this office receives requests from CCOs throughout the year for inclusion of their additional qualifications acquired by them in the All India seniority lists of CCOs. The matter has been considered by the Competent Authority, CSIR and it has been decided that such requests of CCOs may be forwarded to CSIR Hqrs.

alongwith relevant documents and relevant page of Service-Book only after issue of All India Tentative Seniority Lists of CCOs. While forwarding the requests, Labs/Instts may ensure that prior permission was granted for pursuing the course and that the course is recognized one and that the entries in the Service Book have been made only after verifying the original certificate. Requests received after issue of All India Final Seniority Lists of CCOs will not be entertained.

This may be brought to the notice of all CCOs of your Lab / Instt.

Copy of CSIR letter No. 3-5(b)/2015-E.I dated 24.8.2015

(372)

Sub:-Malpractices in claiming Reimbursement of Due Airlines Charges by CHA- Need for Caution While admitting bills.

In not too distant past, instances of malpractices/fraudulent practices in claiming reimbursement by a Custom House Agent (CHA) were detected in one of the CSIR Labs. The matter was investigated and it was found that the CHA used to doctor the Airway Bills and the officials of the Institute, admitted the same without meticulously checking the documents and the terms and conditions of the contract.

As per the contract signed between the Institute and the CHA, due airline charges FSC & WSC etc. were payable as per Master Airway Bill (MAWB)/Supporting documents. Charges due airlines are invariably mentioned in the MAWB. However, the MAWB submitted by the CHA did not have mention of any such charges due airlines, which are normally shown at Other Charges, the field in respect of charges was blank. The firm however, submitted House Airway Bills (HAWBs) which mentioned a number of such charges purportedly due airlines. Instead of paying due airlines charges as mentioned in the MAWBs, the Laboratory reimbursed such charges as claimed by the CHA in its HAWB.

On comparison of the MAWBs as submitted by the CHA with the corresponding certified copies of the MAWBs received from the airlines, it was seen that, the CHA had submitted forged copies of MAWBs where the due airlines charges (other charges) had been blanked out and the HAWBs mentioned a number of such charges purportedly due airlines, the total of which was higher than those actually mentioned in the certified copies of MAWB received from airlines.

It is pertinent to mention here that, as per the contract, due airlines charges were to be first paid by CHA and then the same were to be reimbursed by the Institute.. Reimbursement should have been made only against the paid vouchers/receipts from the actual recipient i.e. the airlines in this case. MAWB is such a receipt or voucher from the airlines whereas HAWB is raised by the CHA itself. Therefore, HAWB was not a document supporting due airlines charges.

Had the concerned quarters in the Institute exercised due diligence while admitting the reimbursement claims of the CHA, it could have escape the fraud. It is, therefore, impressed upon the authorities and the concerned officials who admit the bills of CHA in the Laboratory/Institute to be extremely vigilant in this regard. All payments made should be after due verification of the documents/bills and vouchers, and only as per the contract conditions.

Copy of CSIR letter No. 15-30(46)/2014-Vig. dated 28.8.2015

(373)

Sub:- Clarification of reservation of Candidates of “Jat” Community – reg.

Ref: NCBC letter No. NCBC/5/25/Misc/Jat/RW/2013 dated 17.8.2015

I am directed to forward herewith a communication dated 17.08.2015 received from National Commission for Backward Classes, Ministry of Social Justice & Empowerment, Govt. of India on the above subject for information, guidance and compliance.

Copy of CSIR letter No. 5-1(274)/15-PD dated 8.9.2015

No. NCBC/5/25/Misc/Jat/RW/2013 dated 17.8.2015 of Government of India, Ministry of Social justice & Empowerment, Department of social & Empowerment.

Subject:- Joint CSIR-UGC Test for JRF and eligibility for Lectureship held on 21.12.2015 – clarification on the reservation of candidates of ‘Jat’ community reg.

I am directed to refer to your letter ref. No. 5-1(274)/2015-PD dated 10.06.2015, regarding the directives on recent Judgment of Supreme Court on Jat Community. I am directed to inform you that the Notification No. 63 dated 04.03.2014 of the Central Government including the *-Jat caste/community in the Central List of Other Backward Classes for the States of Bihar, Gujarat, Haryana, Himachal Pradesh, Madhya Pradesh, NCT of Delhi, Bharatpur & Dholpur Districts of Rajasthan, Uttar Pradesh and Uttarakhand has been set aside and quashed by the Supreme Court in the Judgment dated 17.03.2015 in Writ Petition No. 274 of 2014 (Ram Singh & Ors Vs Union of India). Therefore, as per the Judgment, the "Jat/ caste/community are not to be treated under the OBC quota. As the Government of India's notification including the 'Jat' caste/community in the Central List of OBCs is set aside and the same is no more in force, the Judgment of the Supreme Court is binding on all and is enforceable throughout the India under Article 142 of the Constitution of India.

2. The 'Jat' caste/community is also not shown presently as OBC on the NCBC website. Therefore, you are requested to act in accordance with the aforesaid judgment of the Supreme Court.

(374)

Sub:- Confirmation of Common Cadre Officer – reg.

Ref: CSIR letter of even No. dated 9.1.2014.

I am directed to state that this office had sought information from Labs/Instts in respect of Common Cadre Officers who were recruited through Direct Recruitment in CSIR for their confirmation in the service. The desired information has since been received from Labs/Instts/Centres/Hqrs. and compiled. There are total 86 cases. The detailed list is enclosed as Annexure -I.

S.No.	Issues	Proposed action
1.	The CCOs joined Common Cadre through DPC/DTQ	CCOs concerned will be confirmed by the Labs/Instts where they had initially joined as Direct Recruit. Confirmation cases of only Direct Recruit Section Officers will be taken up by this office.
2.	Non-availability of Caste verification Report	Labs/Instts (present and past) are requested to find out from their records if the caste certificate had been verified in the past.
3.	Section Officer of CASE-2009-II	If no documentary evidence regarding verification of caste certificate is available, the caste certificate will be got verified now by this office. Their cases for confirmation will be taken up after allocation of Cadre.
4.	Officers already confirmed on any post/absorbed	No further action is required in such cases.
5.	Cases which are clear from all angles	Such cases will be taken up for confirmation. There are 30 cases. Other cases will be taken up whenever all the requisite documents are available.

In view of action proposed above the requisite information as shown at Annexure-I may kindly be sent to the undersigned latest by 28th September, 2015 to enable us to process the matter.

This is for your kind information and taking necessary action at your end.

Copy of CSIR letter No. 3/7/2014-E.I dated 10.9.2015

(375)

Sub: Observance of Punctuality in office.

To ensure punctuality and discipline among the staff Competent Authority has desired that all Sectional Heads/Unit Heads shall submit the attendance registers of their respective Sections/Units to their respective Heads of Division by 9:10 A.M. on all working days. The HoDs will return the attendance registers to the respective Section/Units in the evening.

2. Further, all staff is directed to sign the attendance register of their Section/Unit with initials & time twice a day i.e. at the time of arriving in the office and while leaving the office. The respective HoDs are requested to check/sign the attendance registers either on daily basis/from time to time.
3. The Divisional Heads/Sectional Heads will be responsible for safekeeping of the attendance registers. Attendance registers of previous years will also be kept in safe custody by SO/Unit Head/HoD.

Copy of CSIR letter No. 6-9(131)/02 E-III dated 10.9.2015

(376)

Sub:- Monitoring of the implementation of reservation policy of GSM in Central Government Ministries/ departments, Banks, PSUs and CPMFs Minus definition of DGR as the nodal agency - regarding.

I am directed to forward herewith a copy of letter number 0515 / DGR /RMC dated 10th August, 2015 received from Government of India, Ministry of Defence, department of ex-servicemen Welfare, Dte. Gen of resettlement, west block - 4, RK Puram, New Delhi along with the prescribed format on the subject cited above with the request to provide annual report for the period from 1.4.2014 to 31.03.2015 in prescribed format by 08.10.2015 to enable this office to transmit the duly compiled information to Directorate General of Resettlement.

Copy of CSIR letter No. 19 - 1(7)(ESM) 2015/SC/ST Cell dated 22.9.2015

F.No. 0515 / DGR /RMC dated 10th August, 2015 of Government of India, Ministry of Defence, Deptt of Ex-servicemen Welfare.

As per DOP & TS notification number 36034 / 1 / 2006 - Estt. (Res.) Dated 4.10.2012 , 10% of the vacancies in the force up to the level of Assistant commandant in all Paramilitary forces, 10% off the vacancies in Group C posts; and 20% of the vacancies in group D posts are reserved for ex - servicemen(ESM) in Central Government jobs. Likewise

14.5% vacancies in Group C and 24.5% vacancies in group D are reserved for ASM in nationalized banks and CPSUs.

2. Cabinet Secretariat has mandated department of ex-servicemen welfare to collect and compile the data/ information in respect of implementation of reservation policy for ESM in Central Government Ministries/ departments PSU banks public sector undertakings, Central Paramilitary forces etc. and other implementing Agencies vide their OM 1 / 21 / 5 / 2011 cab dated 16th December 2013.

3. With the approval of the Competent Authority, Directorate General of Resettlement (DGR) has been designated as the nodal agency on behalf of department of ESW/ ministry of defence to collect and compile the required data for facilitating monitoring of implementation of Reservation policy of ESM.

4. All Central Government Ministries/ departments, PSU banks public sector undertakings, Central Paramilitary forces etc. and other implementing Agencies were requested to furnish data as per the enclosed proforma annually with effect from 1 / 1 / 2014 directly to the nodal agency i.e. DGR vide MoD letter number 25(1) / 2010 / D(Res-1) dated 4th June 2014 and 13th August 2014 respectively. The first report was to be sent by 15th May 2015.

5. The requisite data has however not yet been received from your department(s).

6. Reservation in government jobs has been provided by the Government for the ex-servicemen for their resettlement in civil life due to their early retirement from the armed forces to maintain youth full profile. It may please be appreciated that delay in submission of the information is hampering the process of monitoring of the reservation policy thereby defeating the purpose for which reservation has been provided .

7. In view of the above, it is requested that the requisite information may be got expedited. The information may be sent in the enclosed prescribed format.

8. It is further requested that the information required for monitoring the reservation policy for ex-servicemen may be provided thereafter on half yearly basis.

(377)

Sub:- Booking of tickets for the purpose of LTC through Authorized Travel Agent only – reg.

I am directed to state that on a reference received from one of the Laboratories regarding relaxation for booking tickets for the purpose of LTC through private travel agents other than 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 OM No. 31011/6/2002-Estt.(A) dated 2.12.2009) Deptt. of Personnel & Training (DoPT) vide ID note No. 1111733/2015-Estt.(A-IV) dated 10.9.2015 has advised as under;

“As per the extant Government instructions, the authorized mode of booking the tickets are Booking counters, website of airlines or through 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 OM No. 31011/6/2002-Estt.(A) dated 2.12.2009) while undertaking LTC journey(s). CSIR is advised to bring it to the kind notice of its staff/employees about the aforesaid guidelines.”

In view of the above, it is requested that the above advice of DoPT may kindly be brought to the notice of all the employees of your Labs/Instts.

Copy of CSIR letter No. 4-50(46)2014-HR-II dated 23.9.2015

(378)

Sub:- Abroad Deputation Proposal – Mandatory information required.

This is in reference to proposals for deputation abroad in respect of Chief Scientist and above. DG, CSIR has taken the view that henceforth all proposals forwarded to CSIR-HQ for approval, should invariably contain the following details duly certified by CoFA/FAO of the laboratory:

a) Last two years visit details:

Period	Country visited	Purpose	Sponsoring Agency	Expenditure Details of the Project (Foreign Travel Component)		
				Total Allocation	Expenditure incurred	Remaining Balance

b) Time frame in sending the proposal to CSIR-HQ should strictly be adhered to as per clause 17 of Foreign Deputation Guideline 1996, or the proposal will not be processed.

c) This information is in addition to existing performa.

d) Copy of original project approvals/sanction.

Copy of CSIR letter No. 22-2(NIIST)/09 dated 1.10.2015

(379)

Sub:- Streamlining Action on Pubic Grievance – uploading of replies by the Labs/Units/Sections to the petitioner on CPGRAMS.

It is observed that in most of the cases of public grievance, the Labs/ Units / Concerned 'Sections/Divisions do not upload the replies to the petitioner on the portal, it is requested that in case, any letter or orders etc. are issued by the concerned for redress of the grievance or for not acceding to request for valid reason, the same may also be uploaded into the portal.

Nodal officers of Labs/ Units/ Sections/ Divisions are requested to note the above instructions for compliance to ensure effective redressal of public grievance.

Copy of CSIR letter No. (1)/PGO/2015 dated 7.10.2015

(380)

Sub:- Filling up of the vacancies of person with disabilities (PWDs) - Reg.

I am directed to refer to DoPT OM No. 36012/39/2014-Estt.(Res) dated 28.9.2015 on the subject cited above and to state that the position is being closely monitored by the Secretary, DoPT himself and he has now sought the progress report regarding filling up of vacancies for PWDs on or before 9th October, 2015.

In this context, attention is invited to this OM of even no. dated 6-5-2015 whereby instructions were issued to initiate and complete the process for filling up vacancies of PWD within a period of 4 months from the date of issuance of the said notification.

Further, instructions were also issued to forward copies of advertisements issued in pursuance of the special recruitment drive by the respective Labs/Instts. to CSIR Hqrs. by the first week of every month to monitor the same. However, none of the Labs/Instts. has responded so far.

In view of the above, it is requested that information with regard to filling up of the positions earmarked for PWDs and advertisements issued in this regard may kindly be forwarded to CSIR Hqrs. by 8.10.2015 positively through email attachments/fax, so that the said information may be forwarded to DoPT by the stipulated date.

This may be treated as most urgent and the reply must be furnished positively by 1400 hrs. Tomorrow.

Copy of CSIR letter No. 19-1(7)/2014/SC/ST Cell dated 7.10.2015

F.No. 36012/39/2014-Estt.(Res) dated 28.9.2015 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

Subject:- Meeting to monitor the progress for filling up of vacancies for Persons with Disabilities (PWDs) - reg.

The undersigned is directed to say that the Hon'ble Supreme Court in its Order dated 1.9.2015 in Contempt Petition No. 499/2014 noted that Union of India is committed to fill up the vacancies for Persons with Disabilities.

2. A meeting will be held at 2:30PM on 14th October, 2015 in Conference Room No. 190, North Block, New Delhi under the Chairmanship of the Secretary, Department of Personnel & Training to review progress in filling up of vacancies for Persons with Disabilities (PWDs).
3. It is requested that an Officer of the rank of Joint Secretary may be nominated to attend the above meeting.
4. The representatives who will be attending the above meeting may kindly be requested to bring copies of the new advertisements for filling up of such vacancies. The new

advertisements may also be got uploaded in the website of the O/o the Chief Commissioner for Persons with Disabilities and also in the website of Department of Empowerment of Persons with Disabilities.

5. A copy of the vacancy statement as reported to the Hon'ble Supreme Court concerning 13 Departments/Ministries is enclosed.

6. The progress in filling up of vacancies for PWDs by the Ministries/Departments may be intimated to this Department latest by 9.10.2015

(381)

Sub:- Strengthening of administration-Periodical review under FR 56(j) and rule 48 of (pensions) Rules, 1972 – reg.

I am directed to forward herewith following Office Memorandum for information, guidance and compliance.

S.NO.	Office Memorandum	Subject
01	Ministry of Personnel, Public Grievances and Pensions, DoPT OM No. 25013/01/2013-Estt. A-IV dated 11 th September, 2015.	Strengthening of administration-Periodical review under FR 56(j) and rule 48 of CCS (pension) Rules, 1972 - reg.
02	Ministry of Personnel, Public Grievances and Pensions, DP & PW OM No. 1/19/2014-P&PW (E)(i) dated 16 th March, 2015.	Enrolment for Aadhar numbers and seeding in service records of all employees – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 7.10.2015

No. 25013/01/2013-Estt. A-IV dated 11th September, 2015 of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training.

The undersigned is directed to refer to this Department's OM No. 25013/1/2013~Estt(A) dated 21/03/2014 on the periodical review under Fundamental Rule 56 or Rule 48 of CCS (Pension) Rules.

2. Various instructions issued on the subject deal with compulsory retirement under the above mentioned provisions. The Supreme Court has observed in State of Gujarat Vs. Umedbhai M. Patel 2001 (3) SCC 314 as follows:
 - I. Whenever the services of a public servant are no longer useful to the general administration, the officer can be compulsorily retired for the sake of public interest.
 - II. Ordinarily, the order of compulsory retirement is not to be treated as a punishment coming under Article 311 of the Constitution.

- III. "For better administration, it is necessary to chop off dead wood, but the order of compulsory retirement can be passed after having due regard to the entire service record of the officer."
 - IV. Any adverse entries made in the confidential record shall be taken note of and be given due weightage in passing such order.
 - V. Even un-communicated entries in the confidential record can also be taken into consideration.
 - VI. The order of compulsory retirement shall not be passed as a short cut to avoid Departmental enquiry when such course, is more desirable.
 - VII. If the officer was given a promotion despite adverse entries made in the confidential record, that is a fact in favour of the officer.
 - VIII. Compulsory retirement shall not be imposed as a punitive measure.
3. In every review, the entire service records should be considered. The expression "service record" will take in all relevant records and hence the review should not be confined to the consideration of the ACR / APAR dossier. The personal file of the officer may contain valuable material. Similarly, the work and performance of the officer could also be assessed by looking into files dealt with by him or in any papers or reports prepared and submitted by him. It would be useful if the Ministry/Department puts together all the data available about the officers and prepares a comprehensive brief for consideration by the Review Committee. Even uncommunicated remarks in the ACRs/APARs may be taken into consideration.
 4. In the case of those officers who have been promoted during the, last five years, the previous entries in the ACRs may be taken into account if the officer was promoted on the basis of seniority cum fitness, and not on the basis of merit.
 5. As far as integrity is considered, the following observations of the Hon'ble Supreme Court may, while upholding compulsory retirement in a case, may be kept in view;
The officer would live by reputation built around him. In an appropriate-case, there may not be sufficient evidence to take punitive disciplinary action of removal from service. But his conduct and reputation is such that his continuance in service would be a menace to public service and injurious to public interest.

S. Ramachandra Raju vs. State of Orissa
[(1994) 3 SCC 424]

Thus while considering integrity of an employee, actions or decisions taken by the employee which do not appear to be above board, complaints received against him, or suspicious property transactions, for which there may not be sufficient evidence to initiate departmental proceedings, may be taken into account, Judgement of the Apex Court in the case of Shri K. Kandaswamy, I.P.S. (TN:1966) in K. Kandaswamy vs Union of India & Anr, 1996 AIR 277, 1995 SCC (6) 162 is relevant here. There were persistent reports of Shri Kandaswamy acquiring large assets and of his getting money from his subordinates, He also indulged in property transactions which gave rise to suspicion about his bonafides.

The Hon'ble Supreme Court upheld his compulsory retirement under provisions of the relevant Rules.

6. Similarly, reports of conduct unbecoming of a Government servant may also form basis for compulsory retirement. As per the Hon'ble Supreme Court in State of UP and Others vs Vijay Kumar Jain,- Appeal (civil) 2083 of 2002;
If conduct of a government employee becomes unbecoming to the public interest or obstructs the efficiency in public services, the government has an absolute right to compulsorily retire such an employee in public interest.
7. Many changes in the nomenclature and in the areas of responsibility of various departments/Ministries have taken place. In order to simplify and speed up the procedure of review, a need is felt to reconstitute the Review Committees. In partial modification of the OM 25013/15/86-Estt (A) dated 27/06/1986, it has been decided that the Secretaries of the Cadre Controlling Authorities will constitute Review Committees consisting of two Members at appropriate level. The Review Committees in the case of various levels of employees will be as under;
 - (A) In case of officers holding Group A posts;
 - (a) In r/o ACC appointees:
Review Committee may be headed by the Secretary of the concerned Ministry/Department as Cadre Controlling Authority.
 - (b) In r/o Non-ACC appointees:
 - (i) Where there are Boards viz CBDT, CBBC, Railway Board, Postal Board, Telecom Commission, etc. the Review Committee may be headed by the Chairman of such Board.
 - (ii) Where no such Boards/Commissions exist, the Review Committee may be headed by Secretary of the Ministry/Department.
 - (B) in case of Group B (Gazetted) officers:
Additional Secretary/Joint Secretary level officer will head the Review Committee.
 - (C) In the case of Non-Gazetted employees;
 - (i) An officer of the level of Joint Secretary will head the Committee. However, in case the Appointing Authority is lower in rank than a Joint Secretary, then an officer of the level of Director/Deputy Secretary will be the head.
 - (ii) In the case of Non-Gazetted employees in other than centralized cadres, Head of Department/Head of the Organization shall decide the composition of the Review Committee.
8. CVO in the case of gazetted officers, or his representative in the case of non-gazetted officers, will be associated in case of record reflecting adversely on the integrity of any employee.
9. In addition to the above, the Secretary of the Ministry/Department is also empowered to constitute internal committees to assist the Review Committees in reviewing the cases. These Committees will ensure that the service record of the employees being reviewed, alongwith a summary bringing out all relevant information, is submitted to the Cadre Authorities at least three months before the due date of review.

10. The procedure as prescribed from time-to time has been consolidated and enclosed as Appendix to the OM issued by this Department on 21/03/2014. As per these instructions the cases of Government servant covered by FR 56(j), FR 56(1), or Rule 48(1) (b) of CCS (Pension) Rules, 1972 should be reviewed six months before he/she attains the age of 50/55 years, in cases covered by FR 56(j) and on completion of 30 years of qualifying service under FR 56(l)/Rule 48 of CCS (Pension) Rules, 1972 as per the following calendar:

S.No.	Quarter in which review is to be made	Cases of employees who will be attaining the age of 50/55 years or will be completing 30 years of service or 30 years of service qualifying for pension, as the case may be, in the quarter.
1.	January to March	July to September of the same year.
2.	April to June	October to December of the same year.
3.	July to September	January to March of the next year.
4.	October to December	April to June of the next year.

11. All Ministries/Departments are requested to follow the above instructions and periodically review the cases of Government servants as required under FR 56(j)/FR 56(l)/Rule 48(1) (b) of CCS (Pension) Rules, 1972.
12. Instructions on composition of the Representation Committees will be communicated separately.

(382)

Sub- Enrolment for Aadhar numbers and seeding in service records of all employees – reg.

In November, 2014, the Prime Minister has launched an Aadhaar – based biometric verification system “Jeevan Pramaan” to enable pensioners to submit a digital Life Certificate on-line. This is an important step in realising the vision of Digital India. This facility has been provided in addition to the other existing methods of submitting Life Certificate.

2. “Jeevan Pramaan” aims at sparing the pensioners and family pensioners the trouble of visiting the bank branch for submission of Life Certificates. It is possible to submit the Life Certificate from personal computer and laptops or by visiting a conveniently located Common Service Centre. Further, banks by linking Aadhaar number with bank accounts and PPO numbers will ensure authenticity of pension and other payments. This will also expedite commencement of family pension in the event of death of pensioner.
3. In view of the obvious advantages of using Aadhaar numbers all employees are advised to get themselves and their family members registered and obtain Aadhaar members immediately and not late than 30th June, 2015. Administrative Heads are requested simultaneously to seed all service books and employee databases so that this information

can be transferred to the Pension Payment Order (PPO) at the time of retirement or death during service.

4. All the Ministries/Departments are requested to launch special drives for Aadhaar enrolment in collaboration with UIDAI and advise all employees, especially those who are retiring in the next two years and those posted in remote areas, to get the Aadhaar numbers for themselves and their family members issued and submit the same to the Head of Office under proper acknowledgement.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 7.10.2015

(383)

Sub:- Grant of Transport Allowance to Central Government employees.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for information, guidance and compliance.

S.No.	Office Memorandum	Subject
1	Govt. of India, MoF, Dep. of Expenditure O.M No. 21(2)/2015—II(B) dated 6 th August, 2015.	Grant of Transport Allowance to Central Government employees.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 15.10.2015

No. 21(2)/2015—II(B) dated 6th August, 2015 of Government of India, Ministry of Finance, Department of Expenditure.

Reference is invited to Ministry of Finance, Department of Expenditure OM. No. 21(2)/2008-E.II(B) dated 29th August, 2008 regarding grant of Transport Allowance to Central Government employees, consequent upon implementation of the recommendations of the Sixth Central Pay Commission (6thCPC).

2. The Government has since considered the re-classification of cities/towns/localities as per Census-2011 (population criteria) for the purpose of Transport Allowance. Accordingly, the President is pleased to decide the revised classification of cities, towns and localities, for the purpose of grant of Transport Allowance at higher rates to Central Government employees, as per Annexure-I. Therefore, the table below para '1' of O.M. dated 29.08,2008 stands partially modified as under:-

Employees drawing Grade Pay of	Rates of Transport Allowance Admissible per month	
	Cities classified as per Annexure-1	All cities, towns and localities, other than those included in Annexure-I

Grade Pay of Rs. 5400/- and above	Rs. 3200/- plus Dearness Allowance thereon	Rs. 1600/- plus Dearness Allowance thereon
Grade Pay of Rs. 4200/-, Rs. 4600/- and Rs. 4800/-	Rs. 1600/- plus Dearness Allowance thereon	Rs. 800/- plus Dearness Allowance thereon
Those drawing Grade pay below Rs. 4200 but drawing pay in pay band equivalent to Rs. 7440/ and above.		
Grade pay below Rs. 4200 and pay in pay band below Rs. 7440/-	Rs. 600/- plus Dearness Allowance thereon	Rs. 400/- plus Dearness Allowance thereon

3. The revised classification of cities/towns/localities for the purpose of grant of Transport Allowance shall take effect from 1st April, 2015.

4. 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.

5. All other conditions mentioned in Department of Expenditure O.M No. 21(2)/2008-E.II(B) dated 29.08.2008 shall remained unchanged.

6. In so far as the persons working in the Indian Audit and Accounts Department are concerned, this Order issues in consultation with the Comptroller and Auditor General of India.

(384)

Sub:- Rotation of Staff posted at Sensitive and Non-sensitive Posts.

I am directed to state that keeping in view instructions pertaining to the above subject issued by CVC vide their circulars dated 15/04/1999, 04/1/2012 and 11/9/2013 and by DoPT vide their OM no. C-11020/1/2015-Vig. dated 14/9/2015, the Competent Authority has decided that in compliance of the aforesaid instructions, labs/institts. may suitably rotate the staff who have completed 5 years or more in particular seat/work.

Copy of CSIR letter No. 3/4/2015-EI dated 2.11.2015

(385)

Sub:- Re-classification/Upgradation of Cities/Towns on the basis of Census-2011 for the purpose of grant of House Rent Allowance (HRA) to Central Government Employees.

I am directed to forward herewith the following Office Memorandum issued by Government of India for information, guidance and compliance.

S.No.	Govt. of India, MoF, Dept. of	Subject(s)
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	Expenditure OM No. & date	
(1)	(2)	(3)
1.	MoF OM No. 2/5/2014-E.II (B) dated 21.7.2015.	Re-classification/Upgradation of Cities/Towns on the basis of Census -2011 for the purpose of grant of House Rent Allowance (HRA) to Central Government Employees.

Copy of CSIR letter No. 5-1(70)/2009-PD dated 17.11.2015

F.No. 2/5/2014-E.II (B) dated 21.7.2015 of Government of India, Ministry of Finance, Department of Expenditure.

Reference is invited to this Department's OM No. 2(13)/2008-E.II(B) dated 29.8.2008 relating to grant of House Rent Allowance (HRA) to Central Government employees on the recommendation of the 6th Central Pay Commission (CPC) whereby a list of cities/towns classified as "X", "Y" and "Z" for the purpose of grant of HRA for Central Government employees has been considered by the Government.

2. The President is pleased to decide that in supersession of all the existing orders relating to classification of cities/towns for the purpose of grant of HRA to Central Government employees, cities/towns shall now be re-classified as "X", "Y" and "Z" for the purpose of HRA as enumerated in the Annexure to these orders.
3. Consequent upon implementation of the recommendations of the 5th Central Pay Commission, certain cities/towns were placed in a lower classification as compared to their existing classification for HRA purpose, vide this Department's OM No. 2(30)/97-E.II(B) dated 3.10.97. However, these cities/towns were allowed to retain their existing 2(21)/E.II(B)/2004 dated 16.3.2005 & OM No 2(13)/2008-E.II dated 7.1.2009, As other cities/towns to which protection of retaining earlier higher classification was allowed, got upgraded during the intervening period and as on date only two cities i.e. Ajmer in Rajasthan and Durgapur in West Bengal were retaining such protection. Consequent upon upgradation of these two cities also on the basis of their population as per Census -2011, provisions contained in Para 3 of this Department's O.M No. 2(30)/97-E.II(B) dated 3.10.1997 which were allowed to further continue vide O.M dated 16.3.2005 & 7.1.2009, stand withdrawn/discontinued.
4. Special orders allowing 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 rates to Shillong, Goa & Port Blair vide this Department's OM No 2(13)/2008-E.II dated 4.3.2011, shall continue to be applicable till the recommendations of 7th CPC are considered by the Government.
5. These orders shall take effect from 1st April, 2015.
6. 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.

7. 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.
8. Hindi version is attached.

ANNEXURE
To OM No. 2/5/2014-E.II(B) dated 21.7.2015.

LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES

S.No.	States/Union Territories	Cities classified as "X"	Cities Classified as "Y"
1.	ANDMAN & 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.	HIMCHAL 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)	Balgaum (UA), HubliDharwad (M.Corpn.), Mangalore (UA), Mysore(UA), Guibarga(UA)

18.	KERALA	—	Kozhikode (UA), Kochi (UA), Thruvanathapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA).
19.	LAKSHADWEEP	--	--
20.	MADHYA PRADESH	--	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M.Corp.)
21.	MAHARASHTRA	Greater Mumbai (UA) Pune, (UA)	Amravati (M.Corp.) Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur(M.Corp.), Kolhapur (UA), Vasai-Virar City (M.Corp.), Malegaon (UA), Nanded-Waghala (M.Corp.), 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.Corp.)
29.	RAJASTHAN	--	Bikaner (M.Corp.), Jaipur (M.Corp.), Jodhpur (UA), Kota (M.Corp.), Ajmer (UA).
30.	SIKKIM	--	--
31.	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Colmbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32.	TRIPURA	--	--
33.	UTTAR PRADESH	--	Moradabad (M.Corp.), Meerut (UA), Ghaziabad*(UA), Aligarh (UA), Agra (UA), Bareilly (UA), Luchnow(UA), Kanpur (UA), Allahabad (UA),

			Gorakhpur(UA), Varanasi (UA), Saharnpur (M.Corp.), Noida* (CT), Firozabad (NNP), 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 hwhich are not covered by classification as X or Y are classified as Z for the purpose ofHRA.

(386)

Sub:- Recommendations of the 7th Central Pay Commission – reg.

With reference to Gol, Ministry of Finance, Deptt. Of Expenditure D.O No. 1-4/2015-E.III (a) dated 21s1 November, 2015 (Annexure-I) Director General, CSIR has been pleased to constitute a Committee comprising the following members to look into the recommendations of the 7th Central Pay Commission Report and give its suggestions for implementation of the same in CSIR.

1.	Dr. B.K. Mishra,Director, CSIR-IMMT	Chairperson
2.	Dr. Rajesh Gokhale, Director, CSIR-IGIB	Member
3.	Joint Secretary, (Admn.)	Member & Nodal Officer
4.	Financial Adviser	Member
5.	Head, Planning & Performance Division (PPD)	Member
6.	Sr. Deputy Secretary (Policy Division)	Member

Copy of CSIR letter No. 5-1(302)/2015-PD dated 9.12.2015

The Report of the 7th Central Pay Commission was subjected to the Government on 19.11.2015. A copy of the Report is placed on the website of Ministry of Finance (www.finmin.nic.in).

2. The process to examine the recommendations of the Commission has to commence immediately. An Empowered Committee of Secretaries chaired by Cabinet Secretary is being constituted to consider the recommendations in its entirety and after considering the views of all the Ministries/Departments as well as the Staff Associations and JCM. An Implementation Cell is also being created in this Ministry to process the recommendations bases on the views of the Ministries/Departments, Staff Association and JCM for submitting the matter for consideration of the Empowered Committee of Secretaries and

thereafter for approval of the Cabinet based on the conclusions arrived at by the Empowered Committee of Secretaries.

3. Thus, the process to consider the recommendations before it reaches a final shape for approval of the Cabinet requires consultation amongst all the Ministries/Departments who may formulate their opinion based on the views of Staff Associations under their administrative control.

4. Accordingly, it is requested that the following action may be taken on an urgent basis in your Department:

- I. A nodal Officer at the level of a Joint Secretary may be nominated immediately, whom the implementation Cell in this Ministry would be interacting with during the course of processing of the recommendation.
- II. The recommendations of the Commission may be examined in regard to issues concerning your Department and the views thereon may be furnished to this Ministry within three weeks.
- III. The recommendations of the Commission may be examined in regard to posts/cadre/service/organization under your Department and the views thereon may be furnished to this Ministry **within three weeks.**
- IV. While formulating the views of your Department the comments, if any, of any of the recognition Staff associations under the administration control of your Department, may also be obtained and taken into account.
- V. In case your Department has any view on any of the recommendations contained in the Report, even though it may not directly pertain to your Department, may also be furnished under a separate category within three weeks.
- VI. In case you have any other suggestion to make in this regard the same will be appreciated.

(387)

Sub:- 7th CPC recommendations and its implementation in CSIR- suggestions thereof.

I am directed to state that Director General, CSIR has constituted a committee under the Chairmanship of Dr. B.K Mishra, Director, CSIR-IMMT, Bhubaneswar to look into the recommendations of the 7th Central Pay Commission Report and give its suggestions for implementation in CSIR. In order to take a holistic view, the Committee in its 1st meeting held on 16.12.2015 has desired to obtain inputs / suggestions from different sections of employees (viz. Scientists, Technical staff. Administrative Staff, Isolated staff etc.) / recognized service associations of CSIR and JCM through respective Director / HoD's of the Lab,/ Instts, / Units latest by Monday, 21st December, 2015 as CSIR has to furnish its views to the Ministry of Finance on urgent basis.

The requisite information may kindly be forwarded by e-mail in .doc format to santoshk@csir.res.in.

Copy of CSIR letter No.5-1(302)/2015-PD dated 17.12.2015

(388)

Sub:- Instructions relating to payments/admissibility of traveling allowance to those officials who were deputed for Election. Duty in various cells of District Election Offices or CEO (Hq.) for a longer period-reg.

I am directed to forward herewith the following Circular issued by the Office of the Chief Electoral Officer, Kashmere Gate, Delhi for information, guidance and compliance:-

S.No.	Circular No. & Date	Subject
1.	Office of the Chief Electoral Officer CircularNo.CEO/Admn/104(13)/2015/Misc/38862-39109 dated 15.7.2015	Clarification regarding admissibility of Travelling Allowance to the staff who had attended duties.

The claim for travelling of those officials who were deputed for Election Duty in various cells of District Election Officers or CEO (Hq.) for a longer period may be settled accordingly.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 18.12.2015

F.No. CEO/Admn./104(13)/2015/Misc/38862-39109 dated 15.7.2015

Subject:- Clarification regarding admissibility of Travelling Allowance to the staff who had attended duties.

This is in continuation of this office Circular No. CEO/B&A (109) (50)/2009-LA/24025-24272 dated 2.3.2015 regarding admissibility of Travelling Allowance for election duty. On receiving letters/representations from various departments/officials seeking clarification therein, the matter was consulted with the Finance Deptt. Govt. of NCT of Delhi. The Under Secretary, Finance (Accounts) Department, vide letter F.No.20/16/2015-AC/141 dated 25.6.2015 has clarified that:

As per provisions contained in GOI's Order No. (2) below SR 71, the phrase 'Local Journey' shall be construed to mean a journey within the municipal limits or city in which the duty point is located. Travelling Allowance for a local journey shall be admissible if the temporary place of duty is beyond 8 km from the normal place of duty irrespective of whether the journey is performed by the Govt. Servant from his residence or from the normal place of duty.

Therefore, all the Head of Departments/Nodal Officers Govt. of India, Govt. of NCT of Delhi, all autonomous bodies, District Election Officers/SDM (Elections), are hereby requested to settle the Travelling Allowance Claims for election duty as per opinion given by the Finance Department, Govt. of NCT of Delhi in the above said letter (copy enclosed).

This issues with the prior approval of Chief Electoral Officer, Delhi.
F.No. 20/16/2015-AC/141 dated 25.6.2015

Kindly refer to your letter No. CEO/Admin/104(13)/2015/Misc/31483 dated 7.5.2015 on the subject cited above. I am directed to state that FD has not issued any

order regarding payment of Travelling Allowance to the staff deputed on Delhi Legislative Assembly Election 2015 duty. However, Pr. Accounts Office has circulated the Orders vide their OM dated 16.2.2015 regarding the rates of remuneration payable to the staff deployed on General Election to Delhi Election 2015 (copies of the said OM is enclosed for ready reference).

I am also directed to state that as per the provisions confined in GOI's Order No. 2 below SR 71 the phrase local journey shall be construed to mean a journey within the municipal limits or city in which the duty point is located. Travelling Allowance for a local journey shall be admissible if the temporary place of duty is beyond 8 km from the normal place of duty irrespective of whether the journey is performed by the Govt. Servant from his residence or from the normal place of duty.

This issues with the approval of Pr. Secretary (Finance).

(389)

Sub:- Forwarding of Applications of CCos for outside employment (Direct/Deputation) through proper channel - reg.

I am directed to state that keeping in view the acute shortage of manpower in CSIR especially of CCOs, DG, CSIR has been pleased to approve the following:-

- I. Applications of all CCOs (Group A' & 'B') for Direct Recruitment positions to outside organizations will be forwarded on immediate absorption basis only (without retention of lien at CSIR).
- II. Applications to outside organisations on deputation basis will be forwarded for Group 'A' CCOs only. Applications of Group 'B' CCOs for deputation to outside organisation will not be forwarded.

The application which have already been forwarded by this office/pending in this office will also be governed by the aforesaid instructions.

These instructions will be operative temporarily for a period of one year from the date of issue of the order.

(390)

Sub:- Instructions regarding time limit for holding examinations / interviews from the date of advertisement for the post under direct recruitment -reg.

The undersigned is directed to refer to the subject and to say that it has come to notice of this Department that there are instances of a long time lag between the date of advertisement for the vacancy and date of examination or interview. This delay may deny the opportunity to fresh candidates who become eligible during that period, while creating an atmosphere of uncertainty to candidates who have applied.

2. All Ministries / Departments are, therefore, requested that while initiating the recruitment process to fill vacant posts(s) by the method of direct recruitment in their Ministries /

Departments, it may be ensured that the entire recruitment process including and starting from advertisement, conducting written examination or holding of interview may be completed within six months.

3. The administrative Ministries / Departments may issue similar instructions to autonomous bodies / PSUs / statutory bodies under their administrative control.

Copy of CSIR letter No. Misc-14017/15/2015-Estt.(RR) dated 11.1.2016

(391)

Sub: Implementation of ERP in CSIR Hqrs. – reg.

Council of Scientific and Industrial Research is in process of implementing centralized ERP in CSIR Hqrs. and its Labs/Instt. Under “One CSIR Transformation Process” to simplify workforce administration, business processes and improve work efficiency across CSIR and its Institutes.

It has been decided that all the employees of CSIR Hqrs. will henceforth apply for the ESS (Employee Self Service) online via ERP Module (One CSIR Portal) with effect from 20.1.2016 only:-

1. Diarization of Dak/Files of the division through ERP only.
 2. Submission of the following personal claims etc. through ERP w.e.f. 20.1.2016 only:-
 - i. All kinds of leave applications
 - ii. GPF
 - iii. Tuition fee claim
 - iv. Medical reimbursement
 - v. NOC for passport/visa etc.
 - vi. HBA Loan
 - vii. TA etc.
 - viii. All Kinds of Advances
 3. It shall also be ensured that hard copy of applied claim reach the Concerned Division for record till everyone is comfortable using ESS (Employee Self Service).
 4. No manual applications/claims except the hard copies of the applied claims to be entertained after issue of this Office Memorandum.
 5. For any assistance/queries, Central Office may be contacted.
- Compliance of above instructions is solicited.

Copy of CSIR letter No. 6-20(1)/2013-E.III dated 19.1.2016

(392)

Sub:- Implementation of AEBAS in CSIR Hqrs with immediate effect.

DG, CSIR in view of the AEBAS has approved implementation of flexi-time scheme in CSIR Hqrs. (including IPU, TKDL, HRDC, URDIP, HRDG Complex, Science Center

Guesthouse and Maharani Bagh Guesthouse) with immediate effect. The scheme envisages the following

1. All employees need to complete 40 working hours (excluding half an hour for lunch) per week. A cushion of 1 Hr 30 mins for in-time and out-time respectively shall be given to employees.
2. The flexi-time window is as follows:
 - a. Login Time 8.15 AM to 9.45 AM
 - b. Logout Time 4.45 PM to 6.15 PM
- c. Employees are required to complete 40 working hours (excluding half an hour for lunch) in 5 working days within the proposed time bracket on a weekly basis.
3. In case an employee falls short of completing 40 working hours in a week, half day CL shall be deducted for a shortfall of up to 4 hours and so on. For example if total attendance duration for 1 week is 36 hours Half day CL shall be deducted, if attendance duration is 33 hours then 1 Full day CL shall be deducted and so on. Or else the employee will have to make up for the no. of hours of shortfall in the following month.
4. Employees are required to punch in-time and out-time in the AEBAS installed machines within office premises or any other Govt. office in case of meetings/conference outside office and also while going out of office for personal reasons.
5. Monthly reports for AEBAS attendance shall be provided to Section/Division heads by Nodal Officer, AEBAS. The same shall be verified, approved by Section/Division heads and forwarded to Central Office for further necessary action on monthly basis.
6. Necessary efforts shall be made by Nodal Officer, AEBAS to enter required data of reporting/reviewing authorities in AEBAS portal in consultation with NIC for a comprehensive record of attendance.
7. Magnetic cards previously used by employees to punch-in time and out time henceforth be discontinued. HoDs may device their own mechanism to monitor attendance in any manner as deemed fit by them.
8. The employees willing to login in earlier then 8.15 AM or leave later than 5.30 PM are free to do so in consultation with respective HODs.
9. The said attendance system in AEBAS is to be implemented in letter and spirit and no employee is exempted from the attendance provisions. In case, if some employees do not punch-in or punch-out the attendance in AEBAS for whatever reasons, then they shall be treated as absent and HODs to report such cases to Central Office for needful action as per rules.

All HODs/section and divisional heads may take necessary action in compliance of the above.

Copy of CSIR letter No. 8-6(2)/2014-Security dated 20.1.2016

(393)

Sub:- Central civil services(leave travel concession) Rules, 1988 - fulfillment of procedural requirements - regarding.

I am directed to forward here with following office memorandum for information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	DoPT OM No. 31011/3/2015-Estt. (A.IV) dated 18.2.2016.	Central Civil Services(leave travel concession) rules, 1988 - Fulfillment of procedural requirements regarding.

Copy of CSIR letter number 5 - 1(17) / 2008 - PD dated 7.3.2016

F.No. 31011/3/2015-Estt. (A.IV) dated 18.2.2016 of Government of India, Ministry of personnel, public grievances and pensions department of personnel and training

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

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

S.NO.	Course of action	time limit
1.	Leave sanction	5 working day + 3 working days
2.	Sanction of LTC advance/ leave encashment	5 working day + 3 working days
3.	Time taken by administration for verification of LTC claim after the LTC bill is submitted by the government employee for settlement.	10 working days + 3 working days
4.	Time taken by did DDO	5 working day + 3 working days
5.	Time taken by PAO	5 working day + 3 working days

*(a) additional 3 days Transit Time maybe allowed in cases where the place of posting of the Government employees is away from their headquarters, the government employee may proceed on LTC after action on serial number 1.

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

Proforma for self certification by the government employee

I Sh./ Smt./Kr. (name of the government servant) wish to confirm that I am availing..... (Home town/ any place in India) LTC in respect of self/ family member(s) for the block year..... to visit(place of visit) during.....(dates of journey). it is stated that I or the family member for whom I wish to avail LTC has/ have not availed of the same before in the present block.

2. The particulars of members of family in respect of whom the leave travel concession Is been claimed are as under:-

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

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

N.B. the government employee may share interesting insights and pictures, if any, of the destination visited While availing LTC on an appropriate forum.

Guidelines

1. Please ensure that you have applied for leave and submitted the self certification form to your administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to home town Can be availed once in a block of 2 years and LTC to any place in India may be availed once in a four year Brock. if not availed during these blocks, the LTC may also be availed in the first year of the following block.
3. Please note that the current 2 years block is 2016 - 17 and the current 4 year block is 2014 - 17.
4. In case of fresh recruits, LTC to hometown is allowed on three occasions in a block of 4 years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years available after joining the government service for the first time. (for details, please refer to DoPTs OM no. 31091 / 7 / 2013- Estt. (a-iv) dated 26.9.2014 available on www.persmin.nic.in<<OM & orders'<<frequently asked questions (hqrs) on LTC entitlement of a fresh recruit)
5. A fresh recruits me at his option choose to avail LTC under the normal LTC rules as applicable to other government employees. In case he/ she will other LTCs as admissible to the fresh recruits in that block of 4 years.

6. The retiring government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement .
7. The journey on LTC are to be undertaken in the untitled class of the government servant in public/ government transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever public transport is not available, assistance shall be allowed for the private transport subject to the certification from an appropriate authority that no other public/ government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the state government/ governments/ transport authority concerned and are authorized to ply as public carriers.
9. If a government servant Travels on LTC up to the nearest airport/ Railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by own arrangements(such as personal vehicle or private taxi etc.) while the public transport system is already available in that part, then he may be allowed the fair reimbursement till the last point where he has travelled by the authorized mode of transport. This will be subject to the undertaking from the government employee that he has actually travelled to the declared place of visit and is not claiming the fair reimbursement for the part of journey performed by the private owned/operated vehicle.
10. Government servant may apply for advance for himself and/ or all his family members 65 days before the proposed date of the outward journey and he/ she is Required to produce the tickets within 10 days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local Journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is:
 - within 3 months of completion of Return journey, if no advance is drawn;
 - within one month of completion of Return journey, if advance is drawn.
13. Government employees entitled to travel by air are required to travel by Air India only in economy class at LTC - 80 fare or less unless permitted to do by any general or specific provision.
14. Government employees not entitled to travel by air may travel by any airline, however comma reimbursement in such cases shall be restricted to the fare of the entitled class of train/ transport or actual expenses, whichever is less.
15. In all cases whenever a government servant claims LTC by air, he/ she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz. M/s Balmar Lawrie & CO. Ltd/ M/s Ashok tours and travels Limited/ IRCTC. Booking of tickets through any other agency is not permissible.

Travel on tour packages is not allowed, except in the case of tools conducted by Indian Tourism Development Corporation(ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation(IRCTC). In such cases, only the fare component and

certificate that the journey was actually performed by the government servant and his family members for which he/ she is claiming the leave travel concession.

Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

(394)

**Sub:- Verification of qualifying service after 18 years and 5 years before retirement-
regard**

I am directed to forward here with following office memorandum for information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	DoP& PW OM No. 41/ 21/ 2000- p & PW(D) dated 12.08.2015	Issue of pensioners identity card to pensioners- regarding. Formats for pensioners ID card for CSIR employees under Central civil services(pension) rules 1972 (or other corresponding rules) and CSIR employees, under new Pension scheme are attached herewith.
2.	DoP & PW OM No. 41/ 21/ 2000- p & PW(D) dated 20.08.2015	Issue of pensioners identity card to pensioners- regarding.
3.	DoP &PW OM No. 41/ 21/ 2000- p & PW(D) dated 17.12.2015	Issue of pensioners identity card to pensioners- regarding.
4.	DOP and PW OM No. 1/ 19/ 2013- p & PW(E) dated 16.9.2015	Verification of qualifying service after 18 years and 5 years before retirement- regard

Copy of CSIR letter No. 5- 1(17)/ 2008- PD dated 07.03.2016

F. No 41/41/ 21/ 2000- P & PW(E) dated 16.9.2015 of Government of India Ministry of personnel, public grievances and pensions, department of pension and pensioners welfare

It has been observed by this department that processing of pension cases of the employees retiring from the government service quite often get delayed on account of the issues relating to verification of service from time to time by the concerned authorities during the service of the concerned employee. All the detailed instructions regarding

verification of service have been issued by Department of Personnel and Training and by this department. These instructions are not meticulously followed there by resulting in delay in sanctioning of retirement benefit of the employees.

2. Rule 32 of the CCS (pension) Rules, which existed prior to December , 2012 provided for issuing of a certificate in form 24 by the head of office in consultation with by the account officer regarding completion of qualifying service of 25 years. These rules have been amended subsequently and as per the existing provisions, a certificate regarding qualifying service is required to be issued by the HOO after completion of 18 years of service and again 5 years before the date of retirement of an employee. Who further provide that verification done under that rule shall be treated as final and shall not be reopened except when necessitated buy a subsequent change in the rules and orders governing the conditions under which this service qualifies for pension.

3. It has been noticed that the certificates regarding qualifying service or not invariably issued to the government servant as required under the rules. All Ministries/ depart department etc. are therefore requested to bring these provisions To the notice of heads of offices and PAQs for strict compliance. Non- compliance of this statutory requirements may be viewed seriously.

4. In order to review status regarding compliance of this rules, all Ministries/ departments are requested that the information may be collected from all establishments/ office under them and the same may be compiled and send to this department by 15th October , 2015 in the enclosed performa.

F.No. 41/ 21/ 2000- p & PW(D) dated 12. 08. 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject:- Issue of pensioners identity card to pensioners- regarding.

The undersigned is directed to say that the instructions were issued by this Department vide OM No. 41/21/2000-P&PW(D) dated 16.11.2000 for issue of Identity Cards to Central Government pensioners. The instructions were reiterated/clarified vide this Department's OM of even number dated 30.4.2013 and 25.7.2013. It has been observed that various Departments/Offices are either not issuing pensioners Identity Cad to the retired employees or the Identity Card are not in the format prescribed vide this Department's OM dated 25.7.2013.

2.The matter has been reviewed in this Department. It has been decided that apart from the details already prescribed, the Pensioners Identity Card should include the Aadhaar Number of the pensioner (if available). Accordingly, a revised format for the pensioners Identity Card is enclosed (Annexure-I and Annexure-II).

3.Further, the following specifications are laid down for the pensioners Identity Card to be issued by the Departments/Offices from which the pensioner retired;

- i. The pensioners Identity Card should be in the prescribed format.
- ii. The Identity Card should be of the standard size of 8 ½ cm x 5 ½ cm.

- iii. The Pensioners Identity Card should be printed (and not hand written) on good quality paper of 125 GSM or equivalent.
- iv. The Identity Card would be got laminated by the Department/Office before handing it over to the pensioner.
- 6. All Departments in the Government of India are requested to issue suitable instructions to the Offices under their control to invariably issue Identity Card to the pensioners in accordance with the instructions issued by this Department.

Annexure-I

Format for Pensioners Identity Card, under Central Civil Services (Pension) Rules, 1972 (or other corresponding rule).

(Front)

Pensioner's Identity Card
Council or Scientific & Industrial Research
(Ministry of Science & Technology, Government of India)

No.

Name
Res. Address
Telephone No.
Blood Group

Space for Signature of
Photograph Card holder

Signature of
Issuing Authority
with Seal

(Reverse)

Date of birth
Date of Superannuation/retirement
Pay scale on retirement
Pay held on Retirement
Last Pay
PPO No. and date
Aadhaar No. (If available)
Any Other Information

Annexure-II

Format for Pensioners Identity Card retiring under New Pension Scheme

(Front)

Pensioner's Identity Card
Council or Scientific & Industrial Research
(Ministry of Science & Technology, Government of India)

No.

Name

Res. Address

Telephone No.

Blood Group

Space for
Photograph

Signature of
Card holder

Signature of
Issuing Authority
with Seal

Covered under NEW PENSION SCHEME

(Reverse)

Date of birth

Date of Superannuation/retirement

Pay scale on retirement

Pay held on Retirement

Last Pay

PPO No. and date

Aadhaar No. (If available)

Any Other Information

F.No. 41/41/ 21/ 2000- p & PW(D) dated 20. 08. 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject:- Issue of pensioners identity card to pensioners- regarding.

The undersigned is directed to say that the revised instructions laying down guidelines/specifications for issue of Identity Card for pensioners have been issued vide this Department's OM of even no. dated 12.8.2015 (coy enclosed). The matter has been reviewed further and in communication of the aforesaid OM dated 12.8.2015, it has been decided that the Identity Card to pensioners retiring from the Central Government offices in Delhi and other Metropolitan cities/big cities may be printed as Plastic Cards with the help of PVC Thermal Printer with 600 DPI resolutions. In case such facility for printing of Plastic Card is not available in the office from where the employee is retiring, to Pensioners Identity Card may be got printed locally from the market.

2. All Departments in the Government of India are requested to issue suitable instructions to the Offices under their control in metropolitan cities/big cities to invariably issue Identity Card to the pensioners in accordance with the above instructions.

F.No. 41/41/ 21/ 2000- p & PW(D) dated 17.12.2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

Subject:- Issue of pensioners identity card to pensioners- regarding.

The undersigned is directed to say that the revised instructions laying down /specifications for issue of Identity Card for pensioners have been issued vide this Department's OM of even no. dated 12.8.2015 and 20.8.2015. Meetings were also taken on this issue by Secretary. (Pension with the representatives of all Ministries/Departments on 3rd, 4th September, 2015. A copy of the minutes of the meeting is again sent herewith.

2.This Department has procured a duplex thermal Colour Printer. This printer was launched by Hon'ble MOS(PP). Specimen copy of Identity Card is enclosed.

3.It is requested that necessary action to issue Plastic Identity Cards to the employees retiring from your Ministries/Departments and attached and subordinate offices under your control may be taken. In house outside printing facility may be used as appropriate depending on the requirement.

(395)

Sub:- Referring the proposal for continuation of post to Dept. of expenditure- regarding

I am directed to forward herewith following office memorandum for information, guidance and compliance.

Sl.No.	Office memorandum No.	Subject
1.	Department of Expenditure, MoF OM number 7(3)/E.Coord-I/2015 dated 11. 09. 2015	Referring the proposal for continuation of post to Dept. of expenditure- regarding

Copy of CSIR letter No. 5- 1(17)/ 2008- PD dated 07. 03. 2016

F.No. 7(3)/E.Coord-I/2015 dated 11. 09. 2015 Top government of India, Ministry of Finance, Department of Expenditure

Reference is invited to this department's OM No. 7(2)-E-Coord/95 dated 30. 05. 1995 regarding procedure for continuation/ creation of high level posts. Some Ministries/

depart department have sought clarification from this department whether proposals for continuation of posts below JS level also require approval of this department.

2. The matter has been considered in this department and with the approval of competent authority it has been decided that, henceforth, proposals only for continuation of JS and above level posts may be referred to this department with the approval of IFD. So far as post below JS level are concerned, continuation of such posts may be decided by the department, in consultation with Integrated Financial Division.

3. It is, however, clarified that if the said Posts are vacant and have come into deemed abolition category, they would need to be referred to this department as per extent instructions for Revival.

(396)

Sub: Tax benefit available under National Pension System (NPS) – reg.

I am directed to forward herewith following letter for information, guidance and compliance.

S.No.	Letter No.	Subject
1.	Letter No. PFRDA/23/CORP/20/5 dated 25.2.2016 received from PFRDA.	Tax benefit available under National Pension System (NPS) – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 7.3.2016

F.No. PFRDA/23/CORP/20/5 dated 25.2.2016

You would be aware that under the National Pension System (NPS), the subscribers can avail of tax benefit under Sec 80CC D(1), up to 10% of their salary (basic + DA) which is capped at Rs. 1.50 lakhs under section 80CCE, From FY 2015-16, an additional tax deduction over and above the Rs. 1.5 Lakhs, is available only to subscribers of NPS if they invest upto Rs. 50,000 in NPS under Sec 80CCD(IB) of the Income Tax Act. Any citizen of India including persons covered under old defined benefit Pension Scheme can open NPS account on voluntary basis and avail of the tax benefit u/s 80CCD (IB) by contributing additionally Rs. 50,000/- to NPS.

2. This additional tax benefit on investment upto Rs. 50000/- provides an opportunity not only to those employees who are mandatorily covered under NPS, but also to all other employees who may be covered under old pension scheme/provident fund/superannuation fund, as well as to any other Indian citizen between 18 to 60 years of age, to avail of this tax benefit by opening an NPS account on voluntary basis and by investing the required amount.
3. PFRDA has provide an easy and convenient way to subscribe to NPS by recently introducing eNPS, which any individual can make use of to join NPS. A new subscriber can adopt the following eNPS methods for joining NPS.

- a. Using Aadhaar card issued by UIDAI which is authenticated through OTP received from UIDAI on the registered mobile of the applicant. In this case, the subscriber can instantly get himself/herself registered. He/she has to simply visit the eNPS module in NPS Trust website at www.npst.org.in.
- b. Using PAN and net banking of the selected bank chosen by the subscriber. In this case KYC verification is done by the Bank. The NPS account gets activated only after KYC verification by Bank. He/ She has to go to eNPS module in NPS Trust website at www.npstrust.org.in.
4. A new subscriber can also open an account physically through any of the Points of Presence- Service Provider (POP-SP). The list is available on www.pfrda.org.in.
5. Therefore, your employees who are not NPS members can open their NPS account and make contributions using any of the three options mentioned above. Existing NPS subscribers can also make additional contributions to avail of the tax benefit by using any of the options as stated above.
6. Contribution upto Rs. 50000/- in NPS for the additional tax benefit in the currency year has to be made by 31.3.2016 and it is important that this message be conveyed to all your staff members and employees right upto the level of DDOs/DTOs, at the earlier. This will definitely help in their tax planning.
7. We request you to disseminate the above information to all concerned.

(397)

Sub:Implementation of Jeevan Pramaan – reg.

I am directed to forward herewith following DO Letter for information, guidance and compliance.

S.No.	DO Letter No.	Subject
1.	DO No. 1/18/2015-P&PW(E) dated 28.8.2015 from Secretary, DoP&PW, Govt. of India.	Implementation of Jeevan Pramaan – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 29.3.2016

D.O. No. 1/18/2015-P&PW(E) dated 28.8.2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pension and Pensioners welfare.

As you are aware, the Hon'ble Prime Minister has directed that for the successful implementation of Jeevan Pramaan –an Aadhaar based life certification system, the exercise of seeding of Aadhaar numbers in the pension accounts and their linking with the correct PPO numbers should be completed in a time bound manner by the 3rd week of September, 2015.

2. This department had earlier requested all Ministries/Department, vide OM No. 1/19/2014-P&PW(E), dated 16th March, 2015 (copy enclosed) to launch special drives for Aadhaar

enrolment. It was also requested that efforts be made to seed service books and employee databases with Aadhaar numbers so that this information could be transferred to the Pension Payment Order (PPO) at the time of retirement or death during service.

3. One of the reasons for very low indication of Aadhaar in PPOs could be that some Heads of Officers are still using old Form 5 which had no provision for Aadhaar number.
4. I would therefore, request you to instruct all Heads of Offices in your Ministry/Department, including subordinate/attached offices and statutory organisations, to ensure that all Pension papers are processed in revised Pension Forms (available on the department's website <http://www.persmin.nic.in>) and that for retiring employees who do have Aadhaar number, the same may be reflected in the PPO. However, it is to be noted that processing of pension papers should not be held up for want of Aadhaar number and this can be separately intimated to the PAO after the papers have been sent to him.

(398)

Sub:- Residents of the state of Jammu and Kashmir (Relaxation of upper age limit for Recruitment to Central Civil Services and Posts) Amendment Rules, 2015 - Regarding

I am directed to forward here with following office memorandum for information, guidance and compliance.

S.No.	Office Memorandum	subject
1.	DoPT OM No. 15012 / 1 / 2014 - Estt.(D) dated 23.10..2015	Residents of the state of Jammu and Kashmir (Relaxation of upper age limit for Recruitment to Central Civil Services and Posts) Amendment Rules, 2015 - Regarding

Copy of CSIR letter No. 5-1(22)/2008-PD dated 29.3.2016

[To be published in the gazette of India extraordinary,
part -II, section 3 sub-section(i)]

F.NO. 15012 / 1 / 2014 - Estt.(D) dated 23.10..2015 Of Government of India, Ministry of Personnel Public Grievances and Pensions, Department of Personnel and Training

Notification

G.S.R. (E) In exercise of the powers conferred by the proviso to article 309 and clause(5) of article 148 of the constitution and after consultation with the Comptroller and Auditor General of India in relation to the persons Serving in the Indian Audit and accounts department, the President hereby makes the following rules further to amend the residents of the state of Jammu and Kashmir (Relaxation of upper age limit for recruitment to Central civil services and posts) rules, 1997, namely:-

1. (1) These rules may be called the residents of the state of Jammu and Kashmir (Relaxation of upper age limit for recruitment to Central civil services and posts) Rules, 2015
 (2) they shall come into force on the date of their Publication in the official gazette.
2. In the residents of the state of Jammu and Kashmir(Relaxation of upper age limit for recruitment to Central civil services and posts) rules, 1997, in Rule 1, in sub rule (3), for the figures 2015, the figures 2017 shall be substituted.

(399)

Sub:- Discontinuation of interviews for various junior level posts in CSIR - regarding

Ref: 1. DoPT OM No. 39020/ 01/ 2013- Estt.(b) dated 9. 10. 2015

2. DoPT OM No. 39020/ 01/ 2013- Estt.(b) dated 29. 12.2015

In pursuance of the office memorandum issued by Government of India, Ministry of Personnel Public Grievances and Pensions(DoPT) referred above the acceptance of the recommendations of the committee of secretaries regarding discontinuation of interviews at the lower level posts , DG, CSIR as chairman, governing body has approved that in supersession of all the instructions issued earlier, the practice of interview In the following non gazetted posts in CSIR, while conducting recruitment against Direct Recruitment Quota(DRQ) vacancies through all modes be discontinued with immediate effect:

S.No.	Post/Designation	Pay Scale/Grade Pay in Rs.	Category	Mode of Selection	Revised Mode of Selection
1.	Technical Asst. [erstwhile Gr. III(1) & III(2)]	9300-34800+GP 4200 (PB-2)	Technical	Interview	Trade Test/Skill Test
2.	Gr. II (Technician)	5200-20200+GP 1900 (PB-1)	Technical	Trade test & Interview	Trade Test
3.	Gr. I (Lab Attendant)	5200-20200+GP 1800 (PB-1)	Technical	Trade test & Interview	Trade Test
4.	Asst. Gr. I (Gen/F&A/S&P) (erstwhile Asstt.)	9300-34800+GP 4600 (PB-2)	Administrative	Written test & interview	Written Test
5.	Asst. Gr. III (Gen/F&A/S&P) (erstwhile LDC)	5200-20200+GP 1900 (PB-1)	Administrative	Written test & Typing Test + interview	Written & Typing Test
6.	Jr. Hindi Translator	9300-34800+GP 4200 (PB-2)	Isolated	Written test / interview	Written Test
7.	Security Asst./Watch and Ward Assit. And Ward Asst.	9300-34800+GP 4200 (PB-2)	Isolated	Interview	Skill/Physical Test & Personality Assessment Test
8.	Receptionist	9300-34800+GP 4200 (PB-2)	Isolated	Interview	Personality Assessment Test
9.	Driver	5200-20200+GP 1900 (PB-1)	Isolated	Trade test &	Trade Test

				Interview	
10.	Gr. D (Non-Tech) & Safaiwala/Washboy (Canteen and Bearer, Tea/Coffee Maker (Canteen) (now classified as Gr. C and known as MTS staff	5200-20200+GP 1800 (PB-1)	Administrative	Written test & interview	Trade Test

Thus, wherever, recruitment rules specify the process of recruitment which includes conduct of interview, the same stands amended accordingly. However, it is clarified that trade test/ skill test, physical test(PT) and personality assessment test being different from interview, such tests may continue to be undertaken.

Further, keeping in view of the various ongoing recruitment process in group B and C posts in CSIR headquarter/ Labs/ institutions, the following is clarified:-

1. In cases of notification(s) for employment to posts against Direct Recruitment Quota vacancies, already issued before 31.12.2015 for recruitment, with interview as a component and the process is completed and over of appointments have been issued , in such Vacancies are to be filled up on the terms and conditions of recruitment rules already advertised.
2. In cases of notification(s) for employment to pose against direct recruitment quota vacancies, already issued before 31.12. 2015 for recruitment with interview as a component and interview has already been conducted but result has not been declared, in such cases merit list for selection is to be made on the basis of written marks only and without adding the marks of interview
3. In case of notifications for employment to posts against direct recruitment quota vacancies, already issued before 31.12.2015 for recruitment with interview as a component and interview has not been conducted, small corrigendum may be issued in the same newspapers stating that as per latest GOI instruction there will be no interview.
4. In case where notifications for employment to posts against direct recruitment quota vacancies, already issued for recruitment after 31. 12. 2015 with interview as a component, the same may be re-notified as per the amended rules

It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

Copy of CSIR letter No. 5-1(315)/2015-PD dated 8.4.2016

F.No. 39020/ 01/ 2013- Establishment(b) dated 9th October, 2015 of Government of India Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training.

Subject: Discontinuation of interviews for various junior level posts in the Government of India- Recommendation of committee of secretaries(COS)

The undersigned is directed to refer to this departments DO letter of even number dated 4. 9. 2015 where by it was requested that and exercise for identifying lower level posts in your Ministry/ Department for which interviews could be dispensed with should be undertaken.

2. In this connection it is informed that the committee of secretaries(COS) in its meeting held on 14. 9. 2015, while considering a note on the subject mentioned above has made the following recommendations:-

- i) Interview will be dispensed with for all group C and group D which are now classified as Group C posts. Interview should also be discontinued for non gazetted posts of Group B category.
- ii) The process of doing away with interview for this posts will be completed by 31. 12. 2015
- iii) Specific and isolated group B non gazetted posts for which any particular department considered interview absolutely essential, clearance of Department of Personnel and Training would need to be obtained. It is clarified that since the skill test and physical test are different from interview such tests may continue.
- iv) In those cases pertaining to non gazetted group B posts and group C and D posts, where recruitment rules specify the process of selection which includes conduct of interview, the Ministries/ authorities concerned with take necessary steps to carry out the requisite amendment to the recruitment rules immediately.
- v) For advertisements already done for selection with interview as a component, posts could either be Re advertised, or if urgency or any other reason requires so, the ongoing process may be completed.

3. It was also suggested that a periodic review of the progress made in the implementation of no interview recruitment for junior level posts by the authorities/ secretaries concerned. DoPT will monitor the overall progress and bring up status report by the first fortnight of January 2016.

4. in view of the above recommendations and as requested earlier you may please inform this department about the decision/ progress made in this regard in your Ministry/ department. The status report may kindly be furnished by 16. 10. 2015.

F.No. 39020/01/2013-Estt(B)-Part dated 29th December, 2015 of Government of India Ministry of Personnel Public Grievances and Pensions, Department of Personnel and Training

The undersigned is directed to refer to this department's OM of even number dated 4.9.2015 and sub subsequent OM's dated 9th October, 2015, 9th November 2015 on the above subject seeking detailed information on the progress made/ action taken in the matter:-

2. It is informed that Secretary(Personnel) had convened meeting on 14th December, 2015 and 17 December, 2015 to review the progress of implementation of the no interview recruitment proposal and to get the updated status on the decision/ progress made by the various Ministries/ departments. Keeping in view the queries raised by the representative of various Ministries/ depart department the following is once again clarified:-

- a) The decision to discontinue interview for recruitments is for all group C, group D (which are now free classified as Group C) posts and for non gazetted posts of group B category and all such equivalent posts.
 - b) The no interview recruitment proposal has to be implemented for all the junior level post in Government of India Ministries/ Departments/ Attached Office/ Subordinate Office/ Autonomous bodies/ public sector undertakings.
 - c) Instructions issued by the Department of Public Enterprises on 14th December, 2015 vide OM number DPE-GM to all administrative Ministries concerned with c p s e s under them with advice to dispense with the practice of interview(copy enclosed)
 - d) The timelines set regarding completing the process of the discontinuation of interview by 31. 12.2015 has to be adhered to strictly. From 1st January , 2016 there will be no recruitment with interview at the junior level posts as mentioned at 2 (a) above, in Government of India Ministries/ departments/ attached office/ subordinate office/ autonomous bodies/ public sector undertakings. All the Advertisements for future vacancies will be without the interview as part of the recruitment process.
 - e) The interviews will be done away even in cases where in the past this election used to be made only on the basis of performance in the interview. The Ministries/ Departments/ Organizations will consider revising the scheme for selection for such cases.
 - f) It is also clarified that as skill test or physical test is different from interview, and they may continue. However, it will only be of qualifying nature. Assessment will not be done on the basis of marks for such tests.
 - g) In case of specific posts where the Ministry/ Department want and as a Process of recruitment a detailed proposal seeking exemption will have to be sent to the DoPT with the approval of the Minister/ Minister In- charge.
3. All the Central Ministries/ departments are therefore requested to ensure that necessary action in respect of their Ministry/ Department/ Organisation are completed within the stipulated time. Consolidated report with the details of the decision taken/ Progress made in this regard should also be furnished to this department at the earliest and not later than 7th January, 2016. Report so to be furnished with the approval of the Minister/ minister incharge shall include the details of the name and number of posts where the interview is discontinued and posts for which the exemption has been sought within the purview of the Administrative Ministries/ Department.
4. Soft copy of the consolidated information may also be sent to this department at Sumita.Singh@nic.in.

(400)

Sub:- Declaration of Assets and liabilities by public servants under Section 44 of the Lokpal and Lokayuktas Act 2013 - Filing of returns by public servants on or before 15th April 2016 - regarding.

I am directed to forward here with the following office memorandum issued by the Government of India for information, guidance and compliance.

Sl.No	Office Memorandum	Subject
1.	Government of India Ministry of Personnel Public Grievances and Pensions DoPT OM No. 407/12/2014-AVD -IV(B) dated 28th March, 2016	Declaration of Assets and liabilities by public servants under Section 44 of the Lokpal and Lokayuktas Act 2013 - filing of returns by public servants on or before 15th April 2016 - regarding.

Copy of CSIR letter number 5 - 1(17) / 2008 -PD Dated 12. 4.2016

The undersigned is directed to refer to this department's OM No. Of even number dated 11th October, 2015 on the subject mentioned above wherein it was informed that the last date of furnishing of information relating to Assets and liabilities by public servants under Section 44 of Lokpal and Lokayuktas Act 2013 was extended upto 15.4.2016.

2. In this regard, it is stated that there shall be no further extension of the aforesaid last date i.e. 15.4.2016.

3. The formats to be used for submission of these returns to competent authorities have already been communicated to all concerned vide para -3 of OM of even number dated 18.3.2015. However, a copy of the same is enclosed for ready reference.

4. In this regard, it is informed that:-

- i. The first return as on 1st August, 2014 under the Lokpal and Lokayuktas act 2013 should be filed on or before 15th April 2016.
- ii. The next return as on 31st March, 2015 under the Lokpal and lokayuktas act 2013 should be filed on or before 15th April 2016
- iii. The annual return as on 31st March 2016 under the Lokpal and lokayuktas act 2013 should be filed on or before 31st July 2016.
- iv. The annual return for subsequent years as on 31st March every year should be filed on or before 31st July of that Year.

5. All Ministries / Departments and Cadre authorities are requested to kindly issue order towards ensuring compliance of above timelines by all officers and staff in the respective Ministry / Department /Organization / PSU's under their control. This OM may be given

vide publicity including publishing the same on the respective website of Ministry / Department / Organization / PSUs.

F.No. 407 / 12 / 2014 - IV - B dated 18.3.2015 of Government of India Ministry of personnel, public grievances and pensions, department of personnel and training.

The undersigned is directed to refer to this department's DO letter of even number dated 29th December 2014 and the OM of even number dated 13th January 2015 regarding furnishing of information relating to Assets and liabilities by public servants under Section 44 of the Lokpal and Lokayuktas act 2013, forwarding there with copies of the Central Government's notifications dated 26th December 2014 containing –

- a. Amendment to the Lokpal & Lokayuktas (Removal of Difficulties) Order, 2014, for the purpose of extending the time limit for carrying out necessary changes in the relevant rules relating to different services from “three hundred and sixty days” to “eighteen months” from the date on which the Act came into force, i.e., 16th January, 2014; and
 - b. The Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Amendment Rules, 2014, extending the time limit for filing of revised returns (pl. see proviso under sub-rule 2 of rule 3 of the principal rules) by all public servants from 31st December, 2014 to 30th April, 2015.
2. In this regard, it is clarified that:-
- i. The first return (as on 1st August, 2014) under the Lokpal Act should be filed on or before the 30th April, 2015
 - ii. The next annual return under the Lokpal and Lokayuktas Act, 2013 for the year ending 31st March, 2015 should be filed on or before 31st July, 2015; and
 - iii. The annual returns for subsequent years as on 31st March every year should be filed on or before 31st July of the year.
3. The following Assets & Liabilities Returns forms (both in English and Hindi) are enclosed herewith as indicated below:-
- A. Declaration to be filed with Return of Assets and Liabilities on First Appointment or as on the 31st March, 20.... (Under Sec 44 of the Lokpal and Lokayuktas Act, 2013.) [Appendix-I of the notification dated 14.7.2014].
 - B.
 - a. FORM No. I – Details of Public Servant, his/her spouse and dependent children [Appendix-II of the notification dated 14.7.2014].
 - b. Modified FORM No. II – Statement of movable property on first appointment or as on the 31st March, 20.... [Appendix-II of the notification dated 14.7.2014 as modified vide notification dated 26.12.2014].
 - c. FORM No. III – Statement of immovable property on first appointment or as on the 31st March, 20..... (e.g. Lands, House, Shops, Other Buildings, etc.) (Held by Public Servant, his/her spouse and dependent children) [Appendix-II of the notification dated 14.7.2014]

- d. Modified FORM No. IV – Statement of Debts and Other Liabilities on first appointment or as on 31st March, 20..... [Appendix-II of the notification dated 14.7.2014 as modified vide notification dated 26.12.2014]
4. It is requested to ensure that all officers and staff in your Ministry/Department/Organizations file the said declarations/returns within the prescribed time-limits, in the afore-mentioned forms.

APPENDIX-I
[Rule 3(1)]

Return of Assets and liabilities on first appointment or as on 31st March, 20.....
(under Section 44 of the Lokpal and lokayuktas act 2013)

1. Name of the public servant in full.....
(in block letters)

2. A. Present public position held
(Designation , name and address of
.....
organisation)

B. Service to which belongs
(if applicable)

Declaration:

I hereby declare that the returned enclosed namely, forms I to IV are complete, true and correct to the best of my knowledge and belief in respect of information due to be furnished by me under the provisions of Section 44 of the Lokpal and Lokayuktas lokayuktas Act, 2013.

Date.....

Signature

*In case of first appointment please indicate date of appointment.....

Note 1. This return shall contain particulars of all Assets and liabilities of the public servant either in his /her own name or in the name of any other person. The return should include details in respect of assets / liabilities of spouse and dependent children as provided in Section 44(2) of the Lokpal and Lokayuktas Act 2013.

(Section 44(2): A public servant shall, within a period of 30 days from the date on which he makes and subscribes an oath or affirmation to enter upon his office, furnish to the competent authority the information relating to -

- a) The Assets of **which he**, his spouse and his dependent children are, jointly or severally, owners or beneficiaries;
- b) his liabilities and that of his spouse and his dependent children

Note 2. if a public servant is a member of Hindu undivided family with co- parcenary rights Hindi properties of the family either as a 'karta' or as a member, he should indicate in the return in form number 3 the value of his share in such property and where it is not possible to indicate the exact value of such share, it's approximate value. suitable explanatory notes may be added wherever necessary.

Note 3:- "dependent children means sons and daughters who have no separate means of earning and are wholly dependent on the public servant for their livelihood. (explanation bellows Section 44(3) of act, 2013) .

(401)

Sub:- Declaration of Assets and liabilities by Public Servants under Section 44 of the Lokpal and Lokayuktas act 2013 - filling of returns by public servants on or before 15th April, 2016- regarding

I am directed to forward here with following office memorandum and gadget notification of India for information, guidance and compliance.

S.NO.	Notification and office memorandum no	subject
1.	Gadget notification dated 11.4.2016 of MoPPG&P and DoPT OM No. 407/12 /2014-AVD-IV(B) dated 12.4.2016	Declaration of Assets and liabilities by public servants under Section 44 of the Lokpal and Lokayuktas Act 2013 - filling of returns by public servants on or before 15th April, 2016- regarding

Copy of CSIR letter number 5- 1(17)/ 2008- PD dated 18.4.2016

F.NO. 407/12 /2014-AVD-IV(B) dated 12.4.2016

The undersigned is directed to refer to this Department's OM of even number dated 28th March, 2016 on the subject mentioned and to say that the last date for furnishing of declaration/information return as on 1.8.2014 and 31.3.2015 relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 has been extended upto 31.7.2016. This would result in aligning the furnishing of all the three returns (as on 1.8.2014, 31.3.2015 and 31.3.2016) on or before the 31st July, 2016. In this regard, a copy of Gazette Notification dated 11th April, 2016 is enclosed. Now the timelines for filing these returns:-

- i. The first returns of assets and liabilities as on 1st August, 2014 under the Lokpal and Lokayuktas Act, 2013 – on or before the 31st July, 2016.
- ii. The next annual returns of assets and liabilities as on 31st March, 2015 under the Lokpal and Lokayuktas Act, 2013 – on or before the 31st July, 2016.

- iii. The annual returns of assets and liabilities as on 31st March, 2016 under the Lokpal and Lokayuktas Act, 2013 should be filed on or before 31st July, 2016.
- iv. The annual returns for subsequent years as on 31st March every year should be filed on or before 31st July of that year.
2. All Ministries/Departments and cadre authorities are requested to kindly issue order towards ensuring compliance of above timelines by all officers and staff in the respective Ministry/Department/Organizations/PSUs etc. under their control.

(402)

Sub: Guidelines for Condemnation of Vehicle proposal to be dealt in by CSIR Hq.

It has been decided to circulate the enclosed draft guidelines for condemnation of vehicle proposal to be dealt in CSIR Hqr. To all concerned for their comments. Comments, if any, may be provided at the email id – ifdcsir@csir.res.in up the 29.4.2016. The guidelines will be finalized after going through the inputs received till due date.

Copy of CSIR letter No. 30(1)/(181)/2016-IFD dated 19.4.2016

1.0 Objective

- 1.1 The objective is to ensure that all proposals of condemnation of vehicles to be dealt in by CSIR Hq are processed in a time bound manner by standardizing the process requirements ensuring that the complete information and recommendations of competent authority are available.
- 1.2 The SOP is applicable for the condemnation proposals received in CSIR from Labs as per delegation of power and all the cases of condemnation related to CSIR Hq.

2.0 Basic Rules

2.1 Delegation of Power:-

S.No.	Item	Authority	Reference	Terms & Conditions
1.	(a) Replacement of duly condemned vehicle:-	Director/DG in case of CSIR Hqr.	CSIR letter dated 9.5.97 & 4.4.2001	Subject to the prescribed conditions and that the condemned vehicle will be disposed-off within a period of three months after following the prescribed procedure.
	(b) Writing off a condemned vehicle satisfying the life requirement in terms of distance run and length of use.	Director/DG in case of CSIR Hqr.	CSIR letter dated 9.5.97 & 4.4.2001	Subject to the prescribed conditions and that the condemned vehicle will be disposed-off within a period of three months after following the prescribed procedure.

- 2.2 All other cases which do not fulfill the prescribed terms and conditions of condemnation will be referred to CSIR Hq along with detailed justification.
- 2.3 The models of cars with Net Dealer Price (NDP) of up to Rs. 475000/- available in the DGS&D Rate contract only shall be considered for purchase of staff cars. The purchase may be made only through DGS&D rate contract mode (ref: MoF OM dated 6th August, 2014).
- 2.4 Ban on purchase of new vehicles including staff care will continue except against condemnation (Para 2.3 of economy instruction issued by MoF OM dated 29th October, 2014).
- 2.5 As per instructions contained in the Schedule VII of Delegation of Financial Power Rules, 1978 for condemnation of vehicle the following lives of various types of vehicles in terms of distance run (in kms) and length of use (in years), whichever is reached later have been fixed:-

S.No.	Type of vehicle	Kilometers	Years
1.	Heavy Commercial Motor Vehicles	4,00,000	10
2.	Motor vehicles fitted with engines up to 20 hp (RAC).	1,50,000	6.5
3.	Motor cycle fitted with engines of 3.5 hp (RAC) or above.	1,20,000	7
4.	Motor cycle fitted with engines of less than 3.5 hp (RAC).	1,20,000	6
5.	Tractor		10 years or 10,000 hours whichever is later.

- 2.6 Order for new vehicle should not be placed even if budget provision exists unless the approval of competent authority for condemnation of vehicle is obtained.
- 2.7 Any instructions on the matter issued from time to time by the Govt. will be strictly followed.

3. Proposals to be received in IFD, CSIR shall include:-

- 3.0 The proposals of CSIR lab/Instt. for condemnation of vehicles which require approval of DG after concurrence of Finance.
- 3.1 All the condemnation proposal of CSIR Hqr. Vehicles.
- 3.2 The proposal for pre-mature condemnation of vehicles for which details justification has to be provided by the concerned lab/instt.
- 3.3 The issues which are not properly addressed or provided for in the extant rules.
- 3.4 All the proposal should invariably provide the prescribed proforma (Form I & II) duly filled in as per CSIR letter dated 9.5.1997.

4.0 Stages of processing and timeline for each case in IFD:-

Level	No. of working days
Assistant/Section Officer	3+1
Finance & Account Officer	2
Deputy Financial Advisor	2
Total	7+1

The above timeline will apply in the cases where the proposal is complete in all respect as stipulated above.

5.0 Cases specifically not to be forwarded to IFD:-

5.1 Where the powers have been delegated to the Labs/Instt. and the proposal fulfills all the terms and conditions subject to which delegation was made.

5.2 When the rule position and guidelines already exist on the matter.

5.3 When the concurrence of Financial Adviser is not provided for or not required.

6.0 Steps:-

6.1 Identification of the vehicle for condemnation by the vehicle incharge.

- i. Off road
- ii. Beyond economic repair

6.2 Filling of the basic data relating to the vehicle reported to be condemned by the Vehicle incharge of the Lab/Instt. and forwarding of the proposal for condemnation to Lab. Admn.

6.3 Counter checking of the data from the relevant records by Lab. Admn. And obtaining the approval of the Director.

6.4 Notification of the permission for condemnation by Lab. Admn.

6.5 The proposal (complete in all respect) to be forwarded to Stores and Purchase division of CSIR Hq. by the Lab./Instt.

6.6 Scrutiny of the Proposal by Stores and Purchase division received from the Lab./Instt. and forwarding of the proposal to IFD along with its recommendations.

6.7 Processing of the case by IFD after receipt of the proposal from S&P division of CSIR for obtaining the approval of competent authority as per instructions/guidelines as enumerated in Para 2 above.

6.8 Intimation of the approval/decision made on the proposal by IFD to Stores and Purchase division of CSIR Hq.

6.9 Communication of the decision made on proposal to Lab/Instt. by Stores and Purchase division of CSIR.

7.0 Other issues:-

- 7.1 The guidelines will automatically stands modified on new issues of new instructions by Government of India/CSIR.
- 7.2 All the powers for amendment on interpretation will rests with DG, CSIR in consultants with Financial Advisor.

(403)

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

I am directed to forward herewith following Office Memorandum for information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	DoPT OM No. 18/03/2015-Estt.(Pay-I) dated 2.3.2016.	Recovery of wrongful/excess payments made to Government servants – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD/1 dated 28.4.2016

F.No. 18/03/2015-Estt.(Pay-I) dated 2.3.2016 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

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

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

"7. Having examined a number of judgements rendered by this Court, we are of the view, that orders passed by the employer seeking recovery of monetary benefits wrongly extended to employees, can only be interfered with in cases where such recovery would result in a hardship of a nature, which would far outweigh, the equitable balance of the employer's right to recover. In other words, interference would be called for, only in such

cases where, it would be iniquitous to recover the payment made. In order to ascertain the parameters of the above consideration, and the test to be applied, reference needs to be made to situations when this Court exempted employees from such recovery, even in exercise of its jurisdiction under Article 142 of the Constitution of India. Repeated exercise of such power, “for doing complete justice in any cause” would establish that the recovery being affected was iniquitous, and therefore, arbitrary. And accordingly, the interference at the hands of this Court.”

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

3. The issue that was required to be adjudicated by the Hon’ble Supreme Court was whether all the private respondents, against whom an order of recovery (of the excess amount) has been made, should be exempted in law, from the reimbursement of the same to the employer. For the applicability of the instant order, and the conclusions recorded by them thereafter, the ingredients depicted in paras 2&3 of the judgement are essentially indispensable.
4. The Hon’ble Supreme Court while observing that it is not possible to postulate all situations of hardship which would govern employees on the issue of recovery, where payment have mistakenly been made by the employer, in excess of their entitlement has summarized the following few situations, wherein recoveries by the employers would be impermissible in law:-
 - i. Recovery from employees belonging to Class-III and Class-IV service (or Group ‘C’ and Group ‘D’ service).
 - ii. Recovery from retired employees, or employees who are due to retire within one year, of the order of recovery.
 - iii. Recovery from employees, when the excess payment has been made for a period in excess of five years, before the order of recovery is issued.
 - iv. Recovery in cases where an employee has wrongfully been required to discharge duties of a higher post, and has been paid accordingly, even though he should have rightfully been required to work against an inferior post.

- v. In any other case, where the Court arrives at the conclusion, that recovery if made from the employee, would be iniquitous or harsh or arbitrary to such an extent, as would far outweigh the equitable balance of the employer's right to recover.
5. The matter has, consequently, been examined in consultation with the Department of Expenditure and the Department of Legal Affairs. The Ministries/Departments are advised to deal with the issue of wrongful/excess payments made to Government servants in accordance with above decision of the Hon'ble Supreme Court in CA No. 11527 of 2014 (arising out of SLP (C) No. 11684 of 2012) in State of Punjab and others etc. vs Rafiq Masih (WhiteWasher) etc. However, wherever the waiver of recovery in the above-mentioned situations is considered, the same may be allowed with the express approval of Department of Expenditure in terms of this Department's OM No. 18/26/2011-Estt(Pay-I) dated 6th February, 2014.
6. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued with the concurrence of the Comptroller and Auditor General of India.

(404)

Sub:- On-line collection of data on representation of SCs, STs and OBCs and Persons with Disabilities in Central Government Services as on 1.1.2016 – reg.

With reference to DoPT Office Memorandum No. 36027/012016-Estt.()Res) dated 1.4.2016 (copy enclosed) on the above cited subject, I am directed to state that in a step towards e-governance with the aim of making the system swift and accurate, DoPT has already launched an URL "rrcps.nic.in" for online collection of data on representation of SCs, STs and OBCs & PWDs as on 1.1.2016. The username and login password alongwith the guidelines are stated to have already been communicated.

Since, the above mentioned DoPT OM is endorsed to DSIR and CSIR is not aware of any guidelines/proforma in which the information is to be collected, it is requested that a copy of requisite proforma may kindly be made available to facilitate collect data from various Appointing Authorities of CSIR Labs/Intts. spread throughout the county.

Copy of CSIR letter No. 2(89)/2016-SC/ST Cell dated 2.5.2016

F.No. 36027/012016-Estt.()Res) dated 1.4.2016 of Government of India, Ministry of Personnel, P.G. and Pension, DoPT.

This Department has been enjoined upon to maintain the aforesaid data which is of considerable significance in the implementation of policy of reservation and often shared with the Ministries/Departments for various Parliamentary matters.

2. In a step towards e-governance with the aim of making the system swift and accurate, the Department has already launched an URL "rrcps.nic.in" for on-line

collection of aforesaid data. The username and login password along with the guidelines has already been communicated.

3. The Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes in its Report has re-emphasized that Ministry/Department that Ministry/Department are required to maintain data and Department of Personnel & Training is maintaining the data on centralized basis.
4. Soon after the first of January of every year, each Appointing Authority shall send report to the concerned Ministry/Department, shall consolidate the information received from all Appointing Authorities under it and shall upload requisite data and forward to DoPT through the aforesaid URL by the 31st March of each year.
5. Liaison Officers nominated in the Ministries/Departments and in offices under the Head of Departments will ensure timely submission of data by each Appointing Authority in the offices under their charge. They will also ensure timely submission of consolidated reports to this Departments. It is also to be ensured that the data is critically examined and analysed and the deficiencies noticed, if any, are pointed out to the appointing authorities concerned expeditiously so that they can take necessary corrective measures without nay delay.

(405)

Sub: Timelines for disposal of various receipts/references at Central Office Administration, CSIR Hqrs.

Ref.: OM NO. 5-1(335)/2016-PD dated 19.4.2016

In compliance of the instructions regarding enhancement of the administrative efficiency and productivity at CSIR Hqrs. issued vide OM referred to above, the timelines for disposal of various receipts/references at Establishment Section of Central Office have been fixed which may be seen in the enclosed Annexure.

Copy of CSIR letter No. 6-1(1)/82-E.III dated 26.5.2016

S.No.	Key Activities of Central Office	Standard Time limit
1.	Personal bills/Claims/Requests*	
	LTC Advance & Adjustment	5-8 working days
	Conveyance Advance	45-60 working days
	Tuition Fees Reimbursement	10 working days
	Festival Advance	7-10 working days
	GPF Advance/Withdrawal	5-8 working days
	Retirement/Transfer T.A	7-10 working days
	Experience Certificate	7-10 working days
2.	Notification of Joining (and relieving) of new entrants, promotes, persons on transfer etc.	7-10 working days

3.	Allotment of Accommodation	90 working days
4.	Grant of Vigilance Clearance, No Objection Certificate for various purpose, Forwarding of Applications to outside organizations etc.	7-10 working days
5.	Process for Grant of Annual Increment.	30 working days
6.	Scrutiny of pension papers, completion of service book in all respects and processing Pension cases accordingly in consulting with Audit and Pension Sections.	30-40 working days*
7.	Issues related with fixation/re-fixation of pay in the events like promotion, stepping up, change in pay scale/grade pay, rejoining after deputation/foreign service etc.	15-20 working days*
8.	Revision of pension in any of the eventualities mention in item No. 7	90 working days*
9.	Updation of Service Book on receipt of request from the concerned employees like leave, joining, promotion, increment, transfer, availing of LTC, acquiring of higher qualification, change in family details/home town etc.	10-15 working days

(406)

Sub:- Casual Labourers with temporary status – clarification regarding contribution to GPF and Pension under the old pension scheme – reg.

I am directed to forward herewith following Office Memorandum for information, guidance and compliance.

S.NO.	Office Memorandum No.	Subject
1.	DoPT OM No. 49014/2/2014-Estt.(C) dated 26.2.2016	Casual Labourers with temporary status – clarification regarding contribution to GPF and Pension under the old pension scheme – reg.

Copy of CSIR letter No. 5-1(40)/2008-PD dated 31.5.2016

F.No. 49014/2/2014-Estt.(C) dated 26.2.2016 of Government of India, Ministry of Personnel, Public Grievance and PG, DoPT

Undersigned is directed to refer to this Department's OM No. 51016/2/90-Estt. (C) dated the 10th September, 1993 vide which a scheme for grant of temporary status to the casual employees was framed. The scheme applied to those casual labourers who were in employment on the date of the issue of the OM and had rendered one year of continued service in Central Government offices, which meant that they must have been engaged for

a period of at least 240 days (206 days in the case of officers observing 5 days week). The scheme did not apply to Departments of Telecom & Posts and Ministry of Railways.

2. As per the scheme, after rendering three years' continuous service after conferment of temporary status, the casual labourers were to be treated at par with temporary Group 'D' employees for the purpose of contribution to the General Provident Fund. Further, after their regularization, 50% of the service rendered under temporary status would be counted for the purpose of retirement benefits.
3. As per para 8 of the scheme, two out of every three vacancies in Group 'D' cadres in respective offices where the casual labourers have been working would be filled up as per extant recruitment rules and in accordance with the instructions issued by Department of Personnel and Training from amongst casual workers with temporary status. However, regular Group 'D' staff rendered surplus for any reason will have prior claim for absorption against existing/future vacancies. In case of illiterate casual labourers or those who fail to fulfill the minimum qualification prescribed for post, regularization will be considered only against those posts in respect of which literacy or lack of minimum qualification will not be a requisite qualification. They would be allowed age relaxation equivalent to the period for which they have worked continuously as casual labourer.
4. Vide the OM No. 49014/1/2014-Estt(C) dated the 26th April, 2004, the above scheme was reviewed in the light of introduction of New Pension Scheme in respect of persons appointed to the Central Government service and or after 1.1.2004 as under:
 - i. As the new pension scheme is based on defined contributions, the length of qualifying service for the purpose of retirement benefits has lost its relevance, no credit of casual service, as specified in para 5 (V), shall be available to the casual labourers on their regularization against Group 'D' posts on or after 1.1.2004.
 - ii. As there is no provision of General Provident Fund in the new pension scheme, it will not serve any useful purpose to continue deductions towards GPF from the existing casual employees, in terms of para 5 (vi) of the scheme for grant of temporary status. It is, therefore, requested that no further deduction towards General Provident Fund shall be effected from the casual labourers w.e.f. 1.1.2004 onwards and the amount lying in their General Provident Fund accounts, including deductions made after 1.1.2004, shall be paid to them.
2. The existing guidelines contained in this Department's OM No. 49014/286-Estt(C) dated 7.6.88 may continue to be followed in their matter of engagement of casual workers in the Central Government Offices.
5. The OM dated 26th April, 2004 has been quashed by various benches of CAT/High Courts who have decided that the scheme could not be modified retrospectively. The SLPs filed in the Hon'ble Supreme Court have been dismissed by the Apex Court in UOI & Ors v Rameshwar Singh, CC 1829/2014, UOI & Ors v Ramsaran & Ors, SLP (C) No. 25360-25362 of 2008, SLP 17358/2008-, SLP 25360-62/09, Union of India etc. v Ajay Kumar & Ors, SLP No. 19673-19678/2009.

6. The position has been reviewed in the light of the court Judgements in consultation with the Department of Expenditure. it has now been decided that the casual labourers who had been granted temporary status under the scheme, and have completed 3 years of continuous service After that, are entitled to contribute to the General Provident Fund.
7. 50% of the service rendered under temporary status would be counted for the purpose of retirement benefits in respect of those casual labourers who have been regularized in terms of para 8 of the OM dated 10.9.1993.
8. It is emphasized that the benefit of temporary status is available only to those casual Labourers who were in employment on the date of the Issue of the OM dated 10th September, 1993 and were otherwise eligible for it. No grant of temporary status is permissible after that date. The employees erroneously granted temporary status between 10. 9. 1993 and the date of Hon'ble Supreme Court judgement is Union of India and Anr vs. Mohan Pal, 2002(3) SCR 613, delivered on 29 April, 2002, will however be deemed to have been covered under the scheme of 10. 09. 93.
9. Ministries/ departments are also requested to identify cases where temporary status has been granted wrongly to those not covered under the Om dated 10. 9. 1993 and fix responsibility for the same.

(407)

Sub:- Central Civil Services(Leave Travel Concession) Rules, 1988- admissibility of Catering charges in respect of Rail journey performed on LTC- clarification- regarding

I am directed to forward here with following office memoranda for information guidance and compliance.

Sl.No.	Office Memorandum No.	Subject
1.	DoPT OM number 31011/ 11/ 2015-Estt. (A-IV) dated 12. 5.2016	Central Civil Services(Leave Travel Concession) Rules, 1988- admissibility of Catering charges in respect of rail journey performed on LTC- clarification- regarding
2.	dopt Om number 31011/ 8/ 2015-Estt.(A-IV) dated 13. 5.2016	Revision of the time limit for withdrawal of advance for the purpose of LTC journey by train- regarding

Copy of CSIR letter No. 5- 1(17)/ 2008- PD dated 31.5.2016

F.No. 31011/ 11/ 2015-Estt. (A-IV) dated 12.5.2016 Of Government of India, Ministry of personnel, public grievances and pensions, department of personnel and training

The undersigned is directed to say that several references are received in this department from various Ministries/ departments seeking clarification regarding the

admissibility of Catering charges charged by the Indian Railways in respect of the rail journey(s) performed by Rajdhani/ Shatabdi on LTC.

2. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it is clarified that if the government servant has to compulsorily avail the catering facility and the cost is included in the rail fare for Rajdhani/ Shatabdi/ Durgam Cheruvu trains, the fare Charged Shall be reimbursable in full as per the entitlement/ eligibility of the government servant.

F.No. 31011/ 8/ 2015-Estt.(A-IV) dated 13. 5.2016 of Government of India, Ministry of personnel, public grievances and pensions, department of personnel and training

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

The undersigned is directed to refer to this Ministry's O.M. No. 31011/5/98-Estt(A) dated 30.3.1998 regarding relaxation of time-limit for drawal of LTC advance, wherein it has been stated that a Government employee can draw advance for LTC journey for himself and his family members sixty-five days before the proposed date of the outward journey.

2. Since, the Ministry of Railway has decided to increase the Advance Reservation Period (ARP) for booking accommodation in trains from 60 days to 120 days (excluding the date of journey) w.e.f. 1st April, 2015, the time-limit for drawal of LTC advance by the Government servants may be increased from 65 days (i.e. 2 months & 5 days) to 125 days (i.e. 4 months and 5 days) in cases of journey by train.
3. Cases where the LTC journey is proposed to be undertaken by other modes of transport viz air/sea/road, the time-limit for drawing LTC advance shall remain 65 days only.
4. In all the cases, where an advance is drawn for the purpose of availing LTC, it will be mandatory for the Government servant to produce the outward journey tickets to the Competent Authority within ten days of drawal of advance in order to verify that he has actually utilized the amount to purchase the tickets.

(408)

Sub:- Allowing air travel by airlines other than Air India-dealing with cases for which journey has been performed prior to 1st April 2016 – reg.

I am directed to enclose a copy of Government of India, Ministry of Civil Aviation OM No. AV. 18011/05/2012-AI dated 20.5.2012 (copy enclosed) on the above subject for your information and guidance.

Copy of CSIR letter No. 30-1(36)/2012-Finance dated 3.6.2016

F.No. AV. 18011/05/2012-AI dated 20.5.2012 of Government of India, Ministry of Civil Aviation.

The undersigned is directed to refer to this Ministry's D.O. No. AV. 18011/05/2012-AI dated 7.3.2016 addressed to all Secretaries to the Govt. of India whereby the powers to

grant relaxation to travel by airlines other than Air India were delegated to the Financial Advisors of Ministries/Departments w.e.f 1st April, 2016.

2. In connection with the delegation of powers referred to above, this Ministry has been receiving suggestions to the effect that if a Govt. organization has its own FA, then it leads to unnecessary delay if the matter is referred to FA of the Ministry because often the officers have to travel at short notice. Accordingly, it has been decided to authorize the FAs of organizations concerned to decide these cases without referring them to their Administrative Ministry, provided the FA of the Organization is equivalent in rank to a Joint Secretary. However, in case the FA of any organization is lower in rank than a Joint Secretary, then the proposal from that organization may be sent to the FA of the Administrative Ministry/Department concerned.
3. Though the powers to grant relaxation to travel by airlines other than AIR India has been delegated w.e.f. 1st April, 2016, this Ministry is receiving a number of requests for journeys performed prior to 31st March, 2016 where Financial Advisors are not attending to the cases prior to 1st April, 2016 on the ground that the cases are prior to 1st April, 2016 whereas the delegation of powers is w.e.f. 1st April, 2016.
4. The delegation of power to grant relaxation was carried out with the view to streamline the process and avoid delays in processing the cases. Exercising the authority at dual level i.e. in the MoCA as well as in the respective Ministry/Department at the same time may result in avoidable confusion and may not be advisable. In view of the above, it has been decided that FAs concerned shall process even those cases where the journey has been performed prior to 1.4.2016.

(409)

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

I am directed to forward herewith following Office Memorandum for information, guidance and compliance.

S.No.	OM No.	Subject
1.	DoPT OM No. 31011/3/2016-Estt.(A-IV) dated 29.4.2016	Central Civil Services (Leave Travel Concession) Rules, 1988 – Reimbursement of rail fair on LTC in respect of children of 5-12 yrs age group – Clarification – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 8.6.2016

F.No. 31011/3/2016-Estt.(A-IV) dated 29.4.2016 of Government of India, Ministry of Personnel, Public Grievances and Pension, DoPT.

As per Railway Board's circular No. 71 of 2015, Ministry of Railways have decided that in case of children above 5 years and under 12 years of age, for whom full berth/seat

is sought at the time of reservation, full fare shall be charged. It is mentioned that if berth/seat is not sought for children of age 5 years and under 12 years of age at the time of reservation, then half of the adult fare shall continue to be charged subject to minimum distance for charge. This would be effective for the travel w.e.f. 10.4.2016.

2. In this regard, several reference have been received in this Department from various Ministries/Departments seeking clarification as to whether the full fare charged by the Railways for reservation of berth for children between 5 years and 12 years shall be reimbursable while availing LTC facility.
3. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it has been decided that for the family members of the Government servant, aged between 5 years and under 12 yrs, the actual rail fare shall be reimbursed for LTC as per the choice of rail tickets purchased by the Government servant.

(410)

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

I am directed to enclose a copy of Govt. of India, Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-E.IV dated 7.6.2016 (copy enclosed) on the above subject for your information and guidance with the following modification in the signing authorities at Annexure-B of the OM.

- i. In place of Head of Office, the Senior most functionary of Administration in Labs/Instts. will sign. In CSIR Hqrs., it will be signed by Sr. DS/DS(CO).
- ii. In place of Joint Secretary, the Director of the respective lab will sign. In respect of CSIR Hqrs. the Joint Secretary will sign at the prescribed place.
2. Request for seeking relaxation is required to be submitted in the proforma attached alongwith the OM with **modification** as mentioned above and mailed to permission@csir.res.in.
3. The request not in standard format and/or without the signatures of prescribed authorities as above will not be entertained.

Copy of CSIR letter No. 30-1(36)/2012-Finance dated 20.6.2016

F.No. 19024/1/2009-E.IV dated 7.6.2016 of Govt. of India, Ministry of Finance, Department of Expenditure

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

2. The matter has been examined in consultation with the Ministry of Civil Aviation. Accordingly, powers are hereby delegated to the Financial Advisors of the Ministries/Departments to accord exemption for air travel, both Domestic and International, by airlines other than Air India. In respect of Individual cases of Autonomous Bodies, the Financial Advisors of the concerned Ministry/Department will accord exemption for Air travel by Airlines other than Air India. The individual cases of Financial Advisers for air travel in airlines other than Air India, will be approved by the administrative Secretary of the concerned Ministry.
3. To regulate the individual claims, guidelines and proforma for seeking relaxation of travel by airlines other than Air India, are enclosed at Annexure A&B.

Annexure-‘A’

GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

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

(411)

Sub: Guidelines on progress to be followed by subscribers and Nodal Office/POP/Aggregator for processing of partial withdrawal request.

I am directed to forward herewith following Circular for information, guidance and compliance.

S.No.	Circular No.	Subject
1.	PFRDA Circular No. PFRDA/2016/7/Exit/2 dated 21.3.2016	Guidelines on progress to be followed by subscribers and Nodal Office/POP/Aggregator for processing of partial withdrawal request.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 27.6.2016

F.No. PFRDA Circular No. PFRDA/2016/7/Exit/2 dated 21.3.2016

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

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

(A) Purpose:

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

- a. For Higher education on his or her children including a legally adopted child.

- b. For the marriage of his or her children, including a legally adopted child.
- c. For the purchase or constructions of a residential house or flat in his or her own name or in a joint name with his or her legally wedded spouse. In case the subscriber already owns either individually or in the joint name a residential house or flat other than ancestral property, no withdrawal under these regulations shall be permitted.
- d. For treatment of specified illnesses, if the subscriber his legally wedded spouse children including a legally adopted child or dependent parents suffer from any specified illness, which shall comprise of hospitalization and treatment in respect of the following diseases.
 - i. Cancer
 - ii. Kidney Failure (End Stage Renal Failure)
 - iii. Primary Pulmonary Arterial Hypertension
 - iv. Multiple Sclerosis,
 - v. Major Organ Transplant
 - vi. Coronary Artery Bypass Graft
 - vii. Aorta Graft Surgery;
 - viii. Heart Valve Surgery
 - ix. Stroke
 - x. Myocardial Infarction
 - xi. Coma;
 - xii. Total Blindness;
 - xiii. Paralysis;
 - xiv. Accident of serious/life threatening nature;
 - xv. Any other critical illness of a life threatening nature as stipulated in the circulars, guidelines or notifications issued by the Authority from time to time.

(B) Limits:

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

- a. The subscriber shall have been in the National Pension System at least for a period of last **ten years** from the date of his or her joining. In case the subscriber is mandatory covered under NPS the period of ten years for partial withdrawal will be case of inter sector/intra-sector shifting of subscriber previous tenure in NPS with also be considered.
- b. The subscriber, shall be permitted to withdraw accumulations not exceeding twenty five per cent of the contributions made by him or her and standing to his or her credit in his or her individual pension account, as on the date of application for withdrawal.

- (C) **Frequency:** The subscriber shall be allowed to withdraw only a maximum of three times during the entire tenure of subscription under the National Pension System and not less than a period of five years shall have elapsed from the last date of each of such withdrawal not apply in case of treatment fort specified illnesses or in case of withdrawal arising out of exit from National Pension System due to the death of the subscriber. For subsequently withdrawal only the incremental contributions made by the subscriber after the date of

first/next subsequently withdrawal as the case may be will be allowed. The request for withdrawal in the specified form shall be submitted by the subscriber along with relevant documents to the central record keeping agency or the National Pension System Trust, as may be specified for processing of such withdrawal claim. Provides that where a subscriber is suffering from any illness, specified in sub-clause (d) the request for withdrawal may be submitted through any family member of such subscriber.

(D) Partial Withdrawal Process:

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

Role of the Subscriber:

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

Role of the Nodal Office/POP/Aggregator:

1. The concerned Nodal Office/POP/Aggregator will check the request submitted by the subscriber with respect to completeness.
2. The Nodal Office/POP/Aggregator must also verify the veracity of the claim with respect to purpose of the partial withdrawal along with supporting documents.
3. The Nodal Office/POP/Aggregator must verify the details of the bank account of subscriber.
4. If request is complete in all respect it will authorize the request and will send the same to CRA for processing.
5. Where the claim of partial withdrawal is submitted by the authorized representative of the subscriber (in case the subscriber is unable to submit such claim) Nodal

Office/POP/Aggregator must satisfy themselves about the genuineness of such claim and ensure that the bank account provided is that of the subscriber.

6. The Nodal Office/POP/Aggregator should process the partial claims within three working days of receipt of the claim excepting in casewhere the partial withdrawal claim has been requested because of medical reasons in which case the claim would have to be processed on the same day of receipt of the claim.

Role of CRA:

1. Once CRA receives the request it will process the request submitted by the Nodal Office/POP/Aggregator.
2. As per stipulated process funds will be transferred to subscriber's bank account through electronic mode on T+3 being the date of receipt of the verified and approved claim in CRA system.
3. Physical withdrawal request will be stored by CRA.
5. These guidelines shall take effect immediately and all withdrawals shall thereafter be processed in the manner mentioned under these guidelines. Any clarification required in relation to implementation of these guidelines for which sufficient guidance is not available, either under the regulations or these guidelines shall only be referred by the Intermediaries or the concerned nodal office to the Authority for its examination and disposal and queries of a routine nature or pertaining to internal processes of the concerned intermediary shall be avoided. The decision of the Authority shall be final in this regard. Intermediaries and Nodal offices are expected to keep the infrastructure and processes in readiness so as to give effect to these guidelines and ensure seamless facility to the subscribers.

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

(412)

Sub: Revised guidelines relating to engagement of project staff in Contract Research and Plan Projects/NMITLI Scheme under National Laboratories Scheme.

The revised guidelines relating to the hiring of Project Staff in Contract Research and Plan Projects were issued by CSIR on 14.10.2011 vide letter No.4/CMG/2011-PPD.

Department of Science & Technology vide its OM No. SR/S9/Z-09/2012 dated October 21, 2014 has revised the emoluments for Research personnel employed in R&D Programmes of the Central Government Department w.e.f. October 1, 2014. CSIR-Human Resource Development Group (CSIR-HRDG) vide its OM No.6/Fellowship (ENH)/2k14/EMR-I dated March 19, 2015 has also revised the amount of fellowship w.e.f. October 1, 2014. Some of

the laboratories have expressed that with the announcement of increased fellowship paid to Junior Research Fellow (JRF), Senior Research Fellow (SRF), Research Associate and other categories of staff engaged in R&D in the country they are finding it increasingly difficult to hire project staff within the prescribed remuneration packages. Many of the project staff have directly requested for enhancement in their remuneration.

DG, CSIR had constituted to a committee to revisit the amount of stipend being given to project staff in Contract Projects, Plan Projects and NMITLI Scheme. Based on the report of the committee, remuneration of project staff is revised as given below:

I. Stipend/Remuneration

Designation	Qualification	Stipend (In Rs.)
Project Assistant – I	B.Sc./Diploma in Engg. Or equivalent (55%)	15000/-
Project Assistant –II	M.Sc./BE(55%) or equivalent	25000/-
Project Assistant – III	M.Sc./BE(55%) or equivalent Plus two years of experience or M.Pharm./M.Tech./MBBS (55%).	28000/-
Research Associate-I	M.Tech./M.Pharm. (55%) or equivalent with two years of experience/MD/Ph.D.	36000/-
Research Associate-II	Ph.D. with two years of experience.	38000/-
Research Associate-III	Ph.D with 4 years of experience.	40000/-
Project Scientist	As per 'Y'	As per 'Y'

'Y' – Project Scientist :

Range	Qualification and Experience	Emoluments
0	M.Sc./B.E./B.Tech. degree with outstanding academic career and age below 25 years	Rs. 4000
1.	ME/M. Tech/M. Vet. Sa/M. D/Ph.D (Sc./Engg.)-submitted with uniformly outstanding academic record and clear potential for high quality R&D work and age below 40 years	Rs. 48200/50600/53000/55400/57800
2.	ME/M.Tech/M.D/M.Vet. Sc/M.D with three years	Rs. 56100/58900/61700/64500/67300

	experience/MBBS+Ph.D/Ph.D (Sc./Engg.)- with outstanding academic record and proven ability for high quality R&D work and age below 40 years.	
3.	ME/M.Tech/M.D/M.Vet(Sc)/MBBS+Ph.D/Ph.D (Sc./Engg.) or equivalent degree in respective discipline, with original work as evidenced by highly innovative patents or outstanding publications-evidence of leadership, with minimum of 5 years' R&D experience and age below 40 years.	Rs.87600/92000/96400/100800/105200
4.	ME/M.Tech/M.D/M.Vet(Sci.)/MBBS+Ph.D/Ph.D (Sc./Engg.) or equivalent with 10 years of experience; outstanding academic career and professional work as reflected in publications, patents, involvement in major projects etc. and age below 45 years.	Rs.93300/98000/102700/107400/112100

- a. The House Rent Allowance (HRA) payable to Project Scientists should not exceed the amount payable to CSIR | Scientists of equivalent level; and
 - b. The Annual Increment should not exceed 3% per annum.
- In an exception to above recommendation, Project Staff employed on Grant-in-Aid Projects funded by Government Departments such as DST, DBT, and DAE etc. will be paid stipend and other benefits as approved by the funding agencies.

II. Other benefits

- a. Wherever possible accommodation will be provided to project staff. If accommodation is not possible then they will be paid HRA as per rule. Further, project staff will be provided dispensary facility if available. Project Staff engaged as temporary project manpower shall be covered under group medical insurance scheme offered by insurance companies and expenditure shall be debited from the project staff.

- b. For appointment of close relatives of CSIR Officers/Staff members as Project Staff, Laboratories should strictly follow the guidelines issued by CSIR vide letter No.4-73/2006-E-II dated 23.01.2008.
- c. The entry for Project Staff is possible at any level indicated in the table. Candidates once recruited at a particular level can move on to higher level based on experience and/or acquiring qualifications of higher level. Minimum residency period at a given level shall be of 2 years for moving to higher level, but not more than three years at the same level. The tenure of Project Staff shall be co-terminus with the project. However, under no circumstances the tenure should be allowed to exceed five years duration and any extension beyond two years / movement from one level to next shall be subject to performance review by a committee appointed by Director.

III. Recruitment Procedure

Each laboratory has to deal with its own situation and respond to environmental factors and challenges. There is no prescription that will meet with every laboratory's problems. CSIR therefore would like to give flexibility to laboratory leadership to devise ways and means' to attract and retain the talent. Laboratories are allowed to devise their own recruitment procedure for recruitment of Project Staff. However, it may be borne in mind that all human resource development should focus on career growth of recruited person while at the same time not jeopardizing the interest of the projects.

Laboratories may be permitted to do campus recruitment from National Institutes or Universities located in the region and prepare a panel of candidates to be offered employment based on the vacancies as they arise.

In the case of urgency or non-availability of sufficient candidates, candidates who have passed any national level test such as CSIR-UGC lectureship (NET), GATE, BINC etc. conducted by UGC/CSIR/ICMR/DBT/DST etc. can be directly appointed on the project with the approval of Director without going through a formal interview by a committee if found otherwise suitable by the Project Leader/Head of a Division.

In some projects, if an emergent situation arises due to sudden resignation of the Project Assistants affecting the deliverables of the project in a time bound manner, in such cases as a onetime exception, a Project Assistant whose term has expired on another project may be appointed on the project under consideration or a Project Assistant may be shifted from one project to another for the remaining duration of the project with the approval from the laboratory Director. Any subsequent employment of the Project Assistant on the same project for an extended period or on any new project can be considered as fresh appointment based on his/her application and selection made by following the prescribed procedure with the condition that total period of engagement of Project Assistant in different projects either in the same lab or different labs/Institutes should not exceed 5 years in any case.

Character Certificate of the candidate being selected as a project staff may be verified by a Gazetted Officer including CSIR Scientist. Further, each laboratory has to sign a Secrecy Agreement and an Intellectual Property Agreement (either separately or combined) with the Project Staff. Each laboratory may devise these agreements as per their requirements in consultation with their business development/ legal team.

The validity of panel of waitlisted candidates may be kept up to one year for smooth functioning of ongoing projects.

IV. Age

Age limit for Project Assistant at level I/II/III will be as 28/30/35 years respectively with five years relaxation for statutory groups and women. Age limit for RA will be governed by CSIR-HRDG Guideline while for Project Scientist it will be based on the age limit given in the table.

V. Special Consideration for Women

CSIR would like to focus on the role of women as it believes that Indian science needs to use educated women force to leverage for India to become developed nation by 2020. Keeping this in mind wherever feasible, married women shall be permitted flexible timings and also be allowed part time employment say for four hours a day with corresponding 50% of remuneration. With advances in communication technology in certain sectors it is possible to work from home (telecommuting) and deliver the output on the daily basis from home. Laboratories may consider this on a case-to-case basis.

VI. Facilities

- (i) The facility of Ph.D. registration shall be allowed to those Project Assistants who have worked for a minimum period of two years and have at least cleared CSIR-UGC lectureship (NET), or GATE examination or published at least one paper in international peer reviewed ISI indexed journals. However, at any given time not more than 30% of Project Assistants shall be allowed to register for Ph.D. Over and above this, laboratories may like to fix the criteria to control the quality. It will be ensured that Ph.D. registration does not become a tool for extension of the tenure of Project Assistants beyond five years.
- (ii) In case of Contract Projects, a suitable honorarium subject to maximum of two months stipend per year of service shall be given to the project staff on a pro rata basis on successful completion of the projects and on receipt of entire project fees from the client. Such staff shall be considered as part of the either "Innovators & Principal Contributors" or "S & T and other staff who contribute direct inputs to the specific development / activity" for distribution of honorarium. This is subject to project staff being a member of the project completion team. If any Project Assistant / Research Associate/ Project Scientist resigns during the duration of the project or if his/her services have

been terminated due to unsatisfactory performance, he/she will not be entitled to receive any honorarium. The recommendations of Project Leader on the quantum of honorarium payable to project staff will have to be approved by the standing committee to be appointed by the Director. In case the honorarium distribution is delayed due to some reasons, the monies due to project staff shall be intimated to their last known address requesting them to collect the same. If whereabouts of such project staff are not known at the time of honorarium distribution, after exhausting all the attempts to locate the project staff, the monies shall be deposited in the Lab Reserve.

- (iii) TA/DA: Project Assistants at levels I, II, & III and Research Associates engaged at levels I, II, III during official tour will be entitled for TA/DA as per entitlement of JTA(I),JRF(II),SRF(III) and RA respectively. Similarly, Project Scientists on official tour will be entitled for TA/DA as per entitlement for Group IV scientists.
- (iv) Depending upon needs of the projects, it may be necessary to impart training in certain specialized areas. In order to retain good candidates, it is also felt desirable to register Project Staff for specialized training in the relevant field of study. The course fees for specialized training or tuition fees for higher education can be debited to the contingency portion of the externally funded projects subject to an upper limit of Rs. 20,000 in a year/person. This facility may be extended to those persons who have worked for a minimum period of one year and in cases they leave the services before completing two years or before completing the course whichever is later, the amount spent on higher education /professional development will be recovered or reimbursement may be given after completion of course or two years from the date of joining whichever is later. Laboratories may like to fix the criteria or evolve mechanism to select the candidates to be supported for higher education. It may be noted that provision of this benefit / facility is subjected to availability of funds under contingency head of the project and as per guidelines developed by each laboratory. It does not confer any automatic right of support for higher education to every project staff employed on the externally/internally funded projects in CSIR.
- (v) Project staff shall be permitted to avail leave as per the existing rule (12 days leave in a year). However, in extra-ordinary circumstances Principal Investigator of the Project and/or Director of the laboratory may provide relaxation in the rules considering the exigency.
- (vi) Service certificate to project staff may be issued by the Administration indicating "To whomsoever it may concern". Any other recommendation letter for Post-Doctoral Fellowship or Doctoral

Fellowship could be issued by Project Leader / Head of the Division provided they do not commit on any administrative angle etc.

- (vii) Depending upon availability, the laboratories may also provide transport facilities to project staff as is being done in some labs for regular staff members on payment of suitable charges.
- (viii) The project staff shall be extended the subsidized facilities such as cafeteria, sports, picnics and other staff welfare activities as provided to Research Fellows. Nominal subscription would be recovered from project staff towards these facilities as done in case of Research Fellows.

Management Council in each laboratory is empowered to decide the flexibilities and facilities to be extended except basic qualifications and remuneration (total monetary compensation on Stipend + HRA etc. not to exceed as provided in these guidelines) and on the conditions that all expenditure on such extra facilities if any will be debited to non-governmental funded projects.

VII. Miscellaneous

The above revised guidelines are to be followed by all Laboratories / Institutes/Director / COA will be responsible to ensure compliance of these instructions. No request should be forwarded to CSIR for any relaxation. Labs / Institutes are required to submit annual statement of project staff with manpower statements in first week of January of every year.

These guidelines shall come into effect from July 1, 2016 and will supersede other OMs issued on the subject.

Copy of CSIR letter No. 4/CMG/2016-PPD dated 4.7.2016

(413)

Sub: Compliance to common norms for skill development schemes/activities notified by MSDE – reg.

I am directed to forward herewith following DO Letter and Gazette Notification of India for information, guidance and compliance.

S.No.	Gazette Notification and DO Letter No.	Subject
1.	DO No. 72/02/2016-PF.II dated 11.5.2016 from Secretary, DoE, and Gazette Notification Dated 15.7.2015	Compliance to common norms for skill development schemes/activities notified by MSDE – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 11.7.2016

F.No. 72/02/2016-PF.II dated 11.5.2016 of GOVERNMENT OF INDIA MINISTRY OF FINANCE

DEPARTMENT OF EXPENDITURE

This refers to the meeting of Committee of Secretaries (CoS) held on 26.04.2016 in Cabinet Secretariat regarding issues pertaining to Ministry of Skill Development and Entrepreneurship (MSDE). There the MSDE has brought out that common norms for Skill Development Schemes were notified by MSDE on 1.7.2015. These norms provide for harmonization of training costs, process, assessment, certification, and outcome of training defined in terms of placement achieved in wage and /or self-employment. Full transition to these norms was to take place from 01.04.2016 as per the Cabinet decision.

2. In view of the same, as per the recommendations of Committee of Secretaries (CoS), it is instructed that IFD should ensure compliance of all the Schemes/Programmes relating to skill development activities in your Ministry with the common norms notified by the MSDE.

(To be published in the Gazette of India Part 1, Section)
Government of India Ministry of Skill Development and Entrepreneurship

Dated 15th July, 2015

NOTIFICATION

In order to bring about uniformity and standardization in the implementation of various Skill Development Schemes by different Central Ministries / Departments, the Government of India has approved constitution of a Common Norm Committee as the apex body to update and suitably revise the Common Norms with the following composition:-

- (i) Secretary, Ministry of Skill Development and Entrepreneurship - Chairman
 - (ii) Director General, National Skill Development Agency (NSDA) - Member
 - (iii) MD & CEO, National Skill Development Corporation (NSDC) - Member
 - (iv) Representative not below the rank of Joint Secretary of Department of Expenditure, Ministry of Finance - Member
 - (v) Representative not below the rank of Joint Secretary of three ministries engaged in skill development programmes - Member
 - (vi) Principal Secretary in charge of skill development programme/mission in three states (on rotational basis) - Member
 - {vii} Joint Secretary, Ministry of Skill Development and Entrepreneurship -Member Secretary.
2. The Committee may invite Training Providers, Institute of Cost Accountants of India (ICAI) and other such experts and stakeholders as it may consider necessary in discharge of its functions.
3. Terms of Reference of Common Norms Committee:-

- i. To harmonize the functioning of various skill development schemes and bring about uniformity and standardization among them.
 - ii. To review/revise training cost for skill development programmes
 - iii. To review/revise funding norms for skill development programmes
 - iv. (To review/revise categorization of courses/trade for training cost
 - v. To designate an agency and approve the process of empanelment of Training Providers/Assessors at the National level through that agency and validate the process to be adopted by the State Government through that agency.
4. The Committee will be empowered to amend/revise the Schedules of the Notification at **Annexure-I.**
 5. The Committee shall meet once every year or upon request of any Ministry/Department/other stakeholders. Provided that there shall be a minimum of six months between any two reviews of the Common Norms Committee, in its first meeting, the Common Norms Committee shall prepare a document specifying how the review, monitoring and adjustment will be done by the Committee, and what the review/evaluation will cover both qualitatively and quantitatively.
 6. **Coverage:** The above Common Norms will be applicable to the Skill Development Schemes of the Government of India being implemented through various Ministries/Departments. The State Governments are also expected to align their skill development schemes with the Common Norms so as to bring in uniformity and standardization.
 7. The provisions of this Notification will come into force from the date of its Notification. All the current projects underway would be completed as per the existing scheme and new batches would transform into new norms in every scheme and full transition would be effected from 1st April 2016.
 8. TA/ DA, Sitting Fee and other expenditure on account of the conduct of the Meetings as admissible under the rules shall be met out of the budget provision of the Ministry of Skill Development and Entrepreneurship.

(414)

Sub: Proposal on Child Care Leave (CCL) and Maternity Leave – reg.

I am directed to forward herewith following Office Memoranda for information guidance and compliance.

S.No.	OM No.	Subject
1.	DoPT OM No. 13018/1/2014-Estt.(L) dated 1.4.2016	Proposal on Child Care Leave (CCL) and Maternity Leave – reg.

In this regard, feedback to this notification, if any, are invited latest by 10.8.2016.
Copy of CSIR letter No. 5-1(17)/2008-PD dated 11.7.2016

F.No. 13018/1/2014-Estt.(L) dated 1.4.2016 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

This is regarding proposals on the subject of Maternity Leave and CCL that are under consideration in this Department. In this connection, a workshop was held in DoPT on 28.1.2016 with the stakeholder Departments on the following issues and the consensus emerged as follows:

- a. **Maternity/CCL in case of surrogacy:** There is no provision at present for any kind of Leave for surrogate/commissioning mothers. It is proposed that 180 days maternity leave may be granted to the surrogate as well as commissioning mothers, in case either/both of them are Government servants. The commissioning mother also requires time for bonding with her child and to take care of him/her and hence would also become eligible for Child Care Leave. Paternity Leave may also be granted in case of surrogacy.
 - b. **Age Limit for CCL in case of disable children:** it is proposed that the age limit for CCL in case of disabled children needs to be done away with since the requirement of parental care may be more/stronger when the disabled child grows older. It may therefore be allowed to provide for CCL in the case of disabled children – the disability being clearly defined by the Ministry of Social Justice & Empowerment – without any age limit provided the maximum CCL that can be availed remains within the ceiling of 730 days.
 - c. **Leaving headquarters or availing LTC while on CCL:** At present leaving hq or availing LTC are not permissible during CCL. The underlying intent of CCL is to allow care to up of two children whether for rearing or to look after any of their needs like examination, sickness etc. Thus, it is not restricted to exam and sickness alone. Taking care may also include ensuring their rest and recreation and towards that objective leaving headquarters or availing LTC can be allowed. It is thus proposed that employees may be permitted to leave headquarters/avail LTC while they are on CCL, provided clearance from appropriate competent authorities are taken while proceeding on foreign travel.
 - d. **CCL minimum for at least five days:** Vide this Department OM No. 13018/6/2013-Estt.(L) dated 5th June, 2014 the stipulating of the requirement of minimum period of 15 days CCL has been removed. It is now proposed to introduced a minimum period of five days of CCL i.e. CCL henceforth may not be granted for less than 5 days.
9. Comments on the above proposals are solicited please.

(415)

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

I am directed to forward herewith following Office Memoranda for information, guidance and compliance.

S.No.	OM No.	Subject
1.	DoPT OM No. 31011/7/2014-Estt.(A-IV) dated 15.6.2016	Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by private airlines to visit Jammu & Kashmir – Extension – reg.
2.	Cabinet Secretariat, Rastrapati Bhavan OM No. 1/50/1/2016-Cab dated 11.5.2016	Preparation/Submission of Notes for consideration of the Cabinet and Cabinet Committees – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 11.7.2016

F.No. 31011/7/2014-Estt.(A-IV) dated 15.6.2016 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

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

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

(416)

Sub: Stipend to contractual staff regarding OM No. 4/CMG/2016-PD dated July 4, 2016.

The corrigendum should be read in conjunction with OM No. 4/CMG/2016-PPD dated July 4, 2016.

Following clarifications are offered:

1. The enhancement in stipend is for all project staff working in Contract R&D Projects, Plan Projects, Laboratory Project and NMITLI Projects. Henceforth, there will be only designations of Project Assistant (I, II, III), Research Associate (I,II,III) and Project Scientist for all project staff. Project Fellows shall be renamed as Project Assistants and enhanced stipend will be provided to them w.e.f. July 1, 2016.
2. Enhanced stipend is applicable to all working project staff w.e.f. July 1, 2016 and for future intake.

Copy of CSIR letter No. 4/CMG/2016-PPD dated 20.7.2016

(417)

Sub: Revised interest reate of GPF for financial year 2016-17 – reg.

I am directed to forward herewith following Resolution for information, guidance and compliance.

S.NO.	Resolution No.	Subject
1.	DoEA, MoF Resolution No. 5(1)-B(PD)/2016 dated 2.6.2016	Revised interest rate of GPF for financial year 2016-17 – reg.

Copy of CSIR letter No. 5-1(352)/2016-PD dated 20.7.2016

F.No. 5(1)-B(PD)/2016 dated 2.6.2016 of Government of India, Ministry of Finance, Department of Economic Affairs

RESOLUTION

It is announced for general information that during the year 2016-17, accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest at the rate of 8.1% (Eight point one per cent) w.e.f. 1st April, 2016 to 30th June, 2016. This rate will be in force w.e.f. 1st April, 2016. The Funds concerned are:

1. The General Provident Fund (Central Services).
 2. The Contributory Provident Fund (India).
 3. The All India Services Provident Fund.
 4. The State Railway Provident Fund.
 5. The General Provident Fund (Defence Services).
 6. The India Ordnance Department Provident Fund.
 7. The Indian Ordnance Factories Workmen's Provident Fund.
 8. The Indian Naval Dockyard Workmen's Provident Fund.
 9. The Defence Services Officers Provident Fund.
 10. The Armed Forces Personnel Provident Fund.
2. Ordered that the Resolution be published in Gazette of India.

(418)

Sub: Timely submission of monthly report for implementation of SoPs and time-lines.

As you are aware that the Competent Authority has been pleased to create a Monitoring Cell at CSIR Hqrs for efficiently monitoring the implementation for SoPs and timelines assigned for various administrative process at each Lab/Instt vide CSIR OM No. 3-US(HR)/Reorg/2015-S dated 14.7.2016.

In order to enhance the administrative efficiency and productivity at Labs./Instts., CoAs/AOs/US of each Lab/Instt/Hqr. may submit a monthly report of their compiled data duly filled in the prescribed Proforma-1 for CSIR Hqrs. and Proforma-II for Labs./Instts. respectively.

The monthly report of the preceding month may be sent latest by 7th (or next working day by 1.00 PM) of the following month so that the compiled data is timely submitted to DG, CSIR.

Copy of CSIR letter No. 5-1(335)/2016-PD dated 29.7.2016

Proforma-II

Lab level Activities to be monitored from CSIR-Hqrs,

Report for the Month :.....,2016 for submission to Joint Secretary(Admin.) ,CSIR / DG,CSIR

Sl. No	Subject	No. of Receipts	No. Processed	Balance Pending		Current Status / Remarks	
1.	Grievances / Complaints						
2.	Statutory Receipts	Legal Cases					
		CPGRAMS					
		VIP Reference					
		Parliament Questions					
		Statistics Compilation – Man Power Data					
3.	Rajbhasha Implementation	Quarterly report		Period:	Due date:	Date of submission :	
4.	ACRs of CCO	Total No. of ACRs of CCOs received at Lab level :	Total No. of ACRs of CCOs send to CR Cell at Hqrs. :				

Signature of COA/AO :
Name of Lab./Instt. :

Proforma-I

Activities to be monitored at CSIR Hqrs.Level

Report for the Month :.....,2016 for submission to Joint Secretary(Admin.) ,CSIR / DG,CSIR

S.No	Subject	No. of Receipt		No. Processed	No. Scheduled turnaround time/Final disposal	Balance Pending	Current status/ Remarks
1.	Dak Monitoring				2 weeks		
2.	Grievance/ Complaints				Process/timeline break-up: Issue to lab. For comment : 5 days Receipts of lab. Comments : 7 days Process/examination of case : 7 days Disposal/Approval of CA : 7 days Dispatch of final response : 4 days Total Time : 30 days		
3.	Statutory	RTI			2 weeks		

	Receipts	PMO/Cabinet Secretariat			2 weeks		
		VIP Reference			2 weeks		
		Parliament Questions			3 days		
		CPGRAMS			1 week		
4.	Lab. Reference				45 days		
		Service matters involving ref. to Finance/Legal/Policy			Process/timeline break-up: Issue to lab. For comment : 5 days Receipts of lab. Comments : 7 days Process/examination of case : 7 days Disposal/Approval of CA : 7 days Dispatch of final response : 4 days Total Time : 30 days		
		Routine service matters					
		With reference to DoPT/MoF etc.					
5.	Other time bound Receipts	Vigilance Clearance			10 days		
		Forwarding of application			10 days		

Signature of SO/US :

Section/Division :

(419)

Sub:- Forwarding of copy of recommendation No. 6 of the Chief Commissioner for Persons with Disabilities made in the Annual Report of the year 2014-15 in respect of the O/o the Chief Commissioner for persons with Disabilities (CCPD) – reg.

I am directed to forward herewith following Office Memorandum and Recommendations for information, guidance and compliance.

S.No.	OM No.	Subject
1.	Dept. of Empowerment of Person with Disabilities OM No.22-23(16)/2015-DDRC dated 6.7.2016.	Forwarding of copy of recommendation No. 6 of the Chief Commissioner for Persons with Disabilities made in the Annual Report of the year 2014-15 in respect of the O/o the Chief Commissioner for persons with Disabilities (CCPD) – reg.

All labs/Instts. may accordingly endorse a copy of advertisements for posts for PWDs, issue by them to the CCPD, New Delhi and State authorities dealing with matters of Persons with Disabilities.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 1.8.2016

F.No. 22-23(16)/2015-DDRC dated 6.7.2016 of Government of India, Ministry of Social Justice and Empowerment, DoPT.

The undersigned is directed to refer to this Department's DO letter of even number dated 29th June, 2016 on the above mentioned subject and to enclose a copy of the

recommendation No. 6 of the Chief Commissioner for Persons with Disabilities made in the Annual Report for the year 2014-15. The copy of the recommendation could not be enclosed with the letter inadvertently.

2. It is requested to kindly expedite the confirmation to the action taken on the recommendations No. 6 of the CCPD to enable us to prepare the explanatory memorandum for lying on the Table of both the Houses of the Parliament.

CHAPTER-7

RECOMMENDATIONS

1. All State Government/UTs may ensure to convene regular meetings of State Coordination Committee and State Executive Committees as per the provisions envisaged under Section 13 and 19 of the PwD Act, 1995 respectively.
2. Action plan should be prepared for issuance of disability certificates to all persons with disabilities in a time bound manner by each State and UT Administration. State Governments/UT should form mobile unit of Doctors to cover all the PwDs in remote areas and ensure that disability certificates are issued to them through door to door survey in campaign mode.
3. Free coaching facility for competitive examinations may be arranged for persons with disabilities on the same way as is done in the case of SCs/STs by the concerned State Government/UTs.
4. A toll free number/helpline should be provided by the Central Government. State Government/UTs in their respective department for providing hassle free counseling facilitation grievance redressal for persons with disabilities on disabilities related issues.
5. A Review Committee of Department of Empowerment of Persons with Disabilities may revisit the identification of posts. Broad Category of disability like Both Arms affected (BA) or "Both Legs affected" (BL) should be further divided into smaller sub-categories. A person having both the arms imputed and another person having both the arms of weak muscle or of short reach are kept in the same group. But the extent of their disability and capacity is very different. As a result, they are found equally not suitable for a particular post.
6. All Ministries/Departments of the Central Government and State/UT Government shall endorse a copy of notifications/instructions/policies/schemes meant for the welfare of person with disability invariably to the Chief Commissioner for Persons with Disabilities and the concerned department in their State/UT dealing with the matters of persons with disabilities.

(420)

Sub:- Dissemination of CSIR Policy Instructions.

In order that all CSIR Labs/Instts. are in sync with evolving policy decisions and in order to ensure uniform compliance across CSIR, DG, CSIR has desired that all the circulars

issued from CSIR Hqrs. should strictly be disseminated in Labs./Instts and brought to the attention of all Scientists and other staff for information and compliance.

It may be ensured that CSIR circulars/Instructions are reflected/flagged on the Labs./Instts. intranet with appropriate links so that all staff are abreast of latest orders.

Directors and COAs of the respective Labs are requested to ensure wide and complete dissemination of instructions issued from CSIR Hqrs. from time to time.

Copy of CSIR letter No. 5-1(22)/2011-PD dated 3.8.2016

(421)

Sub: Action taken on the observations/recommendations of the Public accounts committee contained in their Forty second Report (16th Lok Sabha) on “Non-Compliance by Ministries/Department in timely submission of action Taken Notes on the non-selected audit paragraphs (Civil and other Ministers)”.

I am directed to forward herewith the OM No. 1/42/2014-MC-157 Dated 29.6.2016 and 1/1/2014-MC/161 dated 5.7.2016 issued by the Monitoring cell, Department of Expenditure, Ministry of Finance on the aforementioned subject for your kind information and compliance.

Copy of CSIR letter No. 29/6(1)/2016(ATN)-Reports dated 4.8.2016

F.No. 1/42/2014-MC-157 Dated 29.6.2016 of Government of India, Ministry of Finance, Department of Expenditure, Controller General of Accounts.

This is with reference to letter No. 12(7)/E.Coord/2016 dated 6th June, 2016 received from E.Coord Branch, Ministry of Finance, Deptt. Of Expenditure regarding action taken on the observations/recommendations of the Public Accounts Committee contained in their Forty Second Report (16th Lok Sabha) on “Non-Compliance by Ministries/**Departments in timely** submission of Actin Taken Notes on the Non-selected Audit Paragraphs (Civil and other Ministries)”.

2. In this context, the Public Accounts Committee in Para 3 of the Report *ibid* have observed as under:-

“The committee appreciate the effort of the Monitoring Cell, Ministry of Finance, Department of Expenditure in sensitizing the Ministries/Departments for timely submission of the ATNs within the stipulated period of 4 months and ensuring compliance of the recommendation of PAC, Considerably reducing the pendency of ATNs from 4216 paras as on 30.6.2010 to 644 paras as on 30.4.2015. The Committee however, note with concern that the pendency of ATNs furnished by Audit reveal that the number of ATNs pending as on 30.4.2015 was 644 and 615 paras as on 30.11.2015. Though the pendency of ATNs have slightly declined/decreased, the Committee feel that ATNs pending with the various stake holders such as the Committee of Secretaries, constitution of Standing Audit Committee chaired by the Secretary of the Ministries concerned. The Committee,

therefore, wish the Monitoring Cell, Department of Expenditure to expedite the process of clearing the pending ATNs by issuing strict instructions to the Ministries/Departments in consultation with of the office of the C&AG within the stipulated period of 4 months. They also wish the Ministries to understand and comprehend the same as part of their statutory obligation to furnish the ATNs on the Audit para to the PAC after getting them vetted by Audit.”

3. The PAC in their above mentioned observations have taken exception to the almost stagnant position of ATNs pending with the various Ministries/Departments due to the non-completion of the process of clearing the ATNs within the stipulated time period of 4 (four) months. In this connection Monitoring Cell had prepared detailed activity –wise time lines for all stakeholders in the process cycle for clearing the pending ATNs within the stipulated time of 4 months and forwarded the same to the O/o the C&AG for their vetting comments. The O/o C&AG have given their vetting comments vide letter No. 40/RC/PAC/93/2015-16/29 dated 16.6.2016.
4. To comply with the observations/recommendations of PAC, Ministries/Departments are requested to adopt the following instructions for liquidation of pending audit paras. They should also chalk out an effective and time bound procedure to reduce the pendency within the stipulated time period of ATNs:-
 - i. After uploading of the C&AG audit paras on APMS portal by the field offices of the O/o the C&AG within 20 days after tabling of the report in Parliament, Ministries/Departments will prepare the draft ATN and upload the same on APMS portal and forward the same to
 - ii. If clarification/further information required by O/o C&AG to examine the draft ATN, they will seek the same from the concerned Ministry/Department within 20 days thereafter and upload the same on APMS portal.
 - iii. Ministry/Department will prepare the replies on clarifications/information sought by C&AG and upload/send the revised ATN within 20 days thereafter to Audit.
 - iv. C&AG will vet the draft ATN within 10 days thereafter and upload/send the same to the concerned Ministry/Department.
 - v. After receiving the vetting comments from the C&AG, Ministry/Department will forward the requisite number of copies of final ATN duly signed by Joint Secretary or above to Monitoring Cell within 10 days thereafter and also ensure before sending that the same has been uploaded on APMS portal in both versions (English and Hindi).
 - vi. After receiving the requisite number of copies of Final ATNs from the Ministries/Departments, Monitoring Cell will prepare the bundle and forward the same to Lok Sabha within 10 days thereafter from the date of receiving.
 - vii. For early settlement of Audit Paras, setting up of institutional mechanism by way of constitution of Standing Audit Committee (SAC) needs to be ensured. The SAC, as a nodal agency, is to monitor and review the submission of ATNs on audit paras on a monthly basis so as to ensure that all audit paras are responded to within the stipulated time limit and also to take appropriate remedial measures for systemic and other /required changes in order to prevent recurrence of persistent irregularities pointed out in the audit paras.

- viii. Ministries/Departments should organize ATN Adalat/Workshop in every quarter inviting representatives of audit to revolve and finalise pending ATNs.
 - ix. Rendering Manual Clearance of audit paras makes e-Monitoring portal's data unreliable and therefore makes the entire effort useless. Therefore, it has been decided that the physical copies of final vetted audit para will not be accepted by the Monitoring Cell until and unless the process cycle has been simultaneously completed on APMS portal by the Ministries/Departments "concerned and also by Audit.
 - x. Ministries/Departments and Audit should scrupulously adhere to timelines for submission of ATNs as laid down by PAC.
5. Further, it is required to be mentioned here that in Para No.3 of 42nd Report (16th Lok Sabha), PAC also desire the Ministries/Departments to understand and comprehend as part of their statutory obligation, the furnishing of ATN on the Audit para to the PAC after getting them vetted by Audit.
6. In view of the above, the Ministries/Departments may kindly strictly follow the instructions in order to comply with the observations/recommendation of the PAC in a timebound manner.

(422)

Sub: Compliance of Guidelines mentioned in para 63 and 66 of the Central Secretariat manual of office procedure(CSMOP) for handling letters received from Members of Parliament reg-

I am directed to forward herewith following DO letter for information, guidance and compliance. DO letter No 48013/03/ 2014- O& M dated 21- 07- 2016 from Joint Secretary, Department of Administrative Reforms and Public Grievances, M oP P G & P.

(Copy of CSIR letter No. 5-1(17)/2008- PD dated 26 08 2016)

Copy of DO letter No 48013/303/ 2014- O& M dated 21- 07- 2016

Sub: Compliance of Guidelines mentioned in para 63 and 66 of the Central Secretariat manual of office procedure(CSMOP) for handling letters received from Members of Parliament reg-

The Department of Administrative Reforms and Public Grievances (DAR&PG) has on various occasions impressed upon all the Central Ministries/ Departments that guidelines mentioned in para 63 and 66 on the **Central Secretariat manual of office procedure (CSMOP) for handling letters received from Members of Parliament** should be scrupulously followed. It stipulates that each communication received from Members of Parliament will be acknowledged within 15 days, followed by a reply with in the next 15 days of acknowledgement sent.

2. In almost all the Parliament sessions, the Department is questioned on the delay in sending reply to letters received from the Members of Parliament and Non adherence to

the instructions of these (CSMOP). In the past also Secretary General of both Rajya Sabha and Lok Sabha have expressed concern in the matter.

3. As the Monsoon session of Parliament is ensuing, I shall be grateful if the officials working in your ministry/ Deptt. Are suitably sensitized on the issue and are advised to send a prompt reply to the letter written by the Members of Parliament.

(423)

Sub:- Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 – filing of Returns by public servants extension of last date – reg.

I am directed to forward herewith following Office Memorandum for information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	DoPT OM No. 407/16/2016-ACD-IV(LP) dated 29.7.2016	Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 – filing of Returns by public servants extension of last date – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 29.8.2016

F.No. 407/16/2016-ACD-IV(LP) dated 29.7.2016 of Government of India, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to this Department's OMs No.407/12/2014-AVD IV(B) dated 12th April, 2016, No. 407/02/2016-AVD, IV(Lokpal) dated 24th June, 2016 and No. 407/02/2016-AVD, IV (Lokpal) dated 4th July, 2016 as also Secretary(Personnel)'s D.O. letter No. 407/12/2014-AVD, IV(B) vol. III dated 5th July, 2016 OM addressed to all Secretaries, regarding the furnishing of information relating to assets and liabilities public servants under section 44 of the Lokpal and Lokayuktas, Act, 2013.

2. In this regard, it is stated that the last date for furnishing of declaration/information/annual return as on 01.08.2014, 31.03.2015 and 31.03.2016 relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 has been extended upto 31st December, 2016. Formal amendments to the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014 have been notified and uploaded on the website of this Department, i.e., <http://persmin.nic.in/DoPT.asp>.
3. Now the timelines for filing these returns are as follows.
 - i. The first return of assets and liabilities as on 1st August, 2014 – on or before the 31st December, 2016.

- ii. The annual return of assets and liabilities as on 31st March, 2015 – on or before the 31st December, 2016.
- iii. The annual return of assets and liabilities as on 31st March, 2016 should be filed on or before 31st December, 2016.

(424)

Sub: Standard Operating Procedure to be followed in ERP Implementation.

Joint Secretary, CSIR has been pleased to approve the following Standard Operating Procedure (SOP) with immediate effect

- **E-Service Book Update :** Group, Grade, designations, cadre and Pay details of all employees should be kept upto date in the e-Service book and will be used by CSIR HQ for analysis of stagnation, postings and for all reporting purpose.
- UID of newly joined employees should be generated within five working days and staff count in ERP should be verified at all times and kept intact with manual records.
- Family details should be kept up to date.

A. Transfer / Superannuation / Status change of an employee:

Before issuing NDC, the following actions should be ensured by the respective stake holders and certified in the NDC. :

1. Remove Notional Project Mapping or modify the end date(reliving date)and toggle ESS flag to others
2. Change the Reporting officer and Reviewing officer of the staff and also update the RO of all other staff who are reporting to him/her.
3. Complete all pending ESS tasks (transfer the pending tasks to other staff using activity re-allocation (COA level)
4. Transfer e-file & e-dak by Transferring Ownership. (Action: COA/SPO/FAO/Head PME/BD Head level)
5. Un assign all activities (if the incumbent is Admin/S&P/F&A staff)
6. Lab specific role need to be removed.(Basic roles like Employee, scientific function, technical staff need not to be removed).
7. Updated the History of Posting in the Service book (reliving date and likely joining date in the new place of posting). Fill up the current place of posting. Action 7 will transfer the service book automatically.

C. ERP System should be adopted end to end from User level to Finance.

Copy of CSIR letter No. ERP/2/2016 dated 14.9.2016

(425)

Sub:- Revised interest rate of GPF – reg.

I am directed to forward herewith following Resolution for information, guidance and compliance.

S.No.	Resolution No.	Subject
1.	DoEA, MoF Resolution No. 5(1)-B(PD)/2016 dated 30.6.2016	Revised interest rate of GPF – reg.

Copy of CSIR letter No. 5-1(352)/2016-PD dated 14.9.2016

F.No. 5(1)-B(PD)/2016 dated 30.6.2016 of Government of India, Ministry of Finance, Department of Economic Affairs, (Budget Division)

RESOLUTION

It is announced for general information that during the year 2016-17, accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest at the rate of 8.1% (Eight point one per cent) w.e.f. 1st July, 2016 to 30th September, 2016. The funds concerned are:

1. The General Provident Fund (Central Services).
2. The Contributory Provident Fund (India).
3. The All India Services Provident Fund
4. The State Railway Provident Fund
5. The General Provident Fund (Defence Service)
6. The India Ordnance Department Provident Fund.
7. The Indian Ordnance Department Provident Fund
8. The Indian Naval Dockyard workmen's Provident Fund.
9. The Defence Services Officers Provident Fund.
10. The Armed Forces Personnel Provident Fund.
2. Ordered that the Resolution be published in Gazette of India.

(426)

Sub: Allowing air travel by airlines other than Air India – Dealing with cases for which journey has been performed prior to 1.4.2016 – reg.

I am directed to forward herewith following Office Memorandum for information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	Ministry of Civil Aviation OM No 18011/05/2012-AI dated	Allowing air travel by airlines other than Air India – Dealing with cases for which

	20.5.2016	journey has been performed prior to 1.4.2016 – reg.
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Copy of CSIR letter No. 5-1(17)/2008-PD dated 16.9.2016

F.No. 18011/05/2012-AI dated 20.5.2016 of Government of India, Ministry of Civil Aviation.

The undersigned is directed to refer to this Ministry's D.O No. AV-18011/05/2012-AI dated 7.3.2016 addressed to all Secretaries to the Govt. of India whereby the powers to grant relaxation to travel by airlines other than Air India were delegated to the Financial Adviser of Ministries/Department w.e.f. 1st April, 2016.

2. In connection with the delegation of powers referred to above, this Ministry has been receiving suggestions to the effect that if a Govt. organization has its own FA, then it leads to unnecessary delay if the matter is referred to FA of the Ministry because often the officers have to travel at short notice. Accordingly, it has been decided to authorize the FAs of concerned to decide these cases without referring them to their administrative Ministry, Provided the FA of the Organisation is equivalent in rank to a Joint Secretary. However, in case the FA of any organizations is lower in rank than a Joint Secretary, then the proposal from that organization may be sent to the FA of the administrative Ministry/Department concerned.

3. Though the powers to grant relaxation to travel by airlines other than air India has been delegated w.e.f. 1st April, 2016, this Ministry is receiving a number of requests for journeys performed prior to 31st March, 2016 where Financial advisors are not attending to the cases prior to 1st April, 2016 on the ground that the cases are prior to 1st April, 2016 whereas the delegation powers is w.e.f. 1st April, 2016.
4. The delegation of power to grant relaxation was carried out with the view to streamline the process and avoid delays in processing the cases. Exercising the authority at dual level i.e. in the MoCA as well as in the respective Ministry/Department at the same time may result in avoidable confusion and may not be advisable. In view of the above, it has been decided that FAs concerned shall process even those cases where the journey has been performed prior to 1.4.2016.

(427)

Sub: Aadhar based DBT – In all Subsidies/Welfare Schemes of the Central Government – Timelines – Reg.

I am directed to forward herewith the following Office Memorandum issued by Government of India, Cabinet Secretariat, DBT Mission for information, guidance and compliance-

S.No.	Office Memorandum	Subject
1.	D-11011/12/2016-DBT (Cab) dated 28.6.2016	Aadhar based DBT – In all Subsidies/Welfare Schemes of the Central Government – Timelines – Reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 20.9.2016

F.No. D-11011/12/2016-DBT (Cab) dated 28.6.2016 of Government of India, Cabinet Secretariat, DBT Mission.

As you are aware Hon'ble Prime Minister reviewed the progress of Aadhaar and DBT on 9.5.2016. it was decided in the meeting that:

- i. all DBT disbursement have to be Aadhaar linked by 31st December, 2016.
- ii. All subsidies and welfare Schemes have to be brought under DBT by 31st March, 2017.

2. it may be recalled that CoS meetings were held on 23.11.2015 and 18.1.2016 regarding expansion of DBT in other government schemes and other related issues. Secretary (C&PG) also held discussions with various Ministries/Departments on 8.3.2016 and 10.3.2016 on the expansion of DBT.

3. DBT Mission vide OM No. I-11011/145//2015-DBT-Cab(Pt) dated 31.3.2016 expanded the scope of DBT from cash transfer to individual beneficiary to in-kind transfer to individual beneficiary and also included other transfers within the programme design. Secretary (C&PG) vide D.O. No I-11011/145/2015-DBT (Pt.) dated 16.6.2016 requested Secretary of all Ministries/Departments of Govt. of India and Chief Secretary of all States for setting up of DBT Cell in all Ministries and States by 30.06.2016.

4. In view of the above all Ministries/Departments are requested to take necessary action for due compliance within the stipulated timelines.

(428)

Sub:- Central Civil Services (Leave Travel Concession) Rules, 1988- Relaxation to travel by air to visit NER, J&K & A&N – reg.

I am directed to forward herewith following Office Memoranda for information, guidance and compliance.

S.No.	OM No.	Subject
1.	MoPPG&P, DoPT OM No. 31011/3/2014-Estt(A-IV) dated 9.9.2016	Central Civil Services (Leave Travel Concession) Rules, 1988- Relaxation to travel by air to visit NER, J&K & A&N – reg.
2.	MoPPG&P, DoPPW OM No. 7/5/2012-P&PW(F)/B dated 26.8.2016	Extension of benefits of Retirement Gratuity and Death Gratuity to the Central Government Employees covered by new Defined Contribution Pension System (National Pension System) – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 4.10.2016

No. 31011/3/2014-Estt(A-IV) dated 9.9.2016 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to this Department's OM of even no. dated 26.9.2014 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 36th 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 conditions 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 OM No. 31011/6/2002-Estt(A) dated 2.12.2009), shall necessarily apply.
 - d. Effect 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.
2. All other conditions prescribed in this Department's OM of even no. dated 26.9.2014 shall continue to apply.
 3. In their application to the staff serving in the Indian Audit and Accounts Department, this order issues after consulting with the Comptroller and Auditor General of India.

F.No. 7/5/2012-P&PW(F)/B dated 26.8.2016 of Government of India, Ministry of Personnel, Public Grievances and Pension, DoPT.

Subject:- Extension of benefits of Retirement Gratuity and Death Gratuity to the Central Government Employees covered by new Defined Contribution Pension System (National Pension System) – reg.

The undersigned is directed to say that the pension of the Government servants appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension System (Known as National Pension System) notified by the Ministry of Finance (Department of Economic Affairs) via their OM No. 5/7/2003-ECB & PR dated 22.12.2003 Orders were issued for payment of gratuity on provisional basis in respect of employees

covered under National Pension System on their retirement from Government service on invalidation or death in service, vide this Department's OM No. 38/4/2006-P&PW(A) dated 5.5.2009.

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

3.These orders issue with the concurrence of Ministry of Finance Department of Expenditure, vide their ID Note No. 1(4)/EV/2006-II dated 29.7.2016.

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

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

(429)

Sub: Discontinuation of interviews for various junior level posts in CSIR – ratification thereof.

I am directed to state that the Governing Body in its 187th meeting held on 1.6.2016 has ratified the decision of the Competent Authority as notified vide CSIR circular letter of even number dated 8.4.2016

It is requested that the above ratification may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(315)/2015-PD dated 4.10.2016

(430)

Sub:- Children Education Allowance (CEA) – Clarification – reg.

I am directed to forward herewith following Office Memoranda for information, guidance and compliance.

S.No.	OM No.	Subject
1.	MoPPG&P, DoPT OM No. A-27012/01/2015-Estt.(AL) dated 22.8.2016	Children Education Allowance (CEA) – Clarification – reg.
2.	MoF, Department of Expenditure OM No. 21(2)/2016-E.II(B) dated 19.8.2016	Clarification in admissibility of Transport Allowance in cases where the officers are drawing Grade Pay of Rs. 10,000/- in PB-4 – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 25.10.2016

No. A-27012/01/2015-Estt.(AL) dated 22.8.2016 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

The undersigned is directed to refer to Department of Personnel & Training's OM No. 12011/03/2008-Estt.(Allowance) dated 2nd September 2008 and subsequent clarifications issued from time to time on the subject mentioned above and to say that E-Receipts produced by Central Govt. employees as a proof of payment of fee etc. may be treated as original and hence may be allowed for claiming reimbursement of CEA.

2. This issues with the approval of Joint Secretary (Establishment).

No. 21(2)/2016-E.II(B) dated 19th August, 2016 of Government of India, Ministry of Finance Department of Expenditure

Subject:- Clarification in admissibility of Transport Allowance in cases where the officers are drawing Grade Pay of Rs. 10000/- in PB-4 – reg.

Reference is invited to this Department's Office Memorandum No. 21(2)/2008-E.II(B) dated 29.8.2008. Para '3' of the OM stipulates that Officers drawing Grade Pay of Rs. 10000/- & above and those in the HAG' Scale, who are entitled to the use of official car in terms of Department of Expenditure (DoE) OM No. 20(5)/E.II(A)/93 dated 28.1.1994, shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of Rs. 7000/- pm plus Dearness Allowance thereon.

2. Several references have been received in this Department seeking clarification on the admissibility of Transport Allowance to officers drawing Grade Pay Rs. 10000/- under Dynamic ACP Scheme or NFU Scheme. A few cases have also been filed in the Courts in this regard. Hon'ble Central Administrative Tribunal (CAT), Principal Bench, New Delhi, in Order dated 13.5.2014 in OA NO. 4062/2013 filed by Shri Radhacharan Shakiya & Others V/s Union of India & Others, held that the Applicants were not entitled to draw Transport Allowance @ Rs. 7000/- pm plus DA thereon. The said order of the Tribunal has also been upheld by Hon'ble High Court of Delhi in their Order dated 3.9.2014 passed in Writ Petition (Civil) No. 3445/2014 filed by Shri Radhacharan Shakiya & Others.

3. Accordingly, it is clarified that the offices, who are not entitled for the use of official car for commuting between residence to office and back, in terms of DoE's OM 20(5)/E-II(A)/93 dated 28.1.1994, are not eligible to opt for drawal of Transport Allowance @ Rs. 7000/- pm. + DA thereon, in terms of DoE OM No. 21(2)/2008-E.II(B) dated 29.8.2008, even though they are drawing Grade Pay of Rs. 10000/- in PB-4 under Dynamic ACP Scheme or under the scheme of Non-Functional Upgradation (NFU).

(431)

Sub: Payment of contract staff is being made in old currency notes at the time of demonetization of Rs. 500 and Rs. 1000).

It has come to notice of the Competent Authority that salary payment of contract staff is being made in old currency notes (i.e. in denomination of Rs. 500 and 1000) by the contractors in various CSIR labs/Instts and Hqrs.

The Competent Authority has desired that Contractors should make salary payment through cheque/RTGS to these contract workers. Sr. COA/COA/AO may kindly ensure compliance.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 29.11.2016

(432)

Sub:- Request for filling up of Gr.IV posts – providing additional information regarding details of sanctioned strength, filled up positions and vacancies – reg.

As you are aware, as per CSIR Letter No. 5-1(14)/2008-PD dated 26.11.2013 (copy enclosed) the Recruitment and Assessment Board(RAB) receives proposals from Labs/Instts seeking approval to fill up Gr.IV posts.

2.It has been desired by the Competent Authority that all proposals seeking approval to fill up Group IV posts, should inter-alia contain the following information regarding Gr.IV posts of the concerned Labs/Intts.

(a).Sanctioned strength in Entry Level (with reservation position) & Lateral Level.

(b).Filled up position, as on date of proposal, in Entry Level, (with reservation position) & Lateral Level.

C.(i) Vacancy position, as on date of proposal, in Entry Level, (with reservation position) & Lateral Level.

(ii).The date of vacation in respect of each post (whether Entry Level or Lateral Level) may be indicated.

3. Accordingly, it is requested that proposals seeking permission of RAB to fill up vacant Gr.IV posts should inter-alia contain the information regarding sanctioned strength, filled up positions and vacancies of your Lab/Instt in the enclosed format at Annexure-I.

Copy of CSIR letter No. 1-1(1)/2016-RAB dated 29.11.2016

(Annexure-I to CSIR letter No. 1-1(1)/2016-RAB dated 29.11.2016)

Status of Gr.IV posts in _____(Lab/Instt.)_____ as on _____

Box A

Sanctioned Strength						
Entry Level (a)					Lateral Level (b)	Total of (a) + (b)
UR	SC	ST	OBC	Total		

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Box B

Filled up positions (Roster wise)						
Entry Level (a)					Lateral Level (b)	Total of (a) + (b)
UR	SC	ST	OBC	Total		

Box C

Vacancy Position						
Entry Level (a)					Lateral Level (b)	Total of (a) + (b)
UR	SC	ST	OBC	Total		

Category	Date of Vacation of entry level posts as reflected in Box 'C'
UR	
SC	
ST	
OBC	

Date of Vacation of posts at lateral level as reflected in Box 'C'

Break up of filled up Gr. IV posts as on _____

VI Gr.IV(6) Chief Scientist	V Gr.IV(5) Sr. Pr. Scientist	IV Gr.IV(4) Pri. Scientist	III Gr. IV(3) Sr. Scientist	II Gr.IV(2) Scientist	I Gr.IV(1) Jr. Scientist

(433)

Sub:- Reorganization of Administrative Wings of CSIR Headquarters – reg.

With reference to this office OM of even number dated 1.2.2016 on the above subject, the Complaints Handling Section was assigned the following work:-

- i. Dealing with all Complaints Holding of Preliminary Inquiry/FFC/Investigation and other related matters.
- ii. Holding of all inquiries in cases relating to sexual harassment.

2.It is clarified that complaints having vigilance angle will be dealt by CVO, CSIR, ab-initio.

3.All other complaints will be dealt by Complaints Handling Section till the stage where it is established that prima-facie case exists for further action as per CCS (CCA) Rules, 1965. Thereafter, such cases will be transferred by Complaints Handling Section to the respective nodal Section for further submission to disciplinary Authority as per Rules, i.e. E-I/HR-I Section for Common Cadre Officers of the level of Section Officers or equivalent, where Joint Section (Admn.), CSIR is the Disciplinary Authority and to CVO, CSIR in case of Common Cadre Officers of the level of Under Secretary or equivalent and above and Chief Scientist where Disciplinary Authority is DG, CSIR and President, CSIR, respectively.

4.Further, pursuant to issue of CSIR OM No. 5-1(335)/2016-PD/Monitoring dated 4.10.2016 for complaints pertaining to sexual harassment at work place the Directors of Laboratories/Institute will correspond with HR-I and CVO, CSIR for officers as per delineation stated in Para 3.

This issue with the approval of DG, CSIR.

Copy of CSIR letter No. 3-US(HR)/Reorg/2015-E.I dated 9.12.2016

(434)

Sub:- Special concessions to Central Government Employees working in Kashmir Valley in attached/subordinate offices or PSUs falling under the control of Central Government – reg.

I am directed to forward herewith the following Office Memorandum for information, guidance and compliance.

Sl.No.	Office Memorandum	Subject
1.	Ministry of Personnel, Public Grievances & Pensions, DoPT No. 18016/1/2016-Estt. (L) dated 11.8.2016	Special concessions to Central Government Employees working in Kashmir Valley in attached/subordinate offices or PSUs falling under the control of Central Government – reg.

(Copy of CSIR letter No. 5-1(22)/2016-PD dated 14.12.2016)

F.No. 18016/1/2016-Estt. (L) dated 11.8.2016 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT

The undersigned is directed to refer to this Department's OM No. 18016/3/2011-Estt.(L) dated 20th April, 2015 on the subject mentioned above and to state that it has been decided by the competent authority to extend the package of concessions/incentives to

Central Government employees working in Kashmir Valley for a further period of two years w.e.f. 1.1.2016. the package for two years is as per Annexure.

2. The package of incentives is uniformly applicable to all Ministries/Departments and PSUs under the Government of India and they should ensure strict adherence to the rates prescribed in the package. The concerned Ministry/Department may ensure implementation and monitoring of the package in conformity with the approved package, and therefore, all Court cases in which verdicts are given contrary to the package would have to be contested by the Ministries/Departments concerned.

ANNEXURE

ANNEXURE to DOPT's OM No. 18016/1/2016-Estt(L) dated the 11th August, 2016.

DETAILS OF PACKAGE OF CONCESSIONS TO CENTRAL GOVERNMENT EMPLOYEES WORKING IN KASHMIR VALLEY IN ATTACHED/SUBORDINATE OFFICES OR PSUs FALLING UNDER THE CONTROL OF CENTRAL GOVERNMENT

[Kashmir Valley comprises of ten districts namely, Anantnag, Baramulla, Budgam, Kupwara, Pulwama, Srinagar, Kulgam, Shopian, Ganderabal and Bandipora]

I. ADDITIONAL H.R.A AND OTHER CONCESSIONS:

(A) Employees posted to Kashmir Valley:

- (i) These employees have an option to move their families to a selected place of their choice in India at Government expense. T.A. for the families allowed as admissible in permanent transfer inclusive of transportation of personal effects, lump-sum payment for packing etc.
- (ii) Departmental arrangements for stay, security and transportation to the place of work for employees.
- (iii) HRA as for Class 'Y' city applicable for employees exercising option at (i). Such employees will be eligible for drawing the normal HRA as well at their place of posting provide departmental arrangement is not made for his/her stay.
- (iv) The period of temporary duty extended to six months. For period of temporary duty daily allowance at full rate is admissible, apart from departmental arrangements for stay, security and transportation.

(B) Employees posted to Kashmir Valley who do not wish to move their families to a selected place of residence:

As per diem allowance of Rs. 50/- is paid for each day of attendance to compensate for any additional expense in transportation to and from office etc.

II. MESSING FACILITIES:

Messing allowance is paid to all the employees posted in J&K @ Rs. 85.96/- per day.

III. PAYMENT OF MONTHLY PENSION TO PENSIONERS OF KASHMIR VALLEY:

Pensioners of Kashmir Valley who are unable to draw their monthly pensions through either Public Sector Banks or PAO treasuries from which they were receiving their

pensions, would be given pensions outside the Valley where they have settled, in relaxation of relevant provisions.

NOTE:

1. The package of concession/facilities shall be admissible in Kashmir Valley comprising of ten districts namely, Anantnag, Baramulla, Budgam, Kupwara, Pulwama, Srinagar, Kulgam, Shopian, Ganderbal and Bandipora.
2. The package of concession/facilities shall be admissible to Temporary Status Casual laborers working in Kashmir Valley in terms of Para 5(i) of the Casual Laborers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993.
3. The benefit of additional HRA admissible under the Kashmir Valley package shall be admissible to all Central Government employees posted to Kashmir Valley irrespective of whether they are natives of Kashmir Valley, if they choose to move their families anywhere in India subject to the conditions governing the grant of these allowances.
4. The facilities of Messing Allowance and Per Diem Allowance shall also be allowed to natives of Kashmir Valley in terms of the Kashmir Valley package.

(435)

Sub: Monthly Manpower data of CSIR Labs/Instts. – reg.

Reference is invited to CSIR letter No. 4-35(1)/MM/2015-HR-III dated 24.12.2014 wherein all CSIR labs/Instts. were requested to provide in position manpower data every month. However, it is noticed that many labs/Instts. are not providing the requisite data in time. This information is very important as current (in Position) Manpower Data is frequently sought and required at short notice for submission to Audit/respond to Parliament Question.

It is, therefore, requested to kindly ensure that the data of Preceding month should reach CSIR Hqrs on 1st of the every month in the prescribed proforma attached herewith at manpower@csir.res.in.

Copy of CSIR letter No. 5-1(349)/2016-PD dated 15.12.2016

Name of the CSIR Lab/Instt. Men in Position as on 1 st of the Month of Year						
S.No.	Gr.IV	Gr.III	Gr.II	Gr.I	Admn(NT)	Total

(436)

Sub: Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act – reg.

I am directed to forward herewith the following Office Memorandum for information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	DoPT OM No. 407/16/2016-AVD-IV(LP) dated 1.12.2016	Declaration of Assets and Liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act – reg.

Copy of CSIR letter No.5-1(17)/2008-PD dated 21.12.2016

F.No. 407/16/2016-AVD-IV(LP) dated 1.12.2016 of Government of India, Ministry of Personnel, Public Grievance and Pensions, DoPT.

The undersigned is directed to refer to this Department's OM of even number dated 29th July, 2016 (copy enclosed) regarding the furnishing of information relating to assets and liabilities by public servants under section 44 of the Lokpal and Lokayuktas Act, 2013 (the Act).

- In this regard it is stated that with the passing of the Lokpal and Lokayuktas (Amendment) Act, 2016 (copy enclosed), the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filling Returns) Rules, 2014 and all the amendments made thereto have become redundant.
- The Lokpal and Lokayuktas (Amendment) Act, 2016, as referred to above substitute the provision of section 44 of the Principal Act by the following new provision:-
"44 On and from the date of commencement of this Act, every public servant shall make a declaration of his assets and liabilities in such form and manner as may be prescribed."
- Thus, under the Public Servants (Furnishing of Information and Annual Return of Assets and Liabilities and the Limits for Exemption of Assets in Filing Returns) Rules, 2014, there is no requirement for filing of declaration of assets and liabilities by public servants now. The Government is in the process of finalizing a fresh set of rules. The said rules will be notified in due course to prescribe the form, manner and timelines for filing of declaration of assets and liabilities by the public servants under the revised provision of the said Act. All public servants will henceforth be required to file the declarations as may be prescribed by the fresh set of rules.

(437)

Sub:- Clarification of the Definition of Members of Family in the context of Rule 4 regarding.

I am directed to forward herewith following Office Memoranda for information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	Ministry of Personnel, Public Grievances, and Pension, DoPT OM No. 11013/4/2016-Estt. (A-II) dated 20 th July, 2016.	Clarification of the Definition of Members of Family in the context of Rule 4 regarding.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 27.12.2016

F.No. 11013/4/2016-Estt. (A-II) dated 20th July, 2016 of Government of India, Ministry of Personnel, Public Grievances, and Pension, DoPT.

The undersigned is directed to say that as per rule 4 (1) of CCS (Conduct) Rules, 1964, no Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm, Further, rule 4(3) reads as follows:

"No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm, or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government servant shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made."

2.As per rule 2 of the CCS (Conduct) Rules, 1964, the definition of "Members of Family" may differ from that given in the rule 2, sub clause (c) in the context of a rule, For removal of doubts it is clarified that in the context of rule 4(1) and 4(3) "Members of family" in relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not.

3. All Ministries/Departments/Offices are requested to bring the above guidelines to the notice of all Disciplinary Authority under their control.

(438)

Sub: Consolidated instructions on compassionate appointment – Review of FAQ dated 30.5.2013/25.2.2015 with regard to married son.

I am directed to forward herewith the following Office Memoranda for information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	Ministry of Personnel, Public Grievances, and Pensions, DoPT No. 14014/02/2012-Estt.(D) dated 30.5.2013.	Frequently Asked Question (FAQs) on Compassionate Appointment.

2.	Ministry of Personnel, Public Grievances, and Pensions, DoPT No. 14014/02/2012-Estt.(D) dated 25.2.2015.	Frequently Asked Question (FAQs) on Compassionate Appointment.
3.	Ministry of Personnel, Public Grievances, and Pensions, DoPT No. 14014/02/2012-Estt.(D) dated 5.9.2016.	Consolidated instructions on compassionate appointment – Review of FAQ dated 30.5.2013/25.2.2015 with regard to married son.

Copy of CSIR letter No. 5-1(41)/2008-PD dated 5.1.2017

F.No. 14014/02/2012-Estt.(D) dated 5.9.2016 of Ministry of Personnel, Public Grievances, and Pensions, DoPT

The undersigned is directed to invite attention to this Department's O.M. No. 14014/6/1994-Estt.(D) dated 09th October, 1998 and OM of even number dated 16th January, 2013 vide which Consolidated Instructions on compassionate appointment were issued. Subsequently, vide FAQ No. 13 dated 30.05.2013 it has been clarified that married sons are not considered as dependent family member and hence not eligible for consideration for compassionate appointment. The clarification with regard to married son as stipulated in FAQ No. 13 dated 30.05.2013 has been reviewed vide FAQ No 60 of even number dated 25.2.2015 as under:-

S.No.	Question	Answer
60	Whether 'married son' can be considered for compassionate appointment?	Yes, if he otherwise fulfils all the other requirements of the Scheme i.e. he is otherwise eligible and fulfills the criteria laid down in this Department's OM dated 16 th January, 2013. This would be effective from the date of issue of this FAQ viz. 25 th February, 2015 and the cases of compassionate appointment already settled wr.t. the FAQs dated 30 th May, 2013, may not be reopened.

- Pursuant to various court Orders, the clarifications/FAQ No. 13 dated 30.5.2013 and FAQ No. 60 dated 25.2.2015 has been further reviewed in consultation with the Department of Legal Affairs. It has been decided that married son can be considered for compassionate appointment if he otherwise fulfils all the other requirements of the Scheme i.e. he is otherwise eligible and fulfills the criteria laid down in this Department's OM dated 16th January, 2013.
- FAQ No. 13 dated 30.5.2013 and FAQ No. 60 dated 25.2.2015 stands withdrawn from the date of their issue.
- The cases of compassionate appointment rejected solely on the grounds of marital status in terms of FAQ No. 13 dated 30.05.2013 during the intervening period i.e. w.e.f. 30.05.2013 to 25.02.2015 in respect of married son may be reopened/reconsidered against vacancies occurring after issue of this OM.

**Department of Personnel & Training
Establishment 'D' Section**

**Frequently Asked Questions (FAQs) on Compassionate Appointment
Definition of a Dependent Family Member**

S.No.	Question	Answer
60	Whether 'married son' can be considered for compassionate appointment?	Yes, if he otherwise fulfils all the other requirements of the Scheme i.e. he is otherwise eligible and fulfills the criteria laid down in this Department's OM dated 16th January, 2013. This would be effective from the date of issue of this FAQ viz. 25 th February, 2015 and the cases of compassionate appointment already settled wr.t. the FAQs dated 30 th May, 2013, may not be reopened. Sr. No. 13 of the FAQs dated 30 th May, 2013 may be deemed to have been modified to this extent.

**Department of Personnel & Training
Establishment 'D' Division**

Frequently Asked Questions (FAQs) on Compassionate Appointment

S.No.	Question	Answer
Introduction and Objective		
1.	Under what provisions of Government, appointments on compassionate grounds are regulated?	The appointments on compassionate grounds against a post in Central Government are regulated in terms of the provisions of "Scheme for Compassionate Appointment under Central Government" issued under Department of Personnel & Training OM No. 14014/6/1994-Estt(D) dated 9.10.1998, as amended from time to time. All the instructions on compassionate appointments have been consolidated vide OM 14014/02/2012-Estt(D) dated 16.1.2013 and are available on the Department's website www.permin.nic.in (OMs & Orders > Establishment > (A) Administration (iii) Concessions in Appointments (a) Compassionate Appointments.
2.	What is the objective of scheme for compassionate appointments?	The objective of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant; who has died while in service or who is retired on medical grounds before attaining the age of 55 years (57 years for erstwhile Group 'D' employees),

		thereby leaving the family in penury and without any means of sustainable livelihood so as to provide relief to the family of the Government servant concerned from financial destitution and to help it get over the emergency.
3.	Is the Scheme applicable to member of Armed Forces?	Yes. Dependent family member of a Armed Force personnel can be considered for appointment against a civilian post within any establishment/organization under the Ministry of Defence, if the armed force personnel: (a) Dies during service; or(b) Is killed in action; or(c) Is medically boarded out and is unfit for civil employment.
4.	Can dependents of a deceased government employee who committed suicide be considered for compassionate appointment?	Yes. If the family satisfies the criteria to be considered for compassionate appointment (see S.No. 29).
Age Limit for appointment on compassionate grounds		
5.	What is the upper and lower age limit for making compassionate appointment?	The age limits would be based on the Recruitment Rules of the post to which the compassionate appointment is proposed to be made.
6.	Whether upper age limit prescribed for a post can be relaxed while making appointment on compassionate ground?	Yes. Upper age limit can be relaxed wherever found to be necessary.
7.	Whether lower age limit prescribed for a post can be relaxed while making appointment on compassionate ground?	No. The lower age limit cannot be relaxed below 18 years of age.
8.	What is the crucial date for determining age eligibility for appointment on compassionate grounds?	Age eligibility shall be determined with reference to the date of application for compassionate appointment.
9.	Which authority is competent to grant relaxation of upper age limit?	Authority competent to take a final decision for making compassionate appointment in a case is the competent authority to grant relaxation of upper age limit.
10.	Is there any restriction of age limit of medically retired government servant for consideration of cases of dependents for Compassionate appointment?	Yes. The Government servant should have retired on medical grounds before attaining the age of 55 years (57 years for erstwhile Group D employees).

Definition of a Dependent Family Members		
11.	Who are considered dependent Family Members for the purpose of consideration of appointment on compassionate grounds?	Dependent Family Member means: Spouse; or Son (including adopted son); or Daughter (including adopted daughter); or Brother or sister in the case of unmarried Government servant; or Member of the Armed Forces, as defined in S.No. 3, who was wholly dependent on the Government servant/member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.
12.	Whether a married daughter can be considered for compassionate appointment?	Yes, but subject to conditions: That she was wholly dependent on the Government servant at the time of his/her death in harness or retirement on medical grounds. She must support other dependents members of the family.
13.	Whether a married son can be considered for compassionate appointment?	No. A married son is not considered dependent on a government servant.
14.	Whether a married brother can be considered for compassionate appointment?	No. A married brother is not considered dependent on a government servant.
15.	Whether dependent of an employee working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis can be considered for compassionate appointment?	No. only the dependent of regular government employee can be considered for compassionate appointment.
16.	Whether dependent of "confirmed work-charged staff can be considered for compassionate appointment?	Yes. Confirmed work-charged staff is covered by the term Government servant.
17.	Whether a widow appointed on compassionate ground be allowed to continue in service after re-marriage?	Yes.
18.	Whether dependent of deceased government employee can be considered for	Yes. In deserving cases, even where there is already an earning member in the family, a dependent family member may be considered for compassionate

	compassionate appointment when there is an earning member in the family?	appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.
19.	Whether dependent of a missing government employee can be considered for compassionate appointment?	Yes. Subject to conditions prescribed in this Department OM dated 9.10.1998, dependent family of missing government employees can be considered for compassionate appointment.
Competent Authority for Compassionate Appointments		
20.	Who is the competent authority to make appointment on compassionate grounds in case of a Ministry/Department?	Joint Secretary in-charge of administration in the Ministry/Department concerned; Head of the Department under the supplementary Rule 2(10) in case of attached and subordinate office; Secretary in the Ministry/Department concerned in special type of cases;
Posts/vacancies against which compassionate appointments can be made		
21.	Against which group of posts a compassionate appointment can be made?	Compassionate appointment can be made only upto 5% of vacancies falling under direct recruitment quota in Group 'C' posts (including erstwhile Group 'D' posts) in a recruitment year. The manner of determination of vacancies has been explained in the consolidated instructions on compassionate appointment dated 16.1.2013.
22.	How do we made appointment on compassionate grounds in small offices/cadres in which there are less than 20 direct recruitment vacancies in a recruitment year', the minimum vacancies required to make a compassionate appointment?	Group 'C' posts, in which there are less than 20 direct recruitment vacancies in a recruitment year, may be grouped together and out of the total number of vacancies 'in a year', 5% may be filled up on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.
23.	How are vacancies for appointment on compassionate grounds to	The small Ministries / Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment.

	be calculated in small Ministries / Departments where sufficient vacancies do not arise, year after year, for making compassionate appointment?	Small Ministries / Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% Quota for the last 3 years. Such small Ministries/Departments may add appointment? up the total of DR vacancies in Group 'C' and erstwhile Group 'O' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota.
24.	Can compassionate appointment be made against a Group 'A' or Group 'B' post?	No.
25.	Can compassionate appointment be made Group A or Group B post if the dependent has higher qualifications?	No.
26.	If compassionate appointment cannot be given in a year, can it be considered in the next recruitment year?	Yes. There is no time limit for compassionate appointment. A request for compassionate appointment can be carry forward to next or more years, but the total compassionate appointment made in a year should not exceed 5% limit of the direct recruitment Group C quota.
27.	Can compassionate appointment be made against a future vacancy?	No. Compassionate appointment can be made only if a regular vacancy is available for that purpose. No appointment can be made against a future vacancy.
28.	Whether the administrative Ministry/Department/Office are required to prepare a waiting list for appointment on compassionate ground?	No. Since no compassionate appointment can be made against a future vacancy, no waiting list is to be prepared.
29.	Can a Committee constituted in a Ministry/Department for considering the request for appointment on compassionate ground recommend persons for	No. The recommendation of the Committee should be limited to exiting vacancies only. No recommendation for appointment on compassionate ground can be made against a future vacancy.

	appointment against the next year vacancy?	
30.	Can appointment on compassionate grounds be made against a Technical post?	Yes. Compassionate appointment can also be made against technical posts a Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year against the technical posts.
31.	Is reservation roster applicable to compassionate appointments?	Yes. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
Criteria for consideration of the desirability of compassionate appointments.		
32.	What is criteria for determining eligibility of a person for consideration for compassionate appointment.	<p>Following factors are to be mandatorily taken into consideration for making compassionate appointments: The family is indigent and deserves immediate assistance for relief from financial destitution; and Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rule:</p> <p>The onus for examining the penurious condition of the dependent family rest with authority making compassionate appointment. Courts have clearly stated in various judgements that offering compassionate appointment as a matter of course, irrespective of the financial condition of the family of the deceased or medially retired Government servant, is untenable.</p>
Exemptions admissible for compassionate appointees		
33.	What are exemptions available to administrative Ministry/Departments while making compassionate appointment?	<p>Compassionate appointments are exempted from observance of the following requirements:- Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange. Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training. The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure)</p>

34.	Whether a person appointed as LDC on compassionate ground exempted from requirement of passing the type writing test.	In the matter of exemption from the requirement of passing the typing test, those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:- By the CS Division of the Department of Personnel and Training, if the post is included in the Central Secretariat Clerical Service; or By the Establishment Division of the Department of Personnel and Training, if the post is not included in the Central Secretariat Clerical Service.
35.	Whether a person who does not fulfill education qualification of a post can be appointed on compassionate ground?	Yes. A person who does not fulfill educational qualification of a post can be appointed as "Trainee" (DoPT OM No. 14014/2/2009-Estt(D) dated 11.2.2009 and 3.4.2012)
36.	Whether Government Department can appoint a widow who does not fulfill educational qualification requirement of a post?	Yes. In case a widow who does not fulfill educational requirement of a post is considered for compassionate appointment, she can be appointed only against a multi-tasking staff post provided the appointing authority is satisfied that she can satisfactorily perform duties of the post with the help of some on job training.
37.	Can dependents of deceased government employee be considered for appointment on compassionate ground on casual/daily wage/adhoc/contract basis?	No. Only regular appointment can be made on compassionate grounds against a regular vacancy.
Time-limit for considering cases of compassionate appointments		
38.	Is there any time limit for considering a case for compassionate appointment?	Subject to availability of a vacancy and instructions on the subject issued by this Department, as amended from time to time, any application for compassionate appointment can be considered without any time limit subject to the merit of each case (see criteria mentioned in S.No. 32).
39.	Can a Department consider belated requests for compassionate appointment?	Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to

		the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as an adequate proof that the family had some dependable means of subsistence.
40.	Can the cases which were closed on completion of 3 years time-limit as provided in DoPT Om dated 5.5.2003, be re-opened after the waiver of time-limit in DoPT OM dated 26.7.2012?	Yes, provided that the cases were closed due to non-availability of vacancies during the 3 year time period and subject to the criteria mentioned in S.No. 32 and S.No. 39. Such cases should not be opened merely because the time limit has been waived off.
41.	Whether belated case of compassionate appointments against the Group D can be considered now after regularization of all Group D can be considered now after regularization of all Group D employees as Group C employees.	The belated cases of compassionate appointment are to be considered as per the revised recruitment rules for the MTS posts.
Status and admissibility of pay/allowances of a Trainee		
42.	What will be Status of Trainee?	A person appointed as 'Trainee enjoys the Status of Government servant from initial day and will be allowed all the allowances and benefit allowed to a government servant.
43.	What will be maximum time period allowed for a person appointed as 'Trainee' to acquire minimum education qualification.	A person appointed as a 'Trainee' on compassionate grounds has to acquire minimum educational qualifications in 5 years.
44.	Whether a person appointed on compassionate grounds as Trainee will have probation period.	Yes. The probation period, as specified in Recruitment rules of the post/grade against which he/she is appointed would commence from the date he/she acquires minimum educational
45.	Whether Earned Leave, Half pay leave and other types of leave as applicable to regular Government employees would be admissible to a Trainee.	A Trainee appointed on compassionate ground would be entitled for all kinds of leave allowed to a regular Government servant.
46.	Admissibility of Leave Travel concession as applicable to regular government servants.	A Trainee appointed on compassionate ground would be allowed LTC concession only on completion of one year service.
47.	Is a Trainees appointed on	Yes. As allowed to a regular government servant in the

	compassionate grounds entitled to Medical facilities/Benefit of CGEGIS/CGHS and Children Educational Allowance.	pre-revised pay scale of Rs. 4440-7440/- without grade pay. However, he would not be entitled to OTA during the period as a Trainee.
48.	Admissibility of New Pension Scheme.	Yes. As allowed to a regular government servant in the pre-revised pay scale of Rs. 4440-7440/- without grade pay.
49.	Whether dependent of a Trainee appointed on compassionate grounds entitled to compassionate appointment.	Yes.
Miscellaneous		
50.	Which administrative authority is responsible for informing the dependents of deceased government employee or a medically retired official about the scheme for compassionate appointment?	Welfare Officer of the concerned Ministry/Department/Office is responsible for appropriate counseling and facilitation the process of compassionate appointment of the dependent of a deceased or medically retire government employee.
51.	Whether maintenance of the family of the deceased employee is responsibility of person appointed on compassionate ground?	Yes. A person appointed on compassionate grounds under the scheme has to give an undertaking in writing that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it its proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.
52.	Once a person has been appointed on compassionate ground, can be considered eligible for consideration for appointment on compassionate ground against another post?	No. When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist and he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
53.	Can an appointment on compassionate ground be transferred from one person to another person?	Appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion is invariably to be rejected.
54.	How is the seniority of a person appointed on compassionate	A person appointed on compassionate ground in a particular recruitment year may be placed at the

	ground to be determined?	bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.
55.	Can service of an employee appointed on compassionate grounds terminated for not fulfilling the terms and condition of offer of appointment.	The compassionate appointments can be terminated on the ground of non-compliance of any condition stated in the officer of appointment after proving an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the conditions(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.
56.	Can a dependent of deceased government employee who held the erstwhile Group 'D' now MTS post, considered for appointment on compassionate ground against a Group 'C' post?	Yes. A family member of erstwhile Group 'D' Government servant (now MTS) can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
57.	Can an application on compassionate ground rejected because the family of the deceased government' employee has received benefits under various, welfare scheme?	No. An application for compassionate appointment cannot be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes and will have to be considered on the basis of criteria mentioned in S.No. 32 and S.No. 39.
58.	Can an application on compassionate ground be rejected on the ground of re-organisation in the Ministry/Department/Office?	No. Compassionate appointment cannot be denied or delayed merely on the ground that there is reorganization in the Ministry/Department/Office. It should be made available to the person concerned If there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme (see criteria mentioned under S.No. 32).
59.	Can courts order appointment on compassionate grounds?	The Supreme Court has held in Its Judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183) that the

		High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.
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(439)

Sub: Grant of Advance – Amendment to Rules 21(5) of Compendium of Rules on Advance to Government Servant – reg.

I am directed to forward herewith the following Office Memorandum for information, guidance and compliance.

S.No.	OM	Subject
1.	Govt. of India, Ministry of Finance, Dept. of Expenditure OM No. 12(1)/E.II(A)/2016 dated 7.10.2016.	Grant of Advance – Amendment to Rules 21(5) of Compendium of Rules on Advance to Government Servant – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 12.1.2017

F.No. 12(1)/E.II(A)/2016 dated 7.10.2016 of Government of India, Ministry of Finance, Department of Expenditure.

The undersigned is directed to say that in pursuance of the decision taken by the Government on the Seventh Pay Commission's recommendations relating to advances, the existing provisions of Compendium of Rules, of Advances 21(5) relating to Personal Computer Advance are amended as per the amendments attached.

- These orders will take effect from the date of issue of this OM. The cases where the advance have already been sanctioned need not be reopened. The other interest bearing advances relating to Motor Car Advance and Motorcycle/Scooter/Moped Advance will stand discontinued.
- In so far as persons serving in Indian Audit and Accounts Department are concerned, these orders issued in consultation with the Comptroller and Auditor General of India.
- All the Ministries/Departments are requested to bring the amendments to the notice of all its attached and subordinate offices for their information.

Conditions of grant of computer advance:

Rule 21(5)

Advance	Quantum	Eligibility Criteria
Personal Computer Advance	Rs. 50000 or actual price of PC, whichever is lower	All government employees

- (i) The Computer advance will be allowed maximum five times in the entire service.

(440)

Sub: Online withdrawal request in respect of NPS subscribers.

Central Record Keeping Agency (CRA) system generates a 'Claim ID' six months prior to the date of superannuation of subscribers based on the date of retirement available in CRA records. This claim ID is used for initiating the withdrawal request from subscriber's NPS account on superannuation PAOs can view the list of claim IDs generated at their login page in the CRA system. Generation of claim ID six months prior gives sufficient time for respective PAOs to complete necessary retirement formalities and initiate withdrawal requests well in advance.

PAOs of CSIR labs/institutes are requested to regularly have a look on the list of claim IDs generated at their log-in page in the CRA system for initiating online withdrawal requests of NPS subscribers well in time

Copy of CSIR letter No. 34-2(5)/-NPS/2016-17 dated 23.2.2017

(441)

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

I am directed to forward herewith the following Office Memorandum for information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	DoPT OM No. 31011/7/2014-Estt.(A-IV) dated 13.1.2017	Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by private airlines to visit Jammu & Kashmir – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 2.3.2017

F.No. 31011/7/2014-Estt.(A-IV) dated 13.1.2017 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to this Ministry's O.M. of even no. dated 28.11.2014 on the subject noted above and to say that vide aforesaid O.M.. facility to travel on LTC by private airlines to 'Jammu & Kashmir (J&K) under the special dispensation scheme was allowed for a period of one year. This facility ended w.e.f. 28.11.2015 and was re-introduced on 01.06.2016.

2. Many references have been received about Govt. employees who had inadvertently travelled by private airlines to J&K during the ttp period i.e from

28.11.2015 to 31.05.2016. under the impression that the facility was still operational and were later facing difficulties in settlement of their LTC claims.

3. The issue has been examined in consultation with Department of Expenditure and Ministry of Civil Aviation. In relaxation to this Department's OM of even no. dated 28.11.2014, it has been decided to allow the claims of those Government employees who had travelled by private airlines to Jammu & Kashmir on LTC during the gap period of 28.11.2015 - 31.05.2016. This shall be subject to the condition that tickets have been booked through the authorised modes and at LTC-80 fare or less and other conditions prescribed in DoPT's O.M. No. 3101117/2014-Estt.A-IV dated 28.11.2014.

(442)

Sub: Adhering to the guidelines on the issue of responding to letters received from Members of Parliament – reg.

I am directed to forward herewith a copy of the following D.O. letter for information, guidance and compliance.

S.No.	D.O. letter	Subject
01	D.O. No. 15899M(S&T&ES)2017 dated 16.1.2017 received from Hon'ble Minister, Science and Technology, Department of Science and Technology.	Adhering to the guidelines on the issue of responding to letters received from Members of Parliament – reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 2.3.2017

D.O. No. 15899M(S&T&ES)2017 dated 16.1.2017

I acknowledge the receipt of your letter No. 48013/2/2016-O&M dated 26th December, 2017 regarding adherence to the guidelines on the issue of responding to letters received from the Members of Parliament.

I am forwarding this to Secretary, DST, DBT, MoES, DSIR and Director General, CSIR, New Delhi, for necessary action.

Copy of D.O. No. 48013/2/2016-O&M

This is regarding adherence to the guidelines on the issue of responding to letters received from the Members of Parliament (MPs).

2. Guidelines laid down in the Central Secretariat Manual of Office Procedure (CSMOP) for handling the communications received from the MPs specify that such communications should be attended promptly and acknowledged within 15 days, followed by a reply within the next 15 days of the acknowledgement sent. In cases where delay is anticipated, an interim reply should be given indicating the possible date for a final reply. This is to ensure that prompt attention is given to the communications received from the MPs. Guidelines

further specify that appropriate record should be maintained and monitored in respect of communications received from the MPs.

3. The Prime Minister's Office has been receiving references from some of the MPs that they are not receiving timely acknowledgement and responses from the Ministries/Departments in response to their letters. I would be grateful, if you could issue suitable instructions to ensure prompt reply to the letters of the MPs and also like to consider setting up of a mechanism to periodically monitor progress in disposal of references received from MPs. In this regard, it is also suggested that all letters received from the MPs should be immediately scanned and uploaded in e-office. This system will facilitate electronic monitoring of disposal of letters received from the MPs.

(443)

Sub: Casual labourers with temporary status – clarification regarding contribution of GPF and Pension under the Old Pension Scheme – reg.

I am directed to forward herewith following Office Memorandum for information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	DoPT OM No. 49014/2/2014-Estt(C) dated 28.7.2016	Casual labourers with temporary status – clarification regarding contribution of GPF and Pension under the Old Pension Scheme – reg.
2.	DoPT OM No. 49019/1/95-Estt(C) dated 19.7.2016	One day paid weekly of for casual workers – implementation of the Order of Hon'ble CAT, Ahmedabad bench in the OA No. 214 of 2003 filed by Smt. Bhikaben Pratapbhai Prajapati.
3.	DoPT OM No. 49019/1/95-Estt(C) dated 14.6.2016	Recruitment of casual workers and persons on daily wages.

Copy of CSIR letter No. 5-1(40)/2008-PD dated 27.3.2017

F.No. 49014/2/2014-Estt(C) dated 28.7.2016 of Government of India, Ministry of Personnel, PG & Pensions, DoPT.

The undersigned is directed to refer to this Department's OM of even number dated 26th February, 2016 on the above subject and to say that some references have been received in this Department from various Ministries/Departments seeking a clarification with regard to the Para 7 of the referred OM.

2. The OM was issued in consultation with Department of Expenditure and the Department of Pension and PW. It was clarified vide that OM that this Department's O.M dated 26th April, 2004 had been quashed in a series of Orders/Judgements. The OM dated 26th February, 2016 restores the provisions of the Scheme as it existed prior to the OM dated 26th April, 2004. The benefit of GPF and Old Pension Scheme is applicable to all those casual labourers who are covered under the Scheme of the 10th September, 1993 even if they have been regularized on or after 01/01/2004.

3. As the benefit of Old Pension Scheme and GPF is admissible only to those Casual workers who are covered under the Scheme of 1993, all Ministries/ Department may strictly ensure that it does not lead to demand by regularly recruited fresh employees appointed on or after 1.1.2004 for similar benefit in place of NPS.
4. This issues with the concurrence of Department of Expenditure vide their I.D.No.1(15)/E-V/2015 dated 27.07.2016

F.No. 49019/1/95-Estt(C) dated 14.6.2016 of Government of India, Ministry of Personnel, PG & Pensions, DoPT.

Subject: Recruitment of casual workers and persons on daily wages.

The undersigned is directed to refer to the provisions of the of Department of Personnel and Training OM No. 49014/2/86-Estt (C) dated 7th June, 1988 on recruitment of Casual Workers and daily wages. Attention is invited to the provisions of the referred O.M at para 1 (iii) which lays down" that work presently being done by regular staff should be reassessed by the administrative Departments concerned for output and productivity so that the work being done by the casual workers could be entrusted to the regular employees".

2. It has been observed that in spite of strict guidelines on engagement of Casual Labour vide the above referred O.M various Ministries Departments continue to engage casual workers for attending work of regular nature against the Government's policies. It is, therefore, reiterated that all Ministries Departments may ensure strict compliance of the guidelines on engagement of Casual Labours. Negligence in the matter of implementing these guidelines should be viewed seriously and brought to the notice of the appropriate authorities for taking prompt and suitable action against the defaulters.

F.No. F.49019/1/95-Estt.-(C) dated 19th July, 2016 of Government of India, Ministry of Personnel, PG & Pensions, DoPT.

Subject: One day paid weekly of for casual workers – implementation of the Order of Hon'ble CAT, Ahmedabad bench in the OA No. 214 of 2003 filed by Smt. Bhikaben Pratapbhai Prajapati.

The undersigned is directed to refer to the provisions of the Department of Personnel and Training OM No.49014/2/86-Estt (C) dated 7th June, 1988 on recruitment of Casual Workers and daily wagers. As per para 1 (vi) of the above referred O.M, the Casual workers may be given one paid weekly off after six days of continuous work.

2. The issue of paid weekly day off for casual workers employed in offices observing five day week has been examined in the light of dismissal of the SLP by the Hon'ble Supreme Court in the Bhikaben

Pratapbhai Prajapati case .The issue of paid weekly off had come up for consideration in the OA No. 214 of 2003 filed by Smt Bhikaben Pratapbhai Prajapati in the Ahmedabad Bench of Hon'ble CAT. The Tribunal observed:

23. What is important is that when offices work for a five days week and not for six days week, it is not at the behest of the casual workers where they can be treated differently. In our considered opinion, those workers should not be discriminated.
3. The Hon'ble CAT had directed that the respondent, should draw a Scheme keeping the scales even pertaining to those who are working in an office having five days week preferably within four months, taking stock of the totality of the facts and also considering that those who are working in six days week are being given one weekly off.
3. At present, the weekly paid off day is allowed to casual workers employed in the offices observing six day week only. The issue has been reconsidered in consultation with Department of Expenditure in the light of the Court orders. It has been decided that casual workers working in offices having a five day week may be allowed one day paid weekly off provided they have worked for a minimum of 40 hours during the said week. The relevant provisions of the Department of Personnel and Training OM No.49014/2/86-Estt (C) 7th June, 1988 are amended to this extent.

(444)

Sub: Central Civil Services (Leave) Amendment Rules, 2017 – reg.

I am directed to forward herewith following Gazette Notification issued by Government of India for information, guidance and compliance.

S.No.	Gazette Notification	Subject
1.	Government of India, Ministry of Personnel, Public Grievances and Pensions Notification G.S.R. 251(E) dated 15.3.2017	Central Civil Services (Leave) Amendment Rules, 2017 – reg.

Copy of CSIR letter No. 5-1(17)/2018-PD dated 19.4.2017

**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(Department of Personnel and Training)**

Notification

15th March, 2017

G.S.R.251(E) – In exercise of the powers conferred by the proviso to article 309 read with clause (5) of article 148 of the Constitution and after consultation with the

Comptroller and Auditor General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Leave) Amendment Rules, 2017.
(2).They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Leave) Rules, 1972, for rule 48 the following rule shall be substituted, namely:-
“48, Special Leave connected to inquiry of sexual harassment – Leave upto a period of 90 days may be granted to an aggrieved female Government Servant on the recommendation of the Internal Committee or the Local Committee, as the case may be, during the pendency of inquiry under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the leave granted to the aggrieved female Government servant under this rule shall not be debited against the leave account”.

[F.No. 13026/2/2016-Estt.(L)]
GYANENDRA DEV TRIPATHI, JT. SECY.

Footnote: The principal rules were published vide Notification Number S.O. 940 dated the 8th April, 1972 and were last amended vide Notification number G.S.R. 711(E) dated the 8th October, 2014.

Note: The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section(i) vide number S.O 940 dated the 8th April, 1972 and have been subsequently amended .

(445)

Sub: Clarification regarding timely payment of GPF final payment to the retiring Government Servant – reg.

I am directed to forward herewith the following Office Memoranda for information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	MoPPG&P, DoP&PW OM No. 3/2/2017 -P&PW(F)(i) Dated 07.03.2017	Amendment to the provisions of General Provident Fund (Central Service) Rules 1960 – liberalization of provisions for drawal of advance from the Fund by the subscribers – reg.
2.	MoPPG&P, DoP&PW OM No. 3/2/2017-P&PW(F)(ii) dated 7.3.2017	Amendment to the provisions of General Provident Fund (Central Service) Rules 1960 – liberalization of provisions for drawal of

		advance from the Fund by the subscribers – reg.
3.	MoPPG&P, DoP&PW OM N. 3/3/2016-P&PW(F) dated 7.3.2017	Clarification regarding timely payment of GPF final payment to the retiring Government Servant – reg.

Copy of CSIR letter No. 5-1(352)/2016-PD dated 28.4.2017

F.No. MoPPG&P, DoP&PW OM N. 3/3/2016-P&PW(F) dated 7.3.2017 of Ministry of Personnel, PG & Pensions Department of Pension & Pensioners Welfare.

During review meetings held to evaluate the status of implementation of Bhavishya with Ministries/Departments. it was observed that GPF final payment in many cases is not being paid to the retiring Government servants immediately on retirement from service leading to payment of interest for the delayed period.

2. Rule 34 of General Provident Fund (Central Service) Rules clearly provides that when the amount standing at the credit of a subscriber in the General Provident Fund becomes payable, it shall be the duty of the Accounts Officer to make payment. The authority for the amount payable is to be issued at least a month before the date of superannuation. but payable on the date of superannuation. It may be noted that the requirement of submitting a written application by the retiring Govt. servant for GPF final payment has been dispensed with vide this Department's Notification No. 20(12)/94-P&PW (F) dated 15.11.1996 and notified under 5.0 NO.3228 dated 23.11.1996.
3. .As per Rule 11(4) of GPF Rules, in case the GPF balance is not paid on retirement, interest on the GPF balance is required to be paid for the period beyond the date of retirement also. While interest for the first six months beyond retirement can be allowed by the PAO in the normal course, approval of Head of the accounts office is required for payment of interest beyond six months and that of Controller of Account/Financial Adviser beyond a period of one year.
- 4.To ensure timely final payment of GPF, and to avoid unnecessary financial burden on account of interest beyond retirement, it has now been decided that every case, in which payment of interest on General Provident Fund becomes necessary in terms of Rules 11(4) of GPF Rules, 1960, shall be put up for consideration to the Secretary of the Administrative Ministry/Department. In aU such cases the Secretary of the Administrative Ministry/ Department will fix responsibility at all levels to take appropriate action against the Government servant or servants who are found responsible for the delay in the payment of General Provident Fund.
4. This issues with the concurrence of the Ministry of Finance, Department of Expenditure, vide their ID NO. 187/EV/2016 dated 27th September 2016

Subject: Amendment to the provisions of General Provident Fund (Central Service) Rules 1960 – liberalization of provisions for drawal of advance from the Fund by the subscribers – reg.

The General Provident Fund (Central Service) Rules came into force in 1960. Rule 12 of the said rules provide for drawal of advance by the subscribers, to be sanctioned by the competent authority for reasons indicated in the Rules. Some amendments have been made from time to time to address the concerns raised by the subscribers. However, the provisions, largely remain restrictive. There is a felt need to liberalize provisions, raise limits and simplify the procedure.

2. The provisions in the rules have now been reviewed and it has been decided to permit the subscriber to prefer an advance from General Provident Fund (Central Service) Rules 1960 for the following purposes:
 - (i) Illness of self, family members or dependents,
 - (ii) Education of family members or dependent of the subscriber. Education will include primary, secondary and higher education, covering all streams and educational institutions,
 - (iii) Obligatory Expenses viz. betrothal, marriage, funerals, or other ceremonies,
 - (iv) Cost of Legal proceedings,
 - (v) Cost of defence,
 - (vi) Purchase of consumer durables,
 - (viii) Pilgrimage and visiting places of eminence. This will include any travel and tourism related activities.
3. It has been decided to enhance the limit of advance upto 12, months of payor three-fourth of the amount at credit, whichever is less. Amount of advance will be recoverable in a maximum of 60 installments. The advance may be sanctioned by the declared Head of Office.
4. The declared Head of Department is competent to sanction an advance from the fund for reasons not covered above.
5. Maximum time limit of fifteen days is being prescribed for sanction and payment of an advance from the Fund. In case of emergencies like illness etc., the time limit maybe restricted to seven days.
6. In all the above cases of advance, no documentary proof is required to be furnished by the subscriber. A simple declaration by the subscriber explaining the reasons for advance would be sufficient.

7.Necessary amendment to the GPF(Central Service)Rules 1960, giving effect to the above provisions will be issued in due course.

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

9.This issues with approval of Department of Expenditure, vide their 10 No. 4(1)/E- V/ 2017 dated 28.02.2017.

F.No. MoPPG&P, DoP&PW OM No. 3/3/2017-P&PW(F)(ii) dated 7.3.2017

Subject: Amendment to the provisions of General Provident Fund (Central Service) Rules 1960 – liberalization of provisions for drawal of advance from the Fund by the subscribers – reg.

The General Provident Fund (Central Service)Rules came into force in 1960 and Rule 15 of the said rules provide for withdrawals by the subscribers. Some amendments have been made from time to time to address the concerns raised by the subscribers. However, the provisions, largely remain restrictive. There is R felt need to liberalize provisions, raise limits and simplify the procedure.

2. The provisions in the rules have been reviewed and it has now been decided to permit withdrawals from the fund by the subscriber for the following purposes:
 - i. Education - This will include primary. secondary and higher education, covering all streams and institutions,
 - ii. Obligatory Expenses viz. betrothal. marriage, funerals, or other ceremonies of self or family members and dependents,
 - iii. Illness of self, family members or dependents,
 - iv. Purchase of consumer durables.
3. It has been decided to permit withdrawal of upto twelve months payor three-fourth of the amount standing at credit, whichever is less. For illness, the withdrawal may be allowed upto 90% of the amount standing at credit of the subscriber. A subscriber may seek withdrawal after completion of ten years of service.
 - v. Housing including building or acquiring a suitable house or a ready built flat for his residence,
 - vi. Repayment of outstanding housing loan,
 - vii. Purchase of house site for building a house,
 - viii. Constructing a house on a site acquired,
 - ix. Reconstructing or making additions on a house already acquired,
 - x. Renovating, additions or alterations of ancestral house.
4. A subscriber may be allowed to withdraw upto ninety percent of the amount standing at credit for the above purposes. It is also decided du away with the present instructions which lay down that subsequent to the sale of house for which GPF

withdrawal has been availed, the amount withdrawn has to be deposited back. GPF withdrawal for housing purpose will no longer be linked with the limits prescribed under HBA rules. A subscriber may be permitted to avail the facility at any time during his service.

- xi. Purchase of motor car/motor cycle/ scooter etc. or repayment of loan already taken for the purpose.
 - xii. Extensive repairs over hauling of motor car,
 - xiii. Making deposit to book a motor car/motor cycle/scooter, moped etc.
5. A subscriber may be permitted to withdraw three- fourth of the amount standing at credit or cost of the vehicle, whichever is less for the above purposes. Withdrawal for the above purpose will be permitted after completion of 10 years of service.
 6. Presently, withdrawal of upto 90% of balance without assigning reasons is allowed for Government servants who are due for retirement on superannuation within a year. It is proposed that this may be allowed for upto two years before superannuation.
 7. In all cases of withdrawal from the fund by the subscriber, the declared Head of Department is competent to sanction withdrawal. No documentary proof will be required to be furnished by the subscriber. A simple declaration form by the subscriber explaining the reasons for withdrawal would be sufficient.
 8. As per the GPF(CS) Rule 1960. No time limit has been prescribed for sanction and payment of withdrawal amount. Therefore, it has been decided to prescribe a maximum time limit of fifteen days for sanction and payment of withdrawal from the Fund. In case of emergencies like illness etc., the time limit may be restricted to seven days.
 9. Necessary amendment to the GPF(Central Service) Rules 1960, giving effect to the above provisions will be issued in due course.
 10. In so far as persons serving in Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.
 11. This issues with approval of Department of Expenditure. vide their 10 No. 4(1)/E- V/2017 dated 28.02.2017.

(446)

Sub: Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by air to visit NER, J&K and A&N.

I am directed to forward herewith the following Office Memoranda for information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	DoPT OM No. 31011/3/2014- Estt.(A-IV) dated 19.9.2016	Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by air to visit NER, J&K and A&N.
2.	DoPT OM No. 31011/3/2015- Estt.(A-IV) dated 9.2.2016	Central Civil Services (Leave Travel Concession) Rules, 1988 – Fulfillment of procedural requirements – clarification- reg.

OM No. 31011/3/2014-Estt.(A-IV) dated 19.9.2016 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT

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. 26th 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&NI 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 L TCs 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 L TC-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 L TC-80 fare or less.
 - b) Between Kolkatal Chennail Bhubaneswar and Port Blair by Air India only in Economy class at L TC-80 fare or less.
 - c) Between Delhi / Amritsar and any place in J&K by any airlines in Economy class at L TC-80 fare or less.

Journey for these non-entitled employees from their Headquarters up to Kolkatal Guwahatil Chen nail Bhubaneswarl Delhil 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.

OM No. 31011/3/2015-Estt.(A-IV) dated 9.2.2017 Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT

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

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

- a) In all such cases the Government servant may be required to submit a declaration that he and the members of the family in respect of whom the claim is submitted have indeed travelled upto the declared place of visit.
- b) If a public transport is available in a particular area, the Government servant will be reimbursed the fare admissible for journey by otherwise entitled mode of public transport from the nearest airport/railway station/bus terminal to the declared place of visit by shortest direct route.
- c) In case, there is no public transport available in a particular stretch of journey, the Government servant may be reimbursed as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the

private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.

- d) Furnishing of false information will attract disciplinary action under the CCS(CCA) Rules, 1965.

Note: For the purpose of these rules, the expression 'Public Transport' means all vehicles, including trains and airplanes operated by the Tourism Development Corporations in the Public Sector. State Transport Corporations and Transport services run by other Government or local bodies.

OM No. 31011/3/2015-Estt.(A-IV) dated 18.2.2016 of Government of India, Ministry of Public Grievances and Pensions, DoPT.

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

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

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

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

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

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

Proforma for self-certification by the Government employee

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

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

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

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

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

Guidelines

1. Please ensure that you have applied for leave and submitted the self-certification form to your Administration before the LTC journey is undertaken.
2. Please check your eligibility before applying for LTC. LTC to Home Town can be availed once in a block of two years and LTC to Any Place in India may be availed once in a four year block. If not availed during these blocks, the LTC may also be availed in the first year of the following block.

3. Please note that the current two year block is 2016-17 and the current four year block is 2014-17.
4. In case of fresh recruits, LTC to Home Town is allowed on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time. (For details, please refer to DoPT's O.M. No. 3101117/2013-Estt.(A-IV) dated 26.09.2014 available on 'www.persmin.nic.in' <<OMs & Orders>> 'Frequently Asked Questions (FAQs) on LTC entitlements of a Fresh Recruit')
5. A Fresh recruit may at his option choose to avail LTC under the normal LTC rules as applicable to other Government employees. In this case he/she will not be allowed to avail other LTCs as admissible to the fresh recruits in that block of four years.
6. The retiring Government employees are eligible to avail LTC as per their entitlement provided that the return journey is performed before their date of retirement. LTC is not allowed after retirement.
7. The Journeys on LTC are to be undertaken in the entitled class of the Government servant in public/Government mode of transport.
8. Travel by private modes of transport is not allowed on LTC, however, wherever a public transport is not available, assistance shall be allowed for the private transport subject to the certification from an Appropriate Authority that no other public/Government mode of transport is available for that particular stretch of journey and these modes operate on a regular basis from point to point with the specific approval of the State Governments/Transport authorities concerned and are authorised to ply as public carriers.
9. If a Government servant travels on LTC upto the nearest airport/ railway station by authorized mode of transport and chooses to complete rest of the journey to the declared place of visit by 'own arrangement' (such as personal vehicle or private taxi etc.), while the public transport system is already available in that part, then he may be allowed the fare reimbursement till the last point where he has travelled by the authorised mode of transport. This will be subject to the undertaking from the Government employee that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the part of journey performed by the private owned/operated vehicle.
10. Government servant may apply for advance for himself and/or his family members sixty five days before the proposed date of the outward journey and he/she is required to produce the tickets within ten days of the drawal of advance, irrespective of the date of commencement of the journey.
11. Reimbursement under LTC scheme does not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey is allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.
12. The time limit for submission of LTC claim is:

Within three months of completion of return journey. if no advance is drawn:

Within one month of completion of return journey, if advance is drawn.

13. Government employee entitled to travel by air are required to travel by Air India only in Economy Class at LTC-80 fare or less unless permitted to do so by any general or specific provision.
14. Government employees not entitled to travel by air may travel by any airline, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train/transport or actual expense, whichever is less.
15. In all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets either directly through the airlines or through the approved travel agencies viz: MIs Balmer Lawrie & Co. Ltd. MIs Ashok Tours & Travels Ltd! IRCTC. Booking of tickets through any other agency is not permissible.
16. Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he/she is claiming the Leave Travel Concession.
17. Please ensure that your LTC claim is as per the instructions to avoid rejection of your claim.

Have a pleasant journey and a happy holiday.”

(447)

Sub: Clarification on Grant of Family Planning Allowance (FPA) – reg.

I am directed to state that the many labs/Instt. have sought clarification from CSIR on enhancement of rate of family planning allowance (FPA) payable consequent upon upgradation of pay scales.

In this connection, it is clarified in consultation with IFD, CSIR that Department of Expenditure OM No. 7(20)/2008-E.III(A) dated 24.9.2008 (copy enclosed) clearly mentions that the allowance will be related to the Grade pay corresponding to the post against which the employee concerned had initially earned or will earn the Family Planning Allowance and the aforesaid MOF OM dated 24.9.2008 does not provide for revision of FPA in case of subsequent upgradation of pay scales.

You are, therefore, requested to review the upward revision of FPA, if any, granted earlier consequent upon upgradation of pay scales by 6th CPC. Any action taken which is not in consonance with the above clarification may be reviewed and recoveries may be made, if required.

Copy of CSIR letter no. 3-8(359)4/88-EI dated 1.5.2017

ANNEXURE.

Sl.no.	Post/g rade	Present scale	Name of pay band/scale	Corresponding pay bands/scale	Corresponding grade pay	Rate of family planning allowance
1	2	3	4	5	6	7
1.	S-1	2550-55-2660-60-3200	-IS	4440-7440	1300	210
2.	S-2	2610-60-3150-65-3540	-IS	4440-7440	1400	
3.	S-2A	2610-60-2910-65- 3300-70-4000	-IS	4440-7440	1600	
4.	S-3	2650-65-3300-70-4000	-IS	4440-7440	1650	
5.	S-4	2750-70-3800-75-4400	PB-1	5200-20200	1800	
6.	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900	
7.	S-6	3200-85-4900	PB-1	5200-20200	2000	
8.	S-7	4000-100-6000	PB-1	5200-20200	2400	
9.	S-8	4500-125-7000	PB-1	5200-20200	2800	
10.	S-9	5000-150-8000	PB-2	9300-34800	4200	250
11.	S-10	5500-175-9000	PB-2	9300-34800	4200	400
12.	S-11	6500-200-6900	PB-2	9300-34800	4200	
13.	S-12	6500-200-10500	PB-2	9300-34800	4200	
14.	S-13	7450-225-11500	PB-2	9300-34800	4600	450
15.	S-14	7500-250-12000	PB-2	9300-34800	4800	500
16.	S-15	8000-275-13600	PB-2	9300-34800	5400	550
17.	New Scale	8000-275-13500 (Group A Entry)	PB-3	15600-39100	5400	
18.	S-16	9000	PB-3	15600-39100	5400	
19.	S-17	9000-275-9550	PB-3	15600-39100	5400	
20.	S-18	10325-325-10975	PB-3	15600-39100	6600	650
21.	S-19	10000-325*15200	PB-3	15600-39100	6600	
22.	S-20	10650-325-15850	PB-3	15600-39100	6600	
23.	S-21	12000-37546500	PB-3	15600-39100	7600	750
24.	S-22	12750-375-16500	PB-3	15600-39100	7600	
25.	S-23	12000-37548000	PB-3	15600-39100	7600	
26.	S-24	14300-400-18300	PB-4	37400-67000	8700	800
27.	S-25	15100-400-18300	PB-4	37400-67000	8700	
28.	S-26	16400-450-20000	PB-4	37400-67000	8900	900
29.	S-27	16400-450-20900	PB-4	37400-67000	8900	
30.	S-28	14300-450-22400	PB-4	37400-67000	10000	1000
31.	S-29	18400-500-22400	PB-4	37400-67000	10000	

(448)

Sub: Regarding grant of House Rent Allowances at Chandigarh rates to Central Government employees posted at S.A.S. Nagar Mohali – reg.

I am directed to forward herewith the following Office Memoranda for information, guidance and compliance.

S.No.	Office Memorandum No	Subject
1.	Govt. of India, MoF, Dept. of Expenditure OM No. 2/2/2016-E.II(B) dated 3.2.2017	Regarding grant of House Rent Allowances at Chandigarh rates to Central Government employees posted at S.A.S. Nagar Mohali – reg.
2.	Govt. of India, MoF, Dept. of Expenditure OM No. 20/2/2016-E.II(B) dated 17.1.2017	Grant of Transport Allowance at double the normal rates to deaf and dumb employees of Central Government – reg.
3.	Govt. of India, MoF, Dept. of Expenditure OM No. 19016/1/2015-E.IV dated 21.12.2016	Applicability of provision below SR-147 to the family of deceased Govt. servant, in special circumstances – clarification reg.
4.	Govt. of India, MoF, Dept. of Expenditure OM No. 20/2/2016-E-II(B) dated 17.1.2017	Grant of Transport Allowance at double the normal rates to deaf and dumb employees of Central Government.
5.	Govt. of India, MoF, Dept. of Expenditure OM No. S.11011/11/2016-CGHS(P)/EHS dated 13.1.2017	Revision of rates of subscription under Central Government Health Scheme due to revision of pay and allowances of Central Government employees and revision of pension/family pension on account of implementation of recommendations of the Seventh Central Pay Commission.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 1.5.2017

OM No. 2/2/2016-E.II(B) dated 3.2.2017 of Government of India, Ministry of Finance, Department of Expenditure.

The undersigned is directed to refer to this Department's OM No. 2(37)/E.II(B)/93 dated 13.10.1993 regarding grant of House Rent Allowances (HRA) to the Central Government employees posted with the limits of the Notified Areas of S.A.S. Nagar Mohali at par with Chandigarh.

- References have been received from various Ministries/Departments regarding the rates of HRA admissible at S.A.S Nagar Mohali. The matter has been considered and it has been decided with the approval of the competent authority that the special dispensation

allowed to S.A.S Nagar Mohali for grant of HRA at par with Chandigarh allowed vide the OM dated 13.10.1993, shall continue to be admissible further.

F.No. 19016/1/2015-E.IV dated 21.12.2016 Government of India, Ministry of Finance, Department of Expenditure.

Subject:- Applicability of provision below SR-147 to the family of deceased Govt. servant, in special circumstances – clarification reg.

Various references are being received in this Department seeking clarification from this Department as to whether Rule below SR-147 for admitting Travelling Allowance (TA) claim by family of deceased employees beyond one year period of the death of the employee is also covered under Gol decision 2(iii) below Rule SR- 147 which provides that - TA to Central Government servant on retirement may be availed of by a Government servant who is eligible for it, at any time during his leave preparatory to retirement or within one year of the date of his retirement and powers to extend the time-limit of one year will be exercised by the Administrative Ministries/ Departments with the approval of the FA concerned, in individual cases attendant with special circumstances."

2. The matter has been considered in this Department and it has been decided that the above provision below SR-147 for extension of time limit of one year with the approval of FA of the concerned Ministry, will also be applicable in case of family of the deceased Govt. servant.
3. This is issued with the approval of Joint Secretary (Personnel).

OM No. 20/2/2016-E-II(B) dated 17.1.2017 of Government of India, Ministry of Finance, Department of Expenditure.

Subject:- Grant of Transport Allowance at double the normal rates to deaf and dumb employees of Central Government.

In supersession of this Department O.M.No.21(2)/2011-E-II(B) dated 19.02.2014 regarding admissibility of Transport Allowance at double the normal rates to employees who are deaf and dumb, the undersigned is directed to say that the matter has been re-examined and it has been decided with the approval of Competent Authority that Transport Allowance at double the normal rates is admissible to Hearing Impaired employees also in addition to employees who are both deaf and dumb.

2. Transport Allowance at double the normal rates would be admissible to the 'Hearing Impaired employees having loss of sixty decibels or more in the better ear in the conversation range of frequencies' as per Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
3. The admissibility of Transport Allowance at double the normal rates to above categories of employees is subject to recommendation of the Head of ENT

Department of a Government Civil Hospital and fulfilment of other conditions applicable in respect of other disabilities mentioned in D/o Expenditure's O.M. No. 19029/1R8-E-IV (B) dated 31st August, 1978 read with O.M.No.21(2)/2008-E.II(B) dated 29.08.2008.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, this order issues in consultation with the Comptroller And Auditor General of India.
5. These orders would be effective from 19.02.2014.

F.No. S.11011/11/2016-CGHS(P)/EHS dated 13th January, 2017 of Government of India, Ministry of Health and Family Welfare, EHS Section.

Subject:- Revision of rates of subscription under Central Government Health Scheme due to revision of pay and allowances of Central Government employees and revision of pension/family pension on account of implementation of recommendations of the Seventh Central Pay Commission.

In partial modification to this Ministry's OM of even No. dated 9th January, 2017 on the subject mentioned above, the undersigned is directed to say that the revised rates will be effective from 1st February 2017 instead of 1st January, 2017.

2. Other contents of the above said OM will remain unchanged.

(449)

Sub: Central Civil Services (Classification, Control and Appeal) Rules, 1965 – instructions regarding timely issue of Chargee-sheet- reg.

I am directed to forward herewith the following Office Memorandum for information, guidance and compliance.

S.No.	OM No.	Subject
1.	Govt of India, MoPPG&P, DoPT OM No. 11012/4/2016-Estt(A) dated 23.08.2016.	Central Civil Services (Classification, Control and Appeal) Rules, 1965 – instructions regarding timely issue of Chargee-sheet- reg.

Copy of CSIR letter No. 5-1(426)/2017-PD dated 7.6.2017

F.No. 11012/4/2016-Estt(A) dated 23.08.2016 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to DoP&T's O.M. No. 11012/17/2013-Estt.A-II1 dated 3rd July, 2015 on the above mentioned subject and to say that in a recent case, Ajay Kumar Choudhary vs Union of India Civil Appeal No. 1912 of 2015 dated 16/02/2015, the Apex Court has directed as follows:

"14 We, therefore, direct that the currency of a Suspension Order should not extend beyond three months if within this period the Memorandum of Charges/Charge sheet is not served on the delinquent officer/employee; if the Memorandum of Charges/Chargesheet ;s served a reasoned order must be passed for the extension of the suspension. As in the case in hand, the Government is free to transfer the concerned person to any Department in any of its offices within or outside the State so as to sever any local or personal contact that he may have and which he may misuse for obstructing the investigation against him. The Government may also prohibit him from contacting any person, or handling records and documents till the stage of his having to prepare his defence..... Furthermore, the direction of the Central Vigilance Commission that pending a criminal investigation departmental proceedings are to be held in abeyance stands superseded in view of the stand adopted by us."

2. In compliance of the above judgement, it has been decided that where a Government servant is placed under suspension, the order of suspension should not extend beyond three months, if within this period the charge-sheet is not served to the charged officer. As such, it should be ensured that the charge sheet is issued before expiry of 90 days from the date of suspension. As the suspension will lapse in case this time line is not adhered to, a close watch needs to be kept at all levels to ensure that charge sheets are issued in time.
3. It should also be ensured that disciplinary proceedings are initiated as far as practicable in cases where an investigating agency is seized of the matter or criminal proceedings have been launched. Clarifications in this regard have already been issued vide O.M. No. 11012/6/2007-Estt.A-1II dated 21.07.2016.
4. All Ministries/Departments/Offices are requested to bring the above guidelines to the notice of all Disciplinary Authorities under their control.

(450)

Sub: Regarding seeking permission of the Competent Authority to visit foreign countries on personal grounds.

CSIR Headquarters receives requests from the Lab. Directors/ Scientists/ Common Cadre Officers for permission of the Competent Authority to visit foreign countries on personal grounds. All such applications have to be placed before the Director General/other Competent Authorities for consideration and approval, after completing certain procedural formalities like vigilance clearance, etc. which necessarily take time.

2. In the recent past, there have been instances when such requests have been received in Headquarters merely 3 or 4 days before commencement of visit abroad on personal grounds, causing difficulties in completing the procedural formalities and placing the matter before the Competent Authority.
3. In view of the above, it is advised that applications seeking permission to visit foreign countries on personal grounds should be submitted to the HQs. four weeks before the commencement of the visit. While forwarding such requests, CoAs/AOs should certify the availability of leave to officer who is proceeding abroad.
4. This may please be noted for strict compliance.

Copy of CSIR letter No. 3-39/2017/E.I dated 12.6.2017

(451)

Sub: Fixation of pay in case of employees who seek transfer to a lower post under FR 15(a) – clarification – reg.

I am directed to forward herewith the following Office Memorandum for information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	DoPT OM No. 12/1/2016-Estt.(Pay-I) dated 31.3.2017	Fixation of pay in case of employees who seek transfer to a lower post under FR 15(a) – clarification – reg.

Copy of CSIR letter No. 5-1(434)/2017-PD dated 12.6.2017

OM No. 12/1/2016-Estt.(Pay-I) dated 31.3.2017 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to refer to this Department's OM No.16/4/2012-Pay-I dated 5th November, 2012 read with OM No.13/9/2009-Estt.(Pay-I) dated 21st October, 2009, whereby clarification was issued by this Department for fixation of pay in case of employees seeking transfer to lower posts under FR 15(a) subsequent to the implementation of the recommendations of 6th CPC and CCS(RP) Rules, 2008. It was clarified therein that in case of transfer of a Government servant to a lower Grade Pay under FR 15(a) on his/her own request w.e.f 1.1.2006, the pay in the Pay Band will be fixed at the stage equal to the pay in Pay Band drawn by him/her prior to his/her appointment against the lower post. However, he/she will be granted the Grade Pay of lower post. Further, in all cases, he/she will continue to draw his/her increment(s) based on his pay in the Pay Band +Grade Pay (lower).

2. Consequent upon the implementation of 7th CPC Report and CCS(RP) Rules, 2016, the concept of new Pay Matrix has replaced the existing Pay Bands and Grade Pays system. Accordingly, in partial modification of this Department's OMs dated 5th November, 2012 and 21st October, 2009 *ibid*, the method of pay fixation in respect of a Government Servant transferred to a lower post under FR 15(a) on his/her own request w.e.f 1.1.2016 will be as under:

In case of transfer to a lower Level of post in the Pay Matrix under FR 15(a) on his/her own request w.e.f. 1.1.2016, the pay of the Government Servant holding a post on regular basis will be fixed in the revised pay structure at the stage equal to the pay drawn by him/her in the higher Level of post held regularly. If no such stage is available, the pay will be fixed at the stage next below in the lower Level with respect to the pay drawn by him/her in the higher Level of post held regularly and the difference in the pay may be granted as personal pay to be absorbed in future Increment(s). If maximum of the vertical range of pay progression at the lower level in which he/she is appointed, happens to be less than the pay drawn by him/her in the higher level, his/her pay may be restricted to that maximum under FR 22(I)(a)(3).

3. All Ministries/Departments are requested to revise the Terms/Conditions of such transfer, if any, in line with para 2 above.
4. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.
5. This order takes effect from 1.1.2016.

(452)

Sub: Instructions issued by Govt. 7th CPC – endorsement thereof in CSIR – reg.

I am directed to state that the Competent Authority, CSIR in consultation with FA, CSIR has approved the endorsement/adoption of the following Office Memoranda relating to implementation of 7th CPC recommendations, issued by Govt. of India, in CSIR, which are self-explanatory and enclosed herewith for information, guidance and compliance.

S.No.	Reference	Subject
1.	Dept. of Exp. OM No. 1-6/2016-IC dated 7.9.2016	Recommendations of the 7 th Central Pay Commission – bunching of stages in the revised pay structure under Central Civil Services (Revised Pay)Rules, 2016.

2.	Dept. of Exp. OM No. 12(1)/E.II(A)/2016 dated 7.10.2016	Grant of advances – 7 th CPC recommendations – Amendment to Rules of Compendium of Rules on Advances to Government Servants.
3.	DoPT OM No. 35034/3/2015-Estt.(D) dated 28.9.2016	Modified Assured Career Progression Scheme (MACPS) for the Central Govt. Civilian Employees – Implementation of 7 th CPC recommendations.
4.	Min. of H&FW OM No. S.11011/11/2016-CGHS(P)/EHS dated 9.1.2017 & 13.1.2017	Revision of rates of subscription under CGHS due to revision of pay and allowances of Central Government employees and revision of pension/family pension on account of implementation of recommendations of the 7 th CPC.

Copy of CSIR letter No. 5-1(302)/2015-PD dated 12.6.2017

No. 1-6/2016-IC dated 7.9.2016 of Government of India, Department of Expenditure Implementation Cell

The undersigned is directed to say that in view of the recommendation of the 7th Central Pay Commission regarding bunching of stages in the revised pay structure, it has been decided that in cases where in revision of pay, the pay of Government servants drawing pay at two or more stages in pre-revised Pay Band and Grade Pay or scale, as the case may be get fixed at same Cell in the applicable Level in the new Pay Matrix, one additional increment shall be given for every two stages bunched and the pay of Government servant drawing higher pay in pre-revised structure shall be fixed at the next vertical Cell in the applicable Level.

2. For this purpose, pay drawn by two Government servants in a given Pay Band and Grade Pay or scale where the higher pay is at least 3% more than the lower pay shall constitute two stages. Officers drawing pay where the difference is less than 3% shall not be entitled for this benefit.
3. As per illustration given in para 5.1.37 of the Report of the 7th Central Pay Commission, if two persons drawing pay of Rs. 53,000 and 54,590 in the GP Rs. 10,000 are to be fitted in the new Pay Matrix, the person drawing pay of Rs. 53,000 on multiplication by a factor of 2.57 will expect a pay corresponding to Rs. 1,36,210 and the person drawing pay of Rs. 54,590 on multiplication by a factor of 2.57 will expect a pay corresponding to Rs. 1,40,296. Revised pay of both should ideally be fixed in the first cell of Level 14 in the pay of Rs. 1,44,200 but to avoid bunching the person drawing pay of Rs. 54,590 will get fixed in second cell of Level 14 in the pay of Rs. 1,48,500.

OM No. 12(1)/E.II(A)/2016 dated 7.10.2016 of Government of India, Ministry of Finance, Department of Expenditure.

Subject:- Grant of advances - Seventh Pay Commission recommendations- Amendment to Rules of Compendium of Rules on Advances III Government Servants.

The undersigned is directed to say that in pursuance of the decision taken by the Government on the Seventh Pay Commission's recommendations relating to advances. all the interest free advances stand discontinued as per attached annexure, with the exception that the interest free Advances for Medical Treatment. Travelling Allowance for family or deceased. Travelling Allowance on tour or transfer and Leave Travel Concession shall be retained.

2. In addition the advance for training in Hindi through Correspondence Course, which is not mentioned in the Compendium of Rules on Advances to Government Servants, also stands abolished in pursuance of the decision of Government on in CPC recommendation.

3. These orders will take effect from the date of issue of this O.M. The cases where the advances have already been sanctioned need not be reopened.

4. In so far as persons serving in Indian Audit and Accounts Department are concerned these orders issue in consultation with the Comptroller and Auditor General of India.

5. All the Ministries/Departments are requested to bring the amendments to the notice of all its attached and subordinate offices for their information.

AMENDMENT TO COMPENDIUM OF RULES ON ADVANCES TO
GOVERNMENT SERVANTS, 2005

S.No.	Name of Advance	Gol Decision on 7 th CPC recommendations
1.	Bicycle Advance	Abolished
2.	Warm Clothing Advance	Abolished
3.	Advance of Pay on Transfer	Abolished
4.	Festival Advance	Abolished
5.	Natural Calamity Advance	Abolished
6.	Advance of Leave Salary	Abolished
7.	Advance for Law Suits	Abolished

F.No. S.11011/11/2016-CGHS(P)/EHS dated 9th January, 2017 of Government of India, Ministry of Health and Family Welfare, EHS.

Subject:- Revision of rates of subscription under Central Government Health Scheme due to revision of pay and allowances of Central Government employees and revision of pension/ family pension on account of implementation of recommendations of the Seventh Central Pay Commission.

The undersigned is directed to refer to this Ministry's OM No. S.11011/2/2008-CGHS(P) dated 20th May, 2009 vide which orders were issued revising the rates of monthly subscription for availing CGHS facility, as also the entitlement for free diet, entitlement of accommodation in private empanelled hospitals under CGHS, etc.

2. Consequent upon revision of pay on the basis of the implementation of the recommendations of the in Central Pay Commission, it has been decided to revise the rates of subscriptions, to be made by employees / pensioners, for availing benefits under the CGHS, with effect from 1st January, 2017. It has also been decided to revise the monetary ceiling limits for various entitlements of the beneficiaries for availing CGHS facilities.
3. In supersession of all earlier instructions, the following revisions are being made, in 50 far as it relates to the facilities mentioned below:

(A) Monthly Contributions for availing CGHS facility:

S.No.	Corresponding levels in the Pay Matrix	Contribution (Rs. Per month)
1.	Level: 1 to 5	250
2.	Level: 6	450
3.	Level: 7 to 11	650
4.	Level: 12& above	1000

(B) Entitlement of wards in private hospitals empanelled under CGHS:

S.No.	Corresponding Basic Pay drawn by the officer in 7 th CPC per month	Ward entitlement
1.	Up to Rs. 47600/-	General
2.	Rs. 47601/- to Rs. 63100/-	Semi-Private
3.	Rs. 63101/- and above	Private

(C) Monetary Ceiling for Free Diet:

The monetary ceiling for free diet for CGHS beneficiaries is revised to pay/ pension / family pension of Rs. 44,900/- per month.

(D) Monetary ceiling for free diet for beneficiaries suffering from TB or revised disease):

The monetary ceiling for free diet in case of beneficiary suffering from TB or Mental disease is revised to pay I pension / family pension of Rs. 69,700/- per month.

(E) Pay slab for determining the entitlement of Nursing Home facilities in Government/ /State Government I Municipal Hospitals:

The monetary ceiling for determining the entitlement of nursing home facilities in Central Government / State Government / Municipals

Hospitals is revised to pay / pension / family pension Rs. 47,600/- per month and above.

(F) Monetary Ceiling for direct consultation with Specialists in Central Government /State Government /Municipal Hospitals:

The monetary ceiling for determining the entitlement for direct consultation with Specialists in Central Government / State Government/ Municipal Hospitals will continue at the existing rates until revision of the same after consultation with Ministry of Finance.

(G) Pay slab for determining the entitlement of accommodation in AIIMS, New Delhi.

The revised entitlement, as per the pay drawn by the officials, is as follows:

S.No.	Corresponding Basic Pay drawn by the officer in 7 th CPC per month	Ward entitlement
1.	Up to Rs. 63,100/-	General
2.	Rs. 63,101/- to Rs. 80,900/-	Private
3.	Rs. 80,901/- and above	Deluxe/Private

4. It is clarified that the references to pay in this order relates to the pay drawn in the level of pay.
5. Pensioners have an option to get their CGHS pensioner card made by either making CGHS contribution on an annual basis (twelve months) or by making contribution for 10 (ten) years {120 (one hundred and twenty) months} for getting a pensioner CGHS card with life-time validity. It is clarified that:
 - i. Contribution to be made by pensioners / family pensioners would be the amount that they were subscribing at the time of their retirement or at the time of death of the Government servant;
 - ii. Pensioner beneficiaries, who have already obtained CGHS card with life time validity by paying a lump sum amount equivalent to 10 years' contribution, will not be required to pay any additional amount as a result of the revision in the rates of contribution for availing CGHS facility;
 - iii. Entitlement of pensioners / family pensioners, who have already deposited their contribution for life time CGHS facility, will not be changed.
 - iv. Pensioners / family pensioners who are contributing to the CGHS on an annual basis and wish to continue to avail CGHS benefits will have to contribute at the revised rates up to the time of contribution needed to cover a period of a total of ten years from the time pensioner CGHS card was issued for the first time to them. The

revised rate of contribution for the remaining period would be with reference to the level of pay that he / she would have drawn in the post held by him / her (at the time of his / her retirement / death) had he / she continued to be in service now but for his / her retirement/ death; and

- v. Any pensioner / family pensioner who is entitled to avail CGHS facility has not so far got his,' her pensioner CGHS card made, the rate of contribution in such cases will be with to the level of pay that he / she would have drawn in the post held by him / her (at the time of his / her retirement / death) had he/she continued to be in service now but for his/ her retirement / death.
6. This issues with the concurrence of the Department of Expenditure vide their I.D. Note No. 18(1)/EV/2016, dated 24/11/2016.

(453)

Sub: Bunching of stages in the revised pay structure – reg.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	Ministry of Finance, Deptt. Of Expenditure OM No. 1-6/2016-IC (Pt.) dated 13.6.2017	Recommendations of the 7 th Central Pay Commission – bunching of stages in the revised pay structure under Central Civil services (Revised pay) Rules, 2016.

Copy of CSIR letter No. 5-1(302)/2015-PD dated 15.6.2017

F.No. 1-6/2016-IC (Pt.) dated 13.6.2017 of Ministry of Finance, Deptt. of Expenditure.

With reference to the subject mentioned above and in continuation of this Department's OM of even number dated 7.9.2016, the undersigned is directed to inform that, a large number of references have been received from Ministries/Departments seeking clarifications relating to the application of the benefit on account of bunching of stages while fixing the pay in the revised pay structure.

2. It has also been brought to the notice of this Department that some offices have extended the benefits on account of bunching based on subjective interpretation of the provisions of OM dated 7.9.2016, which may not be consistent with the principles and philosophy of the 7th CPC recommendations on bunching. Implementation of such pay fixation orders are not in conformity with the 7th CPC principles on bunching and may create further anomalies. In order to ensure consistency of approach in applying the provisions relating to bunching and to address the queries on various aspects of bunching, it has been decided to issue detailed guidelines on bunching.

3. All Ministries/Departments are, therefore, advised that the implementation of the /provisions on bunching in OM dated 7.9.2016 maybe put on hold till the time the detailed instructions in this regard are issue by Department of Expenditure. It is also requested that if orders on account of bunching have already been issued by Ministries/Departments but not implemented, the same may not be given effect to.

(454)

Sub: Cashless medical facility for employees, pensioners & their dependent family members of CSIR Hqrs. including its units situated at Delhi & NCR (CSIR Complex, Pusa, IPU & HRDC Ghaziabad)

MoAs have been signed with the following hospitals (Sl.No.1-8)

1. Sunil Hospital, 15/199-200, Geetanjali Road, Malviya Nagar, New Delhi-110017, 31.05.2017 to 30.05.2019
2. Mahajan Eye Centre, AD-21A, Pitampura, Delhi-34, 06.06.2017 to 05.06.2019
3. RV.S. Eye Centre, BFH-09, West shalmar Bagh, Oelhi-110088., 06.06.2017 to 05.06.2019
4. Vision Eye Hospital, F-24/136, Sec-7 Dividing of 6 and 7 Sector Rohini, New Delhi 06.06.2017to 05.06.2019
5. Metropolis Health Care Ltd. F-2, B-1, Mohan Cooperative Ind. Estate, Mathur, New Delhi 08.06.2017 to 07.06.2019.
6. Rana Eye Centre Reg. with Delhi Govt. C8/28, Sector-7 Sai Baba Chowk (Opp. Metro Pillar-394), Rohini Delhil 10085. 16.06.2017 to 15.06.2019.
7. Indian Spinal Injuries Centre Sector- C, Vasant Kunj, New Delhi Tel. No. 011-42255225, 16.06.2017 to 15.06.2019.
8. Kailash Eye Care(Unit of Kailash Nursing Home), 50-51, South Patel Nagar (Near Metro Pillar No. 190), New Delhi Tel. No. 9810760157,16.06.2017 to 15.06.2019.
9. The MoAs will be valid for a period of two years w.e.f. above mentioned dates or till the hospital is recognized by CGHS, whichever is earlier.

Copy CSIR letter No. 8-3(11)/2017-Gen dated 19.6.2017

(455)

Sub: De-recognition of the following Service Associations under Central Civil Services (Recognition of Service Association) Rules, 1993.

- i. **General Cadre Offices Association**
- ii. **CSIR Stores & Purchase Officers Association**
- iii. **CSIR Finance Cadre Officers Association.**

The undersigned is directed to invite attention to Rule 8 of the Central Civil Services (Recognition of Service Association) Rules, 1993 which prescribes that if a Service Association fails to comply with any of the conditions laid down under Rules 5, 6 & 7 of CCS (RSA) Rules, 19(1) the recognition of such an Association could be withdrawn, after providing an opportunity to the concerned Service Association to present its case.

Accordingly, "General Cadre Officers Association", "CSIR Stores & Purchase Officers Association", and "CSIR Finance Cadre Officers Association" were given ample opportunity to present their cases.

The aforementioned Associations have not submitted any documentary proof of compliance of conditions laid down under Rules 5, 6 & 7 of Central Civil Services (Recognition of Service Association) Rules, 1993. Accordingly, Hon'ble Vice President, CSIR has accorded approval for withdrawal of recognition of (i) "General Cadre Officers Association", (ii) "CSIR Stores & Purchase Officers Association", and (iii) "CSIR Finance Cadre Officers Association".

Copy of CSIR letter No. 17/67/JCM/2017/HR-III dated 6.7.2017

(456)

Sub: Enhancement of stipend in respect of "CSIR Diamond Jubilee Research Interns".

Governing Body (GB), CSIR in its 188th meeting held on 22nd November 2016 approved the proposal for enhancement of rate of stipend in respect of "Research Interns". The enhanced stipend of the Research Internship will be effective from 1st July 2017:-

S.No.	Research Internship	Existing stipend (Rs.) per month	Revised stipends (Rs.) per month
1.	CSIR Diamond Jubilee Research Internship (tenable at CSIR Hqrs. And its laboratories)	15000	24000

All terms and conditions/guidelines with respect to Eligibility, Mode of Selection. Tenure of Internship, Number of Interns and Expenditure will remain the same as notified by CSIR-HRDG vide its OM No. 6/DJA/2k3-EMR-I dated 8th April 2003.

The expenditure on the stipend is to be met from Laboratory Reserve Fund/Hqrs. Reserve Fund (LRF/HQRF) as applicable.

Copy of CSIR letter No 6/DJA/2k17/EMR-I dated 17.7.2017

(457)

Sub: Forwarding of applications of scientific staff of CSIR Labs for outside deputation and employment etc. – reg.

The undersigned is directed to refer the CSIR letter No. 5-1(50)/2008-PD dated 9/12.4.2010 on the subject mentioned above, and to say that DG, CSIR has directed that:

- 1) Due to shortage of scientific staff, deputation/movement from CSIR Labs/Instts. to other organizations should not be allowed till further orders.

- 2) CSIR Scientists are however free to apply against “Open” advertisement posts as per prevailing CSIR rules.

The above instructions may kindly be brought to the notice of all concerned for information, guidance and compliance.

Copy of CSIR letter No. 5-1(454)/2017-PD dated 2.8.2017

(458)

Sub: SoP for carry out the transaction for operations for ERP system.

During the review meeting chaired by DG,CSIR on Aug 8, 2017, it was decided to carry out the peak load test on ERP system in order to assess the performance and speed of operations. All labs/Institutes and units need to participate in this test. The procedure was explained to all Lab level coordinators during the meeting held on Aug 11, 2017. The detailed SOP for carrying out the transaction is provided below. Central team will be monitoring and assessing the performance of the system. This test is extremely important in view of live transactions to be implemented in all labs in the coming months.

The Lab Level coordinators may be given the responsibility of leading the team in carrying out this test with perfection and send Lab level assessment report to onecsir@gmail.com for taking any corrective step as deemed fit. Cooperation of all concerned is requested.

Copy of CSIR letter No. 2/70/2009 dated 14.8.2017

PEAK LOAD TEST ON ERP SYSTEM TO BE CONDUCTED ON 17th Aug 2017

Date : 17.8.2017 Time: 9 am to 5.30 pm

HR PORTAL

1. Issue instructions to all staff to login and verify their e-Service book. (Basic details, family details, leave records, Home Town declarations, Certificates / declarations uploaded, Educational qualifications, Foreign visits, etc.)
2. Establishment section need to update the deficiency / omissions / error Responsibility: SO(E) / AO / COA
3. Selected staff may be asked to do ESS transactions (minimum: 10) (not applicable to labs which are already online). The created dummy transaction IDs need to be sent for deletion / the staff may be asked to terminate the transaction)

R&D Portal

1. Selected scientists may be asked to create minimum five R&D proposals (plan and BD proposals). The approval may be taken to BD/PME level. Pre-requisites: R&D Admin need to create Organization Master, lab level workflow, area and sub-area master, division head mapping)
2. System generated draft ID need to be sent by mail for deletion from back end.

Responsibility : Head, PME/BD

Stores & Purchase Proposal:

1. Selected scientists may be asked to create minimum 10 purchase requests from MLP/OLP/STS projects. The workflow may be taken upto Project Leader / SPO level. The indent number may be sent to us for deletion from back end.

Responsibility : Coordinators, SPO & S&P team

Finance Portal:

1. Minimum of 10 bills need to be taken from Diary to Cheque writer level, (not to be posted at cheque writer level). Select bills only from current financial year.
2. BR numbers may be send to us for deletion.

Responsibility: FAO/COFA

All the above transaction need to be executed on the same day by all labs (except CSIR-CECRI & CSIR-NML).

Verification of e-service book need to be executed by all labs irrespective of any status. Labs adopted live HR transactions need not do dummy transactions and can do the normal transactions.

Labs which are live in S&P module need NOT do dummy transactions and can carry out normal transactions. (CSIR-IMT, CSIR-CLRI, CSIR-CECRI, CSIR-NML, CSIR-CEERI, CSIR-IHBT & CSIR-SERC)

CSIR-CECRI & CSIR-NML need not do dummy transaction in Finance Portal and can do normal transactions.

(459)

Sub: Instructions on timely submission of Annual Property Return – reg.

I am directed to inform that in many requests for Vigilance Clearances, received in the Vigilance Division, the Annual Property Return (APR) are not submitted timely by the concerned officials. The employees are very casual in timely submission of APR and due attention is not paid on it. Cases have come for Vigilance Clearances in which very Senior Officers are not submitting the APRs within the stipulated time.

The failure in timely submission of APR may result in denial of Vigilance Clearance in future.

It is requested that the above instructions may kindly be brought to the notice of all concerned for information, guidance and compliance.

Copy of CSIR letter No. 5-1(462)/2017-PD dated 21.8.2017

(460)

Sub:- Regarding acceptance of the recommendations of the Seventh Pay Commission in respect of the IOR of Level – 13 of Civil Pay Matrix.

I am directed to forward herewith the following Resolution issued by the Government of India for your information guidance and compliance.

S.No.	Resolution	Subject
1.	Ministry of Finance, Dept. of Expenditure Resolution No. 1-2/2016-IC dated 16.5.2017	Regarding acceptance of the recommendations of the Seventh Pay Commission in respect of the IOR of Level – 13 of Civil Pay Matrix.

Copy of CSIR letter No. 5-1(302)/2015-PD dated 21.8.2017

F.No. 1-2/2016-IC dated 16.5.2017 of Ministry of Finance, Department of Expenditure.

RESOLUTION

No. 1-2/2016-IC – Whereas, vide its Resolution No. 1-2/2016-IC notified in the Gazette of India, dated the 25th July, 2016, the Government of India accepted the recommendations of the Seventh Central Pay Commission in respect of the categories of employees covered in the Terms of Reference contained in its earlier Resolution No. 1/1/2013-E.III(A) dated the 28th February, 2014.

And, whereas, the Government has considered it necessary to make the following changed in the recommendations of the said Seventh Central Pay Commission in respect of the said categories of employees, namely:-

- 1.The Defence Pay Matrix, (Except Military Nursing Service (MNS), which has 24 stages shall be extended to 40 stages similar to the Civil Pay Matrix.
- 2.The Index of Rationalization (IOR) of Level 12A and 13 of Defence Pay Matrix shall be enhanced from 2.57 to 2.67. The Defence Pay Matrix (except MNS) shall, accordingly, be revised;
- 3.To rectify the factual errors appearing in Level 10 B and Level-12 of the pay matrix of MNS and in view of the changes in the IOR in the Defence Pay Matrix, the first stage of corresponding Levels of Pay Matrix of MNS shall also change. Accordingly, the Pay Matrix (MNS) shall be revised;
5. The IOR of Level-13 of Civil Pay Matrix shall also be enhanced from 2.57 to 2.67. Accordingly the Civil Pay Matrix as contained in Annexure-1 mentioned in para 6 of the aforesaid Resolution dated the 25th July, 2016 shall be revised. The revised Civil Pay Matrix (MNS) shall be revised;
6. The provision contained in para 13 of the aforesaid Resolution dated 25th July, 2016 shall be revised to the extent that the benefit of pay protection in the form of personal pay of officers posted on deputation under Central Staffing Scheme, as envisaged therein, shall be given effect from 1st January, 2016 instead of 25th July, 2016. Further, this benefit shall also be extended to officers from Services under Central Staffing Scheme, coming on deputation to Central Government, on posts not covered under Central Staffing Scheme.

ORDER

Ordered that this Resolution be published in the Gazette of India, Extraordinary.

Ordered that a copy of this Resolution be communicated to the Ministries/Department of the Government of India, State Governments, Administrations of Union Territories and all other concerned.

(461)

Sub: Instructions on payment of revised Pension/Arrears as per 7th CPC – reg.

Ref: CSIR letter No. 5-1(428)/2017-PD dated 2.6.2017

The undersigned is directed to refer to CSIR letter of even number dated 2nd June, 2017 whereby the financial liability on account of implementation of 7th CPC to Pensioners/Family Pensioners of CSIR was requested; but till date only a few Labs/Instts. have submitted the same. You are therefore requested to direct your Administrative Officers (Sr. COA/COA/AO) and Finance Officers (Sr. COFA/COFA/FAO) to do the following expeditiously:

1.To calculate the financial implication on account of arrears due to revision of Pension/Gratuity/Commutation of pension etc. (w.e.f. 1.1.2016 to 30.4.2017) in terms of Para 3.2 of DoP&PW OM No. 38/37/2016-P&PW(A) (i) dated 4.8.2016 (which was endorsed by CSIR vide its letter dated 11.5.2017).

2.Work out the financial liability for the revision of pension as per two formulations provided in the DoP&PW OM dated 4.8.2016 and 12.5.2017 relating to pre-2016 retirees. It may be calculated in accordance with the instructions contained in the DoP&PW OM dated 12.5.2017 and by using the concordance tables as per DoP&PW OM dated 6.7.2017. These OMs may be downloaded from the DoP&PW website.

The report may be submitted to Joint Secretary (Admn.) by 31.8.2017.

Copy of CSIR letter No. 5-1(428)/2017-PD dated 21.8.2017

(462)

Sub: Scheme of Financial Assistance to CSIR employees for meeting medical expenses – reg.

In continuation of this office letter of even No. dated 10.3.2014 on the subject cited above, I am directed to state that DG, CSIR has been pleased to extend the scheme for further period of 3 years beyond 12.12.2016 i.e. upto 12.12.2019, on the same terms and conditions as approved by the Governing Body, CSIR in its 176th meeting held on 15.6.2010.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Labs/Instts. for their information, guidance and necessary action.

Copy of CSIR letter No. 5-1(72)/2009-PD dated 23.8.2017

(463)

Sub: Eligibility of divorced daughters for grant of family pension – clarification regarding.

I am directed to forward herewith the following Office Memorandum issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pension & Pensioners' Welfare for information, guidance and compliance:-

S.No.	Office Memorandum	Subject
1.	OM No. 1/13/09-P&PW(E) dated 19 th July, 2017	Eligibility of divorced daughters for grant of family pension – clarification regarding.

Copy of CSIR letter No. 5-1(49)/2008-PD dated 7.9.2017

F.No. 1/13/09-P&PW(E) dated 19th July, 2017 of Government of India, Ministry of Personnel, P.G. & Pensions, DoPT.

Provision for grant of family pension to a widowed/divorced daughter beyond the age of 25 years has been made vide OM dated 30.08.2004. This provision has been included in clause (iii) of sub-rule 54 (6) of the CCS (pension), Rules, 1972.

2. As indicated in Rule 54(8) of the CCS (pension) Rules, 1972, the turn of unmarried children below 25 years of age comes after the death or remarriage of their mother/father, i.e., the pensioner and his/her spouse. Thereafter, the family pension is payable to the disabled children for life and then to the unmarried/widowed/divorced daughters above the age of 25 years.
3. It was clarified, vide this department Office Memorandum of even number, dated 11th September, 2013, that the family pension is payable to the children as they are considered to be dependent on the Government servant/pensioner or his/her spouse. A child who is not earning equal to or more than the sum of minimum family pension and dearness relief thereon is considered to be dependent on his/her parents. Therefore, only those children who are dependent and meet other conditions of eligibility for family pension at the time of death of the Government servant or his/her spouse, whichever is later, are eligible for family pension. If two or more children are eligible for family pension at that time, family pension will be payable to or more children are eligible for family pension at that time, family pension will be payable to each child on his/her turn provided he/she is still eligible for family pension when the turn comes.
4. It was clarified that a daughter if eligible, as explained in the preceding paragraph, may be granted family pension provided she fulfills all eligibility conditions at the time of death/ineligibility of her parents and still on the date her turn to receive family pension comes. Accordingly, divorced daughters who fulfill other conditions are eligible for family pension if a decree of divorce had been issued by the competent court during the life time of at least one of the parents.

5. This department has been receiving grievances from various quarters that the divorce proceedings are a long drawn procedure which take many years before attaining finality. There are many cases in which the divorce proceedings of a daughter of a Government employee/pensioner had been instituted in the competent court during the life time of one or both of them but none of them was alive by the time the decree of divorce was granted by the competent authority.
6. The matter has been examined in this department on consultation with Department of Expenditure and it has been decided to grant family pension to da divorced daughter in such cases where the divorce proceedings had been filed in a competent court during the life time of the employee/pensioner or his/her spouse but divorce took place after their death – provided the claimant fulfills and other conditions for grant of family pension under rule 54 of the CCS (Pension) Rules, 1972. In such cases, the family pension will commence from the date of divorce.
7. This issues with the concurrence of Ministry of Finance, Department of Expenditure, vide their ID No. 1(11)/EV/2017, dated 7th July, 2017.

(464)

Sub: Instructions on payment of revised Pension/Arrears as per 7th CPC – reg.

Ref: CSIR letter No. 5-1(428)/2017-PD dated 11.5.2017 and 2.6.2017.

With reference to the subject mentioned above and in continuation of the CSIR letters of even number dated 11.5.2017 and 2.6.2017, the undersigned is directed to state that the matter has been considered by the Secretary, DSIR & Director General, CSIR in consultation with JS & FA, DSIR/CSIR and following has been decided:

- a. Pension/Family pension for all pensioners (pre-2016 & post 2016) may be revised notionally in terms of CSIR circular letter No. 5-1(428)/2017-PD dated 11.5.2017. For this notional revision of pension DoP&PW OM dated 4.8.2016, 12.5.2017, 6.7.2017, 18.7.2017 and Ministry of Finance, Department of Expenditure OM 23.5.2017 may be used.
- b. Payment of revised pension/family pension (i.e. monthly pension) to all the pensioners (both pre-2016 and post 2016) as per 7th CPC, from the month of September, 2017 onwards may be made.
- c. Those retiring from the month of September, 2017 will be paid the eligible gratuity as per revised/enhanced ceiling and commutation of pension as per the 7th CPC pension amount.
- d. Those who retired between 1.1.2016 and 31.8.2017 will be paid the difference in gratuity between the eligible amount as per revised ceiling and what they were paid at the time of retirement.
- e. For the payment of arrears on account of revision of other pensionary benefits for the period 1.1.2016 to 31.8.2017 (viz., arrears of pension and their difference between original and revised commutation amount), separate instructions will follow. Therefore, these amounts of arrears will NOT be paid until further orders.

Copy of CSIR letter No. 5-1(428)/2017-PD dated 11.9.2017

(465)

Sub: Regarding prohibiting the deployment of Technical Staff into non-technical sections.

This has reference to the office communication No. 17/66120/94-PPS dated 14.12.1999 (copy enclosed) wherein instructions were issued prohibiting the deployment of Technical Staff into non- technical sections. Inspite of the above instructions, it has come to tile notice that many Labs./Instts., are continuing to deploy technical staff in non-technical sections. The same has also been pointed out by the CAG Audit while auditing in several Labs./Instts., of CSIR. The competent authority has viewed the matter seriously and all the Labs./Instts., are requested to comply with the instructions issued vide the above mentioned letter of CSIR.

It is reiterated that any staff member holding technical designation and performing non-technical functions/duties shall not be eligible for assessment under the assessment scheme. Therefore, the technical staff, if any, deployed in the non-technical sections should immediately be transferred to technical divisions for doing technical work before they are considered for further assessment.

Copy of CSIR letter No. 5-1(474)/2017-PD dated 25.9.2017

(466)

Sub: Recommendation of the 7th Central Pay Commission – bunching of stages in the revised pay structure under Central Civil Services (Revised Pay) Rules, 2016.

I am directed to forward herewith the following Office Memorandum of information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	Ministry of Finance, Department of Expenditure OM No. 1/6/2016-IC dated 3.8.2017.	Recommendation of the 7 th Central Pay Commission – bunching of stages in the revised pay structure under Central Civil Services (Revised Pay) Rules, 2016.

Copy of CSIR letter No. 5-1(302)/2015-PD dated 9.10.2017

F.No. 1/6/2016-IC dated 3.8.2017 of Government of India, Ministry of Finance, Department of Expenditure.

With reference to the subject mentioned above and in continuation of his Department's OM of even umber dated 7.9.2016 and 13.6.2017, detailed instructions are hereby being issued on the application of the benefit on account of bunching of stages

while fixing the pay in the revised pay structure as a response to a large number of references received from Ministers/Department.

2. The provisions giving effect to the recommendations of the 7th CPC on extending the benefit on account of bunching were notified vide DoE Om dated 7.9.2016. Benefits on account of bunching have been extended during the initial fixation of pay in the revised pay structure while implementing the recommendations of earlier CPCs also. Bunching occurs in the fixation of pay when the pay at two or more consecutive stages in a Pay Scale/Grade Pay in the pre revised scale get fixed at the same stages in the corresponding Pay Scale/Level in the revised pay structure.
3. The modalities of determining the extent of bunching and the nature of benefits to be extended on account thereof, based on the recommendations of the CPCs, have differed across different Pay Commission periods. While the 5th CPC recommended that benefits be extended when two or more stages get bunched, The fitment tables drawn by the 6th CPC and notified by the Government subsequently provided for the benefit of bunching only when more than two stages were bunched. As regards the benefits to be extended on account of bunching, the 5th CPC recommended benefit of one increment for every four consecutive stages bunched, the 6th CPC recommended benefit of one increment for every two consecutive pay stages bunched. For HAG scales, however, benefit of one increment was given at each of the pay stages in the 6th CPC pay structure.
4. In terms of the DoE OM dated 7.9.2016 based on the 7th CPC recommendations, bunching occurs when two or more stages get bunched and benefit of one increment is to be given for every two stages bunched. These provisions are to be applied while revising the pay from the 6th CPC regime to the 7th CPC regime. In the 6th CPC pay structure, about 35 pay scales existing in the 5th CPC pay structure were replaced by a system of running pay bands recommended by the 6th CPC. The 6th CPC pay structure consisted of 19 grades spread across four distinct pay bands and 4th distinct scales including two fixed scales. The 6th pay structure being replaced by the 7th CPC recommended Pay Matrix, thus, consists of 4 Pay Bands with 15 levels of Grade Pay, along with 4 standalone scales, viz., HAG scale, HAG+ scale, Apex scale fixe) and the scale of Cabinet Secretary (fixed).
5. While in the 5th CPC structure, the stages in every pay scale were well defined, the stages were not well defined in the 6th CPC structure. The pay was to be fixed in the running Pay Band by rounding off to the next higher multiple of 10. Every multiple of 10 was pay stage in the 6th CPC regime. However, all consecutive 10 rupees stages for any Grade Pay cannot be taken as consecutive stages for the purpose of bunching in reference to the 7th CPC recommendations as is also clear from the illustration contained in para 5.1.37 of the 7th CPC Report. Based on the illustration contained in para 5.1.37 of the 7th CPC Report, Department of Expenditure's OM dated 7.9.2016 provided that a difference of at least 3%, the rate of annual increment, in the 6th CPC pay structure was essential for counting of two sages. The 6th CPC had replaced the system of equidistant pay stages in a pay scale based on equal annual increments in the 5th CPC regime by a system of annual increment of 3% on the sum of pay in the running pay band and the Grade Pay which was to be added to the running pay as increment. Therefore, the pay stages in any given Grade Pay were

specific to an employee and depended upon the initial fixation of pay in that Grade Pay. As a result, the amount of increment earned in the same Grade Pay would differ in the same Pay Scale/Grade Pay not only between different employees but also across years for the same employee. To illustrate, an employee whose pay was fixed at Rs. 46100 in GP of 8700 in PB-4 would have the first annual increment of Rs. 1390 which would be added to his running pay in the Pay Band, another employee whose pay initially was fixed at Rs. 46400 in the same Grade Pay would have the first annual increment of Rs. 1400. In such a scenario where the pay stages are specific to the employee, it is not possible to arrive at universal pay stages for the purpose of determining the extent of bunching. Therefore, for the purpose of determining the extent of bunching in a system of running pay bands, the consecutive pay stages that need to be considered are the pay stages which are specific to the employees.

6. In the 5th CPC structure, the maximum and the minimum of every pay scale were well defined. In the 6th CPC structure, Entry Pay was separately notified for most Grade Pay levels to govern the entry pay of direct recruits in that level. The pay of those moving from a lower grade to a higher one on promotion was regulated in terms of provisions contained in Rule 13 of CCS (RP) Rules, 2008. As such, the Entry Pay notified for given Pay Scale/Grade pay is the effective minimum pay. The 7th CPC, in its Report, has commented that this led to many situations where direct recruits drew higher pay as compared to personnel who reached that stage through promotion. Demands were received by the 7th CPC from many staff associations and employees for removal of this disparity which the 7th CPC refers to as differential entry pay.
7. In the revised dispensation for pay fixation in the New Pay Structure as recommended by the 7th CPC, direct recruits shall start at the minimum pay corresponding to the level to which recruitment is made, which will be the first cell of each level. For those promoted from the previous level, the fixation of pay in the new level will depend on the pay they were already drawing in the previous level. The pay, however, cannot be less than the first stage of the relevant level. While enumerating the benefits of migrating to the new system at para 5.1.47 of the 7th CPC Report, it has been stated that 'the issue of differential entry pay has been resolved'. At para 5.1.36 of the 7th CPC through the Index of Rationalization (IoR) which has been multiplied with the Entry pay in the 6th CPC regime to arrive at the first cell, pay stages below the Entry Pay have been consciously brought up to the level of Entry Pay and its corresponding pay stage in the revised pay structure. As a result, all pay stages below the Entry Pay in any Level will, on re-fixation, converge to the first pay stage in that level. As this convergence takes place on account of a conscious decision of the 7th CPC intrinsic to the architecture of the Pay Matrix by indicating the Entry Pay as the starting point of each Level, benefit on account of bouncing cannot be extended with reference to pay stages lower than the Entry Pay indicated by the 7th CPC for that level in the Pay Matrix. Extending the benefit of bunching with reference to pay stages below the entry pay will perpetuate the difference in pay on account of differential Entry Pay which was addressed by the 7th CPC.

8. Based on the above, it is clarified that the following shall be kept in view while determining the extent of bunching as also the benefits to be extended on account of bunching at the time of initial fixation of pay in the 7th CPC pay structure:
 - (i).Benefit on account of bunching is to be extended when two or more stages get bunched.
 - (ii).Benefit of one increment is to be extended on account of bunching of every two consecutive stages.
- (iii) As stipulated in MoF Om dated 7.9.2016, a difference of 3% to be reckoned for determination of consecutive pay stages, specific to each employee.
- (iv) All pay stages lower than the Entry Pay in the 6th CPC pay structure as indicated in the Pay Matrix contained in the 7th CPC Report are not to be taken into account for determining the extent of bunching.
9. All Ministries/Departments are advised to review all cases wherein benefit on account of bunching has been extended in terms of this Department's OM dated 7.9.2016 and to re-fix the pay in terms of the instructions contained herein.

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Sub:- Modification of Level – 13 of Pay Matrix – Issues regarding.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance.

S.No.	Office Memorandum	Subject
1.	MoF, Department of Expenditure OM No. 4-6/2017-IC/E-III(A) dated 28.9.2017	Modification of Level – 13 of Pay Matrix – Issues regarding.

Copy of CSIR letter No. 5-1(302)/2015-PD dated 20.10.2017

OM No. 4-6/2017-IC/E-III(A) dated 28.9.2017 of Government of India, Ministry of Finance, Department of Expenditure.

The undersigned is directed to invite attention to the Pay Matrix contained in Part A of the Schedule of the CCS(RP) Rules, 2016 as promulgated vide notification No. GSR 721 (E) dated 25th July, 2016, where the Level-13 of the Pay Matrix starts at Rs. 1.18,500 at Cell one and ends at Rs. 2,14,100 at Cell twenty one and to state that in terms of CCS(Revised Pay) (Amendment) Rules, 2017 promulgated vide GSR 592(E) dated 15.6.2017, the said Level 13 of the Pay Matrix has been modified. The modified Level 13 starts at Rs. 1,23,100 at Cell one, ending at Rs. 2,15,900 at Cell twenty.

2. The modified Level-13 in terms of the CCS(Revised Pay) (Amendment) Rules, 2017 takes effect from 1st January, 2016. Accordingly, the earlier Level-13 of the Pay Matrix as contained in CCS(RP) Rules, 2016 notified on

25.7.2016 and effective from 1st January, 2016 has become non-existent ab-initio with the promulgation of the CCS(Revised Pay) (Amendment) Rules, 2017. The modified Level 13 is an improvement on the earlier Level 13 inasmuch as the earlier i.e level 13 is based on the 'Index of Rationalization' (IOR) of 2.57, whereas the modified Level 13 is based on the IOR of 2.67. It is for this reason of improvement that the modified Level 13 begins at Rs. 1,23,100, as against the earlier one which began at Rs. 1,18,500.

3. Consequent upon the aforesaid modification of Level 13 in terms of the CCS(Revised Pay) (Amendment) Rules, 2017 effective from 1.1.2016 and the resultant re-fixation of pay therein in supersession of the earlier pay fixation, references have been received from Ministries/Departments seeking clarifications on certain issues. These issues and the decisions thereon are brought in the succeeding paragraphs.

Issue No.1: Whether pay in the Level-13 is to be fixed by multiplying by a factor of 2.57 or 2.67.

4. The 7th Central Pay Commission, while formulating the various Levels contained in the Pay Matrix, corresponding to the pre-revised pay structure, used "Index Of Rationalization" (IOR) to arrive at the starting Cell of each Level (the 1st Cell) of the Pay Matrix. This IOR has been applied by the Commission on the minimum entry pay corresponding to the successive Grades Pay in the pre-Revised pay structure. In Level-13 of the Pay Matrix, as formulated by the 7th CPC and as accepted by the Government in terms of the CCS(RP) Rules, 2016 promulgated vide notification dt. 25.7.2016, the IOR was 2.57. The IOR in respect of both Levels 12 and Level 13-A, i.e., Levels immediately lower and immediately higher than Level-13, is 2.67. Therefore, the modified Level-13 in terms of the Pay Matrix contained in the CCS(Revised Pay) (Amendment) Rules, 2017 has also been formulated based on the IOR of 2.67.
5. While the concept of the IOR, as applied by the 7th CPC, is exclusively in regard to formulation of the Levels in Pay Matrix, the formula for fixation of pay in the Pay Matrix based on the basic pay drawn in the pre-revised pay structure for the purpose of migration to the Pay Matrix, as recommended by the 7th CPC, is based on the fitment factor of 2.57. The Commission recommends - "this fitment factor of 2.57 is being proposed to be applied uniformly for all employees." Accordingly, Rule 7 (I)(A)(i) of the cc.S(RP) Rules, 2016, relating to fixation of pay in the revised pay structure, clearly provides that "in case of all employees the pay in the applicable level in the Pay Matrix shall be the pay obtained by multiplying the existing pay by a factor of 2.57.
6. Thus, the fitment factor for the purpose of fixation of pay in all the Levels of Pay Matrix in the revised pay structure is altogether different from the IOR. The fitment factor of 2.57 is uniformly applicable for all employees

for the purpose of fixation of pay in all the Levels of Pay Matrix. This has no relation with the "IOR". The formula for fixation of pay based on the fitment factor of 2.57, as contained in Rule 7(1)(A)(i) of the CCS(RP) Rules, 2016, has not been modified by the CCS(Revised Pay) (Amendment) Rules, 2017.

7. Accordingly, pay in the Level-13 of the Pay Matrix, as provided for in the CCS(Revised Pay) (Amendment) Rules, 2017, shall continue to be fixed based on the fitment factor of 2.57 as already provided for in Rule 7(1) (A) (i) of CCS(RP) Rules, 2016. In case pay has been fixed in the modified Level-13 by way of fitment factor of 2.67, the same is contrary to the Rules and is liable to be rectified and excess amount recovered forthwith.

Issues No. 2: Pay re-fixed in the modified Level – 13 working out lower than the pay fixed in the earlier Level – 13.

8. As mentioned above, earlier Level 13 in operation before the coming into force of CCS(Revised Pay) (Amendment) Rules, 2017 promulgated vide notification dt. 15.6.2017, has become non-existent ab-initio and the modified Level 13 as contained in CCS(Revised Pay) (Amendment) Rules, 2017 is the applicable Level 13 from 1.1.2016. Therefore, the earlier Level 13 is extinct and. hence no employee can retain the same consequent upon promulgation of CCS(Revised Pay) (Amendment) Rules. 2017.
9. As such, pay in respect of those, who are entitled to Level 13 either from 1.1.2016 or from any date later than 1.1.2016, has to be re-fixed in the modified Level 13 and the pay as earlier fixed in the earlier Level 13 gets automatically rescinded. Therefore. pay. as fixed in the modified Level 13 in terms of Rule 7 of the CCS(RP)Rules. 2016 in case of those who were drawing pay in the pre-revised pay structure in PB-4 plus Grade Pay of Rs. 8700 as on 31.12.2015 or in terms of Rule 13 thereof in case of those promoted to Level 13 on or after 1.1. 2016. shall now be the pay for all purposes.
10. However, a few instances have been brought to the notice of this Ministry, where pay fixed in the modified Level-13 contained in CCS (RP) (Amendment) Rules, 2017 works out less than the pay fixed in the earlier Level-13 before promulgation of this amendment.
11. The pay fixed strictly in terms of the applicable provisions of CCS(RP) Rules, 2016 In the earlier Level-13 before promulgation of CCS(Revised Pay)(Amendment) Rules, 2017, was the pay before the date of promulgation of the said Amendment Rules on 15.6.2017. As pay is now required to be re-fixed in the Level-13 contained in the CCS(Revised Pay) (Amendment) Rules, 2017, any overpayment. If taking place, consequent upon such re-fixation is not attributable to the concerned employee.
12. Accordingly, it has been decided that if the pay re-fixed strictly as per Rule 7 or Rules 13, as the case may be, of the CCS(RP) Rules, 2016 in the

Level-13 based on the Pay Matrix contained in the CCS(Revised Pay) (Amendment) Rules, 2017 (as per the fitment factor of 2.57) happens to be lower than the pay as earlier fixed as per the said Rules (fitment factor of 2.57) in the earlier Level-13, then while the pay as re-fixed shall be the pay as applicable to the concerned employee for all purposes, any recovery of over payment on account of such re-fixation during the period up to 30.6.2017, the month in which the CCS(Revised Pay) (Amendment) Rules. 2017 has been issued shall be waived.

13. The cases of employees who retired on or after 1.1.2016 and up to 30.6.2017 and if covered under para 12 above shall be processed as per Rule 70 of the CCS(Pension) Rules. 1972.

Issue No. 3: Re-exercise of option for coming over to the Revised Pay Structure in case of Level -13.

14. A reference has been received whether in view of the modification in the Level 13 in terms of the CCS(Revised Pay) (Amendment) Rules, 2017 promulgated on 15.6.2017 with effect from 1.12.2016, the date of effect of the revised pay structure contained in CCS(RP) Rules, 2016, the employees who are entitled to the Level 13 on 1.1.2016 may be given fresh option to come over to the revised pay structure in case of modified Level 13.
15. The matter has been considered and it has been decided that since the modification of the Level 13 as per CCS(Revised Pay) (Amendment) Rules, 2017 is a material change, the employees, who were entitled to Level 13 as on 1.1.2016 and who had already opted for the earlier Level-13 as per Rules 5 and 6 of the CCS(RP) Rules, 2016, shall be given an opportunity for re -exercise of their option thereunder. Such an option may be exercised within three months from the date of issue of these orders.
16. In their application to employees belonging to the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

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Sub: Revision of rates of Non-Practicing Allowance (NPA) in respect of medical posts other than the posts included in the Central Health Services-recommendations of the 7th CPC.

I am directed to forward herewith the following Office Memoranda issued by the Government of India for your information, guidance and compliance.

S.No.	MoF/DoPT Office Memorandum No.	Dated	Subject
1.	12-212016-EIII.A	7.7.2017	Revision of rates of Non-Practicing Allowance (NPA) in respect of medical posts other than the posts included in the Central Health Services-

			recommendations of the 7 th CPC.
2.	27/112017-E.II(B)	14.7.2017	Implementation of the recommendations of 7 th CPC – grant of Split Duty Allowance to Sweepers and Farashes in Central Secretariat and Allied Offices.
3.	19039/412008-E.IV	14.7.2017	Implementation of the recommendations of 7 th Central Pay Commission – Revision in the rates of Cycle (maintenance) Allowance.
4.	3/112017-E.II(B)	19.7.2017	Implementation of the recommendations of 7 th CPC – Grant of Special Compensatory Allowances subsumed under Tough Location Allowances.
5.	19051/112017-E.IV	2.8.2017	Implementation of the recommendations of the Seventh Central Pay Commission – Dress Allowance.
6.	21/512017-E.II(B)	2.8.2017	Implementation of the recommendations of the 7 th Central Pay Commission relating to grant of Transport Allowance to Central Government employees.
7.	A-2701210312017 - Estt.(AL)	16.8.2017	Recommendations of the Seventh Central Pay Commission – implementation of decisions relating to Special Allowance for child care for women with disabilities.
8.	A-2701210212017 - Estt.(AL)	16.8.2017	Recommendations of the Seventh Central Pay Commission – implementation of decisions relating to the grant of Children Education Allowance.

Copy of CSIR letter No. 5-1(302)/2015-PD dated 6.11.2017

F.No. 12-212016-EIII.A dated 7th July, 2017 of Government of India, Ministry of Finance, Department of Expenditure.

The undersigned is directed to refer to this Ministry's OM No. 7(19)/2008-E-IIIA dated 30.8.2008 regarding the existing rates of Non-Practising Allowance (NPA) admissible to medical posts other than the posts included in the Central Health Services and to say that as provided for in para 7 of this Ministry's Resolution No.1-2/2016-IC dated 25th July, 2016, the question of revision of rates of allowances (except Dearness Allowance) based on the recommendations of the 7th Central Pay Commission was referred to a Committee under the Chairmanship of Finance Secretary and until a final decision thereon. all allowances were required to be paid at the existing rates in the existing pay structure (the pay structure based on 6th Pay Commission) as if the pay has not been revised w.e.f. 1st January, 2016. Accordingly, NPA was also required to be paid at the existing rates specified in the aforesaid OM dated 30.8.2008.

2. The decisions of the Government on the revised rates of various allowances based on the recommendations of the 7th Central Pay Commission and in the light of the recommendations of the Committee under the Chairmanship of the Finance Secretary have since been notified as per the Resolution No. 11-1/2016- IC dated 6th July, 2017.
3. Accordingly, the President is pleased to decide that in modification of the existing rates of NPA as contained in the aforesaid OM dated 30.8.2008, the NPA shall now be paid at the rate of 20% of the basic pay in the revised pay structure in vogue based on the recommendations of the 7th Central Pay Commission, as contained in the CCS(RP) Rules, 2016 subject to the condition that the sum of basic pay and NPA does not exceed Rs. 2.37,500 (Rupees two lakh thirty seven thousand and five hundred only). The following conditions shall regulate the grant of NPA under these orders:
 - i. The term basic pay in the revised pay structure shall mean "basic pay. as defined in Rule 3(x) (of CCS(RP) Rules, 2016, i.e., "basic pay" in revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix.
 - ii. The NPA shall continue to be treated as pay for the purpose of computation of Dearness Allowance and other allowances, except those allowances in respect of which the applicable orders provide otherwise, including calculation of retirement benefits. Dearness Allowance under these orders shall mean dearness allowance as sanctioned by the Central Government from time to time in the 7th Pay Commission-related pay structure.
 - iii. NPA shall continue to be restricted to those medical posts for which medical qualifications recognized under the Indian Medical Council Act, 1956 or under the Dentist Act, 1948 have been prescribed as an essential qualification. The following conditions shall also be fulfilled as hitherto:-
 - (a) The post is a clinical one.
 - (b) The post is a whole time post.
 - (c) There is ample scope for private practice, and
 - (d) It is necessary to prohibit private practice in public interest.

F.No. 27/1/2017-E.II(B) dated 14.7.2017 of Government of India, Ministry of Finance, Department of Expenditure.

Subject:- Implementation of the recommendations of 7th CPC – grant of Split Duty Allowance to Sweepers and Farashes in Central Secretariat and Allied Offices.

Consequent upon the acceptance of the recommendations of Seventh Central Pay Commission by the Government, the President, in supersession at all existing orders issued on the subject from time to time, is pleased to decide that the Sweepers and Farashes working in Central Secretariat and allied offices performing split duties. where the break in between the shift is at least 2 hours duration and they have not been provided residential accommodation within 1km. of the office premises. shall be entitled to Split Duty Allowance at the revised rate of Rs.450/- p.m.

2. The rate will further rise by 25% each time Dearness Allowance (DA) rises by 50%.
3. These orders shall be effective from 1st July, 2017.
4. 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.

F.No. 19039/4/2008-E.IV dated 14th July, 2017 of Government of India, Ministry of Finance, Department of Expenditure.

Subject:- Implementation of the recommendations of 7th Central Pay Commission – Revision in the rates of Cycle (maintenance) Allowance.

Consequent upon the acceptance of the recommendations of the Seventh Central Pay Commission and in supersession of this Department O.M. No. F. 11(18)-E.IV(8)/62 dated 31st August, 1962 including all its amendments thereafter and O.M. No. 19039/3/2008-E.IV dated 29th August, 2008, the President is pleased to revise the rates of Cycle (maintenance) Allowance from Rs. 90/- per month to Rs. 180/- per month subject to the provisions of SR-25.

2. The admissibility of Cycle (maintenance) Allowance will be subject to the following conditions:-

(A) The official concerned maintains and uses his own cycle for official journeys.

- (B) Travelling Allowance (i.e., daily and mileage allowance) to a Government servant in receipt of Cycle (maintenance) Allowance under these orders will be regulated as under:-

i.	For Journeys within a radius of 8km from the usual place of duty	No T.A.
ii.	For journeys beyond a radius of 8km but not exceeding 16 km from the place of duty-	
	If the destination point falls within the local jurisdiction.	No T.A.
	If the destination point falls outside the local jurisdiction.	TA admissible under normal rules, provided the journey is performed otherwise than on a cycle.
iii.	For journeys beyond a radius of 16km from the usual place of duty.	TA admissible under the normal rules.

- (C) The allowance will not be admissible for the calendar month(s) wholly covered by leave training or temporary transfer
- (D) For any period of more than one month at a time during which a Government servant in receipt of Cycle (maintenance) Allowance does not maintain a cycle or the cycle

maintained by him remains out of order or is not used for official Journeys for any other reason, the Cycle (maintenance) Allowance will not be admissible.

3. The Cycle (maintenance) Allowance under these orders shall be granted by the sanctioning authority for a period not exceeding two years at a time and its continuance shall be reviewed sufficiently in advance of the expiry of such period. The sanctioning authority may, for this purpose, specify whenever necessary the local jurisdiction of a Government servant at the time of sanctioning the allowance. They should also make a review of the posts under their control and decide the posts for which the Cycle (maintenance) Allowance should be sanctioned. The Allowance may be sanctioned with reference to the posts and not to the individual incumbents.
4. These orders will be effective from July 01, 2017.
5. In so far as the staff serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller & Auditor General of India.

F.No. 3/1/2017-E.II(B) dated 19th July, 2017 of Government of India, Ministry of Finance, Department of Expenditure.

Subject:- Implementation of the recommendations of 7th CPC – Grant of Special Compensatory Allowances subsumed under Tough Location Allowances.

Consequent upon the acceptance of the recommendations of Seventh Central Pay Commission in supersession of the existing orders for grant of Special Compensatory Allowances viz. Special Compensatory (Remote Locality) Allowance. Bad Climate Allowance, Special Compensatory Scheduled/Tribal Area Allowance and Sunderban Allowance which have been subsumed In Tough location Allowance, the President is pleased to decide the rates of these Special Compensatory/Allowances (subsumed in Tough Location Allowance) to Central Government employees as under:

S.No.	Name of the Allowance	Category	Cell Name	Pay Level in Pay Matrix	Rate per month (in Rs.)
(I)	Special Compensatory (Remote Locality) Allowance: Special Compensatory (Remote Locality) Allowance Places covered under Part-A&B (Annexure I&II)	Tough Location Allowance-I	R3H1	Level 9 and above Level 8 and below	5300 4100
	Special Compensatory (Remote Locality) Allowance Places covered under Part-C (Annexure III)	Tough Location Allowance-II	R3H2	Level 9 and above Level 8 and below	3400 2700
	Special Compensatory (Remote Locality) Allowance Places covered under Part-D (Annexure IV)	Tough Location Allowance-III	R3H3	Level 9 and above Level 8 and below	1200 1000

(II)	Bad Climate Allowance	Tough Location Allowance-III	R3H3	Level 9 and above Level 8 and below	1200 1000
(III)	Tribal Area Allowance	Tough Location Allowance-III	R3H3	Level 9 and above Level 8 and below	1200 1000
(IV)	Sunderban Allowance	Tough Location Allowance-III	R3H3	Level 9 and above Level 8 and below	1200 1000

2. These rates shall increase by 25 per cent whenever the Dearness Allowance payable on the revised pay structure goes up by 50 per cent.
3. The term 'Pay Level' in the revised pay structure means the 'Level in the Pay Matrix.
4. In respect of those employees who opt to continue in their pre-revised pay structure/Pay scales, the corresponding Level in the Pay Matrix of the post occupied on 01.01.2016 as indicated in CCS (Revised Pay) Rules, 2016 would determine the allowance under these orders.
5. Sunderban Allowance categorized 'as Tough Location Allowance-III shall be admissible to the Central Government civilian employees working in Sunderban areas South of Dampier Hodge's line, namely, Bhagatush Khali (Rampura), Kumirmari (Bagna), Jhinga Khali, Sajnakhali Gosaba, Amlamathi (Bidya), Canning, Kultali, Piyali, Nalgaraha, Raidighi, Bhanchi, Pathar Paratima, Bhagabatpur, Saptamukhi, Namkhana, Sikarpur, Kakdwip, Sagar, Mausini, Kalinagar, Horoa, Hingalgaon, Basanti, Kuemari, Kultola, Ghusighata (Kulti) area. The allowance shall be admissible only upto the period for which the Government of West Bengal continues to pay this allowance to its employees.
6. Scheduled/Tribal Area Allowance and Bad Climate Allowance categorized as Tough Location Allowance-III shall be admissible only in those states where Scheduled/Tribal Area Allowance and Bad Climate Allowance are admissible and shall be discontinued in those States where it has been discontinued for the state Government employees with effect from the date(s) of such discontinuance.
7. In the event of a place falling in more than one category, the higher rate of Tough location Allowance will be applicable.
8. Tough Location Allowances shall not be admissible along with Special Duty Allowance. However, employees have the option for continuing Special Compensatory (Remote Locality) Allowance at old rates of 6th CPC, where it was admissible, along with Special Duty Allowance at revised rate of 10% of Basic Pay.
9. Employees may exercise their option to choose either Hard Area Allowance which is admissible alongwith Island Special Duty Allowance or one of the Special Compensatory Allowance, subsumed under Tough Location Allowance as mentioned In Para 1 above.
10. These orders take effect from 1st July, 2017.
11. 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 regard to Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.

12. 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.

F.No. 21/5/2017-E.II(B) dated 2nd August, 2017 of Government of India, Ministry of Finance, Department of Expenditure.

Subject:- Implementation of the recommendations of the Seventh Central Pay Commission – Dress Allowance.

In partial modification of this Department's O.M. of even number dated 07.07.2017 regarding implementation of the recommendations of the Seventh Central Pay Commission. relating to grant of Transport Allowance to Central Government employees. the President is pleased to order that Central Government employees who are drawing pay of Rs.24200/- & above in Pay level 1 & 2 of the Pay Matrix. shall be eligible for grant of Transport Allowance @ Rs.3600/- plus DA thereon at the cities mentioned in the Annexure to the above cited O.M. and @ Rs.1800/- plus DA thereon at all Other Places.

2. All other contents of the above cited O.M. dated 07.07.2017 shall remain unchanged.
3. These orders shall be effective from 1st July, 2017.
4. These orders will apply to all civilian employees of the Central Government. The orders will also apply to the civilian employees paid from the Defence Service Estimates. In respect of the Armed Forces Personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.
5. 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.

F.No. A-27012/03/2017-Estt.(AL) dated 16th August, 2017 of Government of India, Ministry of Personnel , PG and Pensions, DoPT.

Subject:- Recommendations of the Seventh Central Pay Commission – implementation of decisions relating to Special Allowance for child care for women with disabilities.

Consequent upon the decision taken by the Government on the recommendations made by the Seventh Central Pay Commission for providing extra benefits to women employees with disabilities especially when they have young children and children with disability, the President is pleased to issue the following instructions:-

- i. Women with disabilities shall be paid Rs.3000/-per month as Special Allowance for Child care. The allowance shall be payable from the time of the child's birth till the child is two years old.
- ii. It shall be payable for a maximum of two eldest surviving children.

- iii. Disability means a person having a minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No. 16-18/97-NI.I dated 1.6.2001 and amended from time to time.
 - iv. The above limit would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
2. These orders shall be effective from 1st July, 2017.
 3. 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.

F.No. 19051/1/2017-E.IV dated 2nd August, 2017 of Government of India, Ministry of Personnel , PG and Pensions, DoPT.

Subject:- Implementation of the recommendations of the Seventh Central Pay Commission Dress Allowance.

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission, in supersession of the existing orders relating to Uniform related Allowance viz. Clothing Allowance, Initial Equipment Allowance, Kit Maintenance Allowance, Robe Allowance, . Robe Maintenance Allowance, Shoe Allowance, Uniform Allowance and Washing Allowance which have been subsumed In a single Dress Allowance, the President is pleased to decide the rates of Dress Allowance in r/o the following categories of Central Government employees as under:-

S.No.	Category of employee	Rate per annum (In Rs.)
1	Special Protection Group (SPG) Operational Special Protection Group (SPG) Non-operational	27800/- 21225/-
2.	Officers of Anny/IAF/Navy/CAPFs/CPOs RPF/RPSF/IPS/Coast Guard.	20000/-
3.	MNS Officers, Officers of DANIPSIACP of Delhi Police/ other Union Territories.	15000/-
4.	Executive staff of Customs, Central Excise and Narcotics Department (both in summer and summer-cum-winter), Indian Corporate Law Service (ICLS) Officers , Legal officers in NIA, Bureau of Immigration Mumbai, Chennai, Delhi, Amritsar, Kolkalta and all check points of Bureau of Immigration) PBORs of Defence Services I CAPFs/RPF/Police Forces at" Union Territories and Indian Coast Guard, Station Masters of Railways.	10000/-
5.	Other categories of staff who were supplied Uniforms and are required to wear them regularly like Trackmen, Running staff of Indian Railways, Staff Car Drivers, MTS, Canteen staff of Non-	5000/-

	Statutory Departmental Canteens, etc.	
6.	Nurses	1800/- per month

2. Allowances related to maintenance, washing of Uniform are subsumed in Dress Allowance and will not be payable separately.
3. Further categories of staff who were earlier being provided Uniforms will henceforth not be provided with Uniforms.
4. The amount of Dress Allowance shall be credited to the salary of employees directly once a year in the month of July.
5. This allowance covers only the basic uniform of the employees. Any special clothing like that provided at Siachen Glacier or inside submarine or fluorescent clothing provided to Trackmen or Indian Railways or to 1B personnel posted at high altitudes will continue to be provided by the concerned Ministry as per existing norms.
6. Outfit Allowance, paid to Indian Foreign Service officers and employees will continue to be provided as before, is enhanced by 50%.
7. The rates of Dress Allowance will go up by 25% each time Dearness Allowance rises by 50%.
8. These orders shall take effect from 1st July, 2017.
9. Separate orders will be issued by Ministry of Defence, Ministry of Home Affairs, Ministry of Railways, Ministry of Health & Family Welfare, Ministry of Corporate Affairs, Ministry of External Affairs, Department of Revenue, Department of Personnel & Training and Cabinet Secretariat in respect of employees of these Ministries/Departments.
10. 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.

F.No. A-27012/02/2017-Estt.(AL) dated 16th August, 2017 of Government of India, Ministry of Personnel, P.G. and Pensions, DoPT.

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.

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Sub: Travel entitlements of Government employees for the purpose of LTC post Seventh Central pay Commission – clarification reg.

I am directed to forward herewith the following Office Memoranda for information, guidance and compliance.

S.No.	OM No.	Subject
1.	DoPT OM No. 31011/8/2017-Estt.A-IV dated 19.9.2017	Travel entitlements of Government employees for the purpose of LTC post Seventh Central pay Commission – clarification reg.
2.	DoPT OM No. 31011/5/2014-Estt.(A.IV) dated 21.8.2017	Procedure for booking of air-tickets on LTC – clarifications reg.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 7.11.2017

31011/8/2017-Estt.A-IV dated 19.9.2017 of Government of India, Ministry of Personnel, Public Grievances & Pensions, DoPT.

The undersigned is directed to refer to this Department's OM No. 31011/4/2008-Estt.. A-IV dated 23.9.2008, 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 OM No. 19030/1/2017-E.IV dated 13.7.2017.

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 OM dated 13.7.2017, 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.
- 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 OM will take effect from July 1, 2017.

F.No. 19030/1/2017-E.IV dated 13th July, 2017 of Government of India, Ministry of Finance, Department of Expenditure.

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 1st July, 2017 may be regulated in accordance with these orders. In respect of journeys performed prior to 1st July, 2017 the claims may be regulated in accordance with previous orders dated 23.9.2008.
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 1st 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.

Annexure

Annexure to Ministry of Finance, Department of Expenditure

OM No. 19030/1/2017-E.IV dated 10th July, 2017

In supersession of Department of Expenditure's OM No. 19030/3/2008-E.IV dated 23.9.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 1.7.2017.

4. Entitlement 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 Chari 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 entitling for

the journey in Premium Tatkal/Suvidha/Shatabdi/Rajdhani/Duronto Trains will be as under:-

Pay Level in Pay Matrix		Travel Entitlement in Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani/Duronto Trains
12 and above	-	Executive/AC 1 st Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	-	AC 2 nd Class/Chair Car (In Shatabdi Trains)
5 and below	-	AC 3 rd 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 that 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 in 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 above	-	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 above	-	Bunk class

D. Mileage Allowance for Journeys by Road:

- (i) At places where specific rates have been prescribed:-

Pay Level in Pay Matrix		Travel entitlement
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 above	-	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, 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
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14 and above	Reimbursement for hotel accommodation/guest house of up to Rs. 7500/- 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 Rs. 1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to Rs. 4500/- 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 Rs. 1000/- per day
9 to 11	Reimbursement for hotel accommodation/guest house of up to Rs. 2250/- per day. Reimbursement of non-AC taxi charges of up to Rs. 338/- km per day for travel within the city. Reimbursement of food bills not exceeding Rs. 900/- per day
6 to 8	Reimbursement for hotel accommodation/guest house of up to Rs. 750/- per day. Reimbursement of non-AC taxi charges of up to Rs.225/- km per day for travel within the city. Reimbursement of food bills not exceeding Rs. 800/- per day
5 and below	Reimbursement for hotel accommodation/guest house of up to Rs. 450/- per day. Reimbursement of non-AC taxi charges of up to Rs.113/- km per day for travel within the city. Reimbursement of food bills not exceeding Rs. 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 Rs. 1000 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% whenever DA increase by 50%.

(v) Timing restrictions

Length of absence	Amount Payable
If absence from hqrs. is <6 hours	30% of Lump sum amount
If absence from hqrs. is between 6-12 hours	70% of Lump sum amount
If absence from hqrs. 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. TA 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 personal effects (vi) Reimbursement of charges of transportation of conveyance.

(i) **Travel Entitlements:**

- 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.
- The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance OM F.No. 10/2/98-IC & F.No. 19030/2/97-EIV dt. 17, April, 1998, shall continue to be applicable.

(ii) **Composite Transfer and Packing Grant (CTG):**

- The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay case of transfer involving a change of station located at a instance 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 basis 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, 50% 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. TA 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 months 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. CG 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(v) above.

The general conditions of admissibility of IA on Retirement as prescribed in SR 147 will however, continue to be applicable.

F.No. 31011/5/2014-Estt.(A-IV) dated 21.8.2017 of Government of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

Subject: procedure for booking of air-tickets on LTC – clarification reg.

The undersigned is directed to refer to this Department's OM of even no. dated 23.9.2015 on the subject noted above and to say that as per the extant instructions, whenever a Government servant claims LTC by air, he/she is required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the services of the 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 OM No. 31011/6/2002-Estt.(A) dated 2.12.2009) while undertaking LTC journey(s).

2. In this regard, references are received in this Department seeking clarification whether the aforesaid condition of booking the tickets through authorized travel agents needs to be followed in case where a non-entitled Government event ravelers by air on LTC and claims the entitled train fare.

3. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it is hereby clarified that in case of no-entitled Government servants travelling by air on LTC and claiming entitled rail fare, the condition of booking the air tickets through authorized travel agents viz. M/s Balmer Lawrie & Company', M/s Ashok Travels & Tours and IRCTC may not be insisted upon. In rest of the cases, the conditions of booking the tickets through authorized modes shall continue to follow.

F.No. 31011/5/2014-Estt.(A.IV) dated 23.9.2015 of Government of India, Ministry of Personnel, Public Grievance and Pensions, Department of Personnel and Training.

The undersigned is directed to refer to this Department's OM No. 31011/4/2014-Estt.(A.IV) dated 19th June, 2014 which lays down that the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoPT OM No. 31011/6/2002-Estt.(A) dated 2.12.2009) while undertaking LTC journey(s). Vide DoPT's OM 31011/5/2014-Estt.(A-IV) dated 24.9.2014, the web-portal of these authorized travel agents will also be treated as an acceptable mode for purchase of air tickets on LTC subject to the conditions stated vide Department of Expenditure's OM No. 19024/1/2012-E-IV dated 5th September, 2014.

2. It has been observed that various Ministries/Departments continue to send references to DoPT seeking relaxation regarding the booking of air tickets for the purpose of LTC from the travel agents not authorized by the aforesaid OM. In most of the cases, the common reasons stated by the LTC beneficiaries is that they were not aware of the guidelines and inadvertently booked the tickets from other travel agents.
3. All the Ministries/Departments are advise to ensure a wide circulation of the guidelines as stated in para 1 of this O. This point may also be emphasized by the Administration whenever any advance is sought or intention to avail LTC is conveyed by the Government servant.

(470)

Sub: Career development of staff belonging to isolated categories of posts regarding.

Based on the Department of Personnel and Training, Government of India OM No. 39020/01/2013-Estt(B), dated 09.10.2015 and 29.12.2015 and subsequently, CSIR letter No. 5-1(315)/2015-PD dated 08.04.2016, I am directed to state that the Governing Body, CSIR in its 188th meeting held on 22nd November, 2016 has approved the following mode of Recruitment in CSIR for the posts as mentioned below:

S.No.	Post/Designation	Existing mode of Recruitment	Amended mode of Recruitment
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1.	Jr. Hindi Translator 9300-34800+ GP 4200 (PB-2)	Interview [CSIR letter No. 17/92/8/2000-E.II dated 30.1.2003 & letter No. 17(92)/8/2000-EII(PPS) dated 25 th July, 2007]	Selection to these positions are to be made on the basis of open written competitive examination.
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Henceforth, all the recruitment for the above mentioned post may be made as per the above provisions. The above modification to the Rules will come into force from the date of issue of this letter.

The syllabus for the open written competitive examination, details regarding the pattern of the examination, number of questions, method of marking, etc., will be notified by CSIR shortly and the same will be effective from the date of such notification.

It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 9.11.2017

(471)

Sub: Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs) – reg.

I am directed to forward herewith the following Office Memorandum for information, guidance and compliance.

S.No.	OM No.	Subject
1.	Government of India, MoPPG&P, DoPT OM No. 36033/1/2013-Estt. (Res) dated 13.9.2017	Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs) – reg.

Copy of CSIR letter No. 5-1(39)/2008-PD dated 23.11.2017

F.No 36033/1/2013-Estt. (Res) dated 13.9.2017 of Govt. of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.

The undersigned is directed to invite attention to this Department's Office Memorandum No. 36012/22/93-Estt. (SCT) dated 8th September, 1993 which, inter-alia, provided that sons and daughters of persons having gross annual income of Rs. 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to Rs. 2.5 lakh, Rs. 4.5 lakh and Rs 6 lakh vide this Department's OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, OM No. 36033/3/2004-Estt. (Res.) dated 14.10.2008 and OM No. 36033/112013-Estt. (Res.) dated 27.05.2013 respectively.

2. It has now been decided to raise the income limit from Rs 6 lakh to Rs.8 lakh per annum for determining the creamy layer amongst the Other Backward Classes.

Accordingly, the expression " 6 lakh" under Category VI in the Schedule to this Department's aforesaid o.M. dated 8th September, 1993 would be substituted by Rs. 8 lakh".

3. The provisions of this office memorandum have effect from 1st September, 2017.
4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the notice of all concerned.

(472)

Sub: Simplification of procedure for treatment at private hospitals empanelled under CGHS/CS (MA) Rules, 1944.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	Ministry of Health & Family Welfare, Department of Health & Family Welfare, OM No. Z15025/105/2017/DIR/CGHS/EHS dated 9.11.2017	Simplification of procedure for treatment at private hospitals empanelled under CGHS/CS (MA) Rules, 1944.

Copy of CSIR letter No. 5-1(66)/2009-PD dated 12.12.2017

F.No. Z15025/105/2017/DIR/CGHS/EHS dated 9.11.2017 of Government of India, Ministry of Health & Family Welfare, Department of Health & Family Welfare

With reference to the above mentioned subject the undersigned is directed to state that this Ministry has been receiving representations for simplification of procedure for undergoing treatment at private hospitals empanelled under CGHS. The matter has been examined and it has now been decided that CGHS beneficiaries are allowed to undergo treatment at private hospitals empanelled under CGHS of specific treatment procedures listed under CGHS rate list are advised by a Specialist in a Central Government/State Govt. Specialist hospital or a CGHS Medical Officer without any requirement of any other referral (permission) letter.

2. Private empanelled hospitals shall perform the treatment on cashless basis in respect of pensioners ex-MPs, Freedom Fighters, Regular employees {both CGHS and CS (MA) beneficiaries} of this Ministry & other categories of CGHS beneficiaries, who are presently eligible for credit facility and shall enclose the prescription issued by Government Specialist or a CGHS Medical Officer, in original (or a self-attested photocopy) along with the hospital bill submitted to the competent authorities.
3. Serving government employees shall enclose the prescription issued by a Government Specialist or a CGHS Medical Officer in original (or a self-attested photocopy),, while submitting the medical claim to the concerned Ministry/Department/Officer for reimbursement.

4. CGHS Medical Officer/Government Specialist shall not refer the beneficiaries to any particular empanelled hospital by name but, shall specify the treatment procedure and mention 'referred to any CGHS empanelled centre'.
5. These orders are applicable only in respect of treatment procedures for which CGHS rates are available.
6. This issue with the concurrence of IFD vide FTS No. 3130849, dated 9.11.2017.

(473)

Sub: Maternity/Paternity Leave to Project Assistants – reg.

I am directed to invite your kind attention to CSIR Om no. 4/CMG/2016-PPD dated 4.7.2016 wherein revised guidelines relating to engagement of Project Staff in Contract Research Project/NMITLI Scheme under National Laboratories Scheme have been issued which supersede other OM's on the subject. It is clarified that CSIR OM No. 4/CMG/2016-PPD dated 4.7.2016 supersedes CSIR letter No. 5-1(53)/2008-PD dated 20.8.2008 and the benefit of Maternity Leave is not admissible to Project Assistants. However, post cases when Maternity Leave have been granted to Project Assistants as per CSIR letter No. 5-1(53)/2008-PD dated 20.8.2008 may not be re-opened.

Copy of CSIR letter No. 5-1(53)/2008-PD dated 12.12.2017

OM No. 4/CMG/2016-PPD dated 4.7.2016 of CSIR.

Subject: Revised guidelines relating to engagement of project staff in Contract Research and Plan Projects/NMITLI Scheme under National Laboratories Scheme.

The revised guidelines relating to the hiring of Project Staff in Contract Research and Plan Projects were issued by CSIR on 14.10.2011 vide letter NO.4/CMG/.2011-PPD.

Department of Science & Technology vide its OM No. SR/S9/Z-09/2012 dated October 21, 2014 has revised the emoluments for research personnel employed in R&D Programmes of the Central Government Department w.e.f. October 1, 2014. CSIR-Human Resource Development Group (CSIR-HRDG) vide its OM No.6/Fellowship (ENH)/2k14/EMR-1 dated March 19, 2015 has also revised the amount of fellowship w.e.f. October 1, 2014. Some of the laboratories have expressed that with the announcement of increased fellowship paid to Junior Research Fellow (JRF), Senior Research Fellow (SRF), Research Associate and other categories of staff engaged in R&D in the country they are finding it increasingly difficult to hire project staff within the prescribed remuneration packages. Many of the project staff have directly requested for enhancement in their remuneration.

DG, CSIR had constituted to a committee to revisit the amount of stipend being given to project staff in Contract Projects, Plan Projects and NMITLI Scheme.

Based on the report of the committee, remuneration of project staff is revised as given below:

I. Stipend/Remuneration

Designation	Qualification	Stipend (in Rs.)
Project Assistant-I	B.Sc./Diploma in Engg. Or equivalent (55%)	15000/-
Project Assistant-II	M.Sc./BE(55%) or equivalent	25000/-
Project Assistant-III	M.Sc./BE (55%) or equivalent plus two years of experience or M.Pharm./M.Tech./MBBS (55%)	28000/-
Research Associate-I	M.Tech./M.Pharm.(55%) or equivalent with two years of experience/MD/Ph.D.	36000/-
Research Associate-II	Ph.D with two years of experience	38000/-
Research Associate-III	Ph.D with 4 years of experience	40000/-
Project Scientist	As per 'Y'	As per 'Y'

'Y' – Project Scientist:

Range	Qualification and Experience	Emoluments
0	M.Sc./B.E./B.Tech. degree with outstanding academic career and age below 25 years	Rs. 40000
1.	ME/M.Tech/M.Vet.Sc./M.D/PhD (Sc./Engg.) – submitted with uniformly outstanding academic record and clear potential for high quality R&D work and age below 40 years.	Rs. 48200/50600/53000/55400/57800
2.	ME/M.Tech/M.Vet.Sc./M.D with three years' experience/MBBS+Ph.D/Ph.	Rs. 56100/58900/61700/64500/67300

	D (Sc./Engg.) – with outstanding academic record and proven ability for high quality R&D work and age below 40 years.	
3.	ME/M.Tech/M.Vet.Sc./M.D/MBBS+Ph.D/Ph.D (Sc./Engg.) or equivalent degree in respective discipline, with original work as evidenced by highly innovative patents or outstanding publications – evidence of leadership, with minimum of 5 years R&D experience and age below 40 years.	Rs. 87600/92000/96400/100800/105200
4.	ME/M.Tech/M.Vet.Sc./M.D/MBBS+Ph.D/Ph.D (Sc./Engg.) or equivalent with 10 years of experience; outstanding academic career and professional work as reflected in publications, patents, involvement in major projects etc. and age below 45 years.	Rs. 93300/98000/102700/107400/112100

a. The House Rent Allowance (HRA) payable to Project Scientists should not exceed the

amount payable to CSIR Scientists of equivalent level; and

b. The Annual Increment should not exceed 3% per annum.

In an exception to above recommendation, Project Staff employed on Grant-in-Aid Projects funded by Government Departments such as DST, DBT, and DAE etc. will be paid stipend and other benefits as approved by the funding agencies.

II. Other benefits

- a) Wherever possible accommodation will be provided to project staff. If accommodation is not possible then they will be paid HRA as per rule. Further, project staff will be provided dispensary facility if available. Project Staff engaged as temporary project manpower shall be covered under group medical insurance scheme offered by insurance companies and expenditure shall be debited from the project staff.

- b) For appointment of close relatives of CSIR Officers/Staff members as Project Staff, Laboratories should strictly follow the guidelines issued by CSIR vide letter No.4-73/2006-E-II dated 23.01.2008.
- (c) The entry for Project Staff is possible at any level indicated in the table. Candidates once recruited at a particular level can move on to higher level based on experience and/or acquiring qualifications of higher level. Minimum residency period at a given level shall be of 2 years for moving to higher level, but not more than three years at the same level. The tenure of Project Staff shall be co-terminus with the project. However, under no circumstances the tenure should be allowed to exceed five years duration and any extension beyond two years / movement from one level to next shall be subject to performance review by a committee appointed by Director.

III. Recruitment Procedure

Each laboratory has to deal with its own situation and respond to environmental factors and challenges. There is no prescription that will meet with every laboratory's problems. CSIR therefore would like to give flexibility to laboratory leadership to devise ways and means 'to' attract and retain the talent. Laboratories are allowed to devise their own recruitment procedure for recruitment of Project Staff. However, it may be borne in mind that all human resource development should focus on career growth of recruited person while at the same time not jeopardizing the interest of the projects.

Laboratories may be permitted to do campus recruitment from National Institutes or Universities located in the region and prepare a panel of candidates to be offered employment based on the vacancies as they arise.

In the case of urgency or non-availability of sufficient candidates, candidates who have passed any national level test such as CSIR-UGC lectureship (NET), GATE, BINC etc. conducted by UGC/CSIR/ICMR/DBT/DST etc. can be directly appointed on the project with the approval of Director without going through a formal interview by a committee if found otherwise suitable by the Project Leader/Head of a Division.

In some projects, if an emergent situation arises due to sudden resignation of the Project Assistants affecting the deliverables of the project in a time bound manner, in such cases as a onetime exception, a Project Assistant whose term has expired on another project may be appointed on the project under consideration or a Project Assistant may be shifted from one project to another for the remaining duration of the project with the approval from the laboratory Director. Any subsequent employment of the Project Assistant on the same project for an extended period or on any new project can be considered as fresh appointment based on his/her application and selection made by following the

prescribed procedure with the condition that total period of engagement of Project Assistant in different projects either in the same lab or different labs/Institutes should not exceed 5 years in any case.

Character Certificate of the candidate being selected as a project staff may be verified by a Gazetted Officer including CSIR Scientist. Further, each laboratory has to sign a Secrecy Agreement and an Intellectual Property Agreement (either separately or combined) with the Project Staff. Each laboratory may devise these agreements as per their requirements in consultation with their business development/legal team.

The validity of panel of waitlisted candidates may be kept up to one year for smooth functioning of ongoing projects.

IV. Age

Age limit for Project Assistant at level I/II/III will be as 28/30/35 years respectively with five years relaxation for statutory groups and women. Age limit for RA will be governed by CSIR-HRDG Guideline while for Project Scientist it will be based on the age limit given in the table.

V. Special Consideration for Women

CSIR would like to focus on the role of women as it believes that Indian science needs to use educated women force to leverage for India to become developed nation by 2020. Keeping this in mind wherever feasible, married women shall be permitted flexible timings and also be allowed part time employment say for four hours a day with corresponding 50% of remuneration. With advances in communication technology in certain sectors it is possible to work from home (telecommuting) and deliver the output on the daily basis from home. Laboratories may consider this on a case-to-case basis.

VI. Facilities

- (i) The facility of Ph.D. registration shall be allowed to those Project Assistants who have worked for a minimum period of two years and have at least cleared CSIR-UGC lectureship (NET), or GATE examination or published at least one paper in international peer reviewed ISI indexed journals. However, at any given time not more than 30% of Project Assistants shall be allowed to register for Ph.D. Over and above this, laboratories may like to fix the criteria to control the quality. It will be ensured that Ph.D. registration does not become a tool for extension of the tenure of Project Assistants beyond five years.
- ii. In case of Contract Projects, a suitable honorarium subject to maximum of two months stipend per year of service shall be given to the project staff on a pro rata basis on successful completion of the projects and on receipt of entire project fees from the client. Such staff

shall be considered as part of the either "Innovators & Principal Contributors" or "S & T and other staff who contribute direct inputs to the specific development I activity" for distribution of honorarium. This is subject to project staff being a member of the project completion team. If any Project Assistant / Research Associate/ Project Scientist resigns during the duration of the project or if his/her services have been terminated due to unsatisfactory performance, he/she will not be entitled to receive any honorarium. The recommendations of Project Leader on the quantum of honorarium payable to project staff will have to be approved by the standing committee to be appointed by the Director. In case the honorarium distribution is delayed due to some reasons, the monies due to project staff shall be intimated to their last known address requesting them to collect the same. If whereabouts of such project staff are not known at the time of honorarium distribution, after exhausting all the attempts to locate the project staff, the monies shall be deposited in the Lab Reserve.

- (iii) TA/DA: Project Assistants at levels I, II, & III and Research Associates engaged at levels I, II, III during official tour will be entitled for TA/DA as per entitlement of JTA(I),JRF(II),SRF(III) and RA respectively. Similarly, Project Scientists on official tour will be entitled for TA/DA as per entitlement for Group IV scientists.
- (iv) Depending upon needs of the projects, it may be necessary to impart training in certain specialized areas. In order to retain good candidates, it is also felt desirable to register Project Staff for specialized training in the relevant field of study. The course fees for specialized training or tuition fees for higher education can be debited to the contingency portion of the externally funded projects subject to an upper limit of Rs. 20,000 in a year/person. This facility may be extended to those persons who have worked for a minimum period of one year and in cases they leave the services before completing two years or before completing the course whichever is later, the amount spent on higher education /professional development will be recovered or reimbursement may be given after completion of course or two years from the date of joining whichever is later. Laboratories may like to fix the criteria or evolve mechanism to select the candidates to be supported for higher education. It may be noted that provision of this benefit/facility is subjected to availability of funds under contingency head of the project and as per guidelines developed by each laboratory. It does not confer any automatic right of support for higher education to every project staff employed on the externally/internally funded projects in CSIR

- (v) Project staff shall be permitted to avail leave as per the existing rule (12 days leave in a year). However, in extra-ordinary circumstances Principal Investigator of the Project and/or Director of the laboratory may provide relaxation in the rules considering the exigency.
- (vi) Service certificate to project staff may be issued by the Administration indicating "To whomsoever it may concern". Any other recommendation letter for Post-Doctoral Fellowship or Doctoral Fellowship could be issued by Project Leader / Head of the Division provided they do not commit on any administrative angle etc.
- (vii) Depending upon availability, the laboratories may also provide transport facilities to project staff as is being done in some labs for regular staff members on payment of suitable charges.
- (viii) The project staff shall be extended the subsidized facilities such as cafeteria, sports, picnics and other staff welfare activities as provided to Research Fellows. Nominal subscription would be recovered from project staff towards these facilities as done in case of Research Fellows.

Management Council in each laboratory is empowered to decide the flexibilities and facilities to be extended except basic qualifications and remuneration (total monetary compensation on Stipend + HRA etc. not to exceed as provided in these guidelines) and on the conditions that all expenditure on such extra facilities if any will be debited to non-governmental funded projects.

VII. Miscellaneous

The above revised guidelines are to be followed by all laboratories/ institutes. Director /COA will be responsible to ensure compliance of these instructions. No request should be forwarded to CSIR for any relaxation.

Labs/Institutes are required to submit annual statement of project staff with manpower statements in first week of January of every year.

These guidelines shall come into effect from July 1st, 2016 and will supersede other OMs issued on the subject.

(474)

Sub: Request for furnishing OBC data caste-wise in services – reg.

I am directed to forward herewith Ministry of Social Justice and Empowerment DO letter No. 11014/1/2017-CESOB dated 13th December, 2017 with the request to provide the necessary information as per the proformae enclosed at Annexure I & II in EXCEL format only upto 21.12.2017 for its onward transmission to Ministry of Social Justice and Empowerment on 22.12.2017 positively. This may be treated as most urgent.

Copy of CSIR letter No. 5-1(499)/2017-PD dated 19.12.2017

F.No. 11014/1/2017-CESOB dated 13th December, 2017 of Government of India, Ministry of Social Justice and empowerment.

This is to inform that Government of India has constituted a Commission under article 340 of the Constitution on 2nd October, 2017. to examine sub-categorization of Backward Classes within the Central List of Other Backward Classes (Copy enclosed).

2. The Commission has been mandated to sub-categorize OBCs of Central List. Accordingly, the Commission felt it necessary to have OBC caste-wise status of employees in your Ministry as on 30.11.2017 in different Groups ('A', 'B', 'C' & 'D')/ services in your Department/ Ministry in the proformae enclosed at Annexure I & II along with the instructions for filling up the sheets.
3. Availability of the aforementioned data and reference material is of prime importance, as the Commission is required to submit its report in January, 2018. Given the importance of tight schedule of the Commission to complete its task in time, it is requested to submit the above information in a consolidated form by 22.12.2017 in EXCEL format only (XLSX only).

Commission for Other Backward Classes to Examine Sub-categorisation of Other Backward Classes.

Collection of data on the reservation in employment in different categories of central service availed by different classes included in the central list of OBCs.

The President has been pleased to appoint a Commission to inter alia examine the extent of inequitable distribution of benefits of reservation among the castes or communities included in the broad category of Other Backward Classes among with reference to such classes included in the Central List.

For this purpose, the Commission requires data on persons employed or recommended for employment under the OBC category in different services in two attached Excel Sheets. The President has desired the Commission to completed its work within a period of three months. Therefore, it is requested that the filled data sheets may be returned expeditiously, preferably within two weeks.

Instructions for filling the sheets.

Individual Data Sheet

Data in this sheet is to be provided for individual students admitted in different courses under the OBC category in the last three batches. While filling the data, please follow the instructions below:

In column A, enter the running serial number of the record from 1 onwards

In Column B, enter the year of recruitment as 2015, 2016 or 2017.

In column C, enter the name of the service to which the person has been recruited.

In Column D, enter the category of service as per the norms. For superior services like the IFS, IAS and IPS, the category may be entered as Super.

In Column E, enter the code that uniquely identifies the candidate for the recruiting agency.

In Column F, enter the rank obtained the student in the relevant recruitment examination.

In Column G, H and I enter the name of the District, State and Caste from the Caste Certificate of the concerned student. Please spell the District, State and Caste name exactly as spelled in the Caste Certificate.

Aggregate Data Sheet

The data sought in this sheet is aggregate level data for the annual recruitment done in various services during the last three years. For cut-off rank in Column F enter the rank of the last candidate of that category recruited or recommended for recruitment in a particular service in the relevant year.

(475)

Sub: Journey to Headquarters on LTC in respect of dependent family members of the Government servant – Clarification reg.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	Govt. of India, MoP,PG&P, DoPT OM No. 31011/5/2015-Estt.A-IV dated 31.10.2017	Journey to Headquarters on LTC in respect of dependent family members of the Government servant – Clarification reg.

[Copy of CSIR letter No. 5-1(17)/2008-PD dated **24.1.2018**]

O.M. No. 31011/5/2015-Estt.A-IV dated 31.10.2017 of Government of India, Ministry of Personnel, Public Grievances & Training.

The undersigned is directed to refer to this Department's OM No. 31011/14/86-Estt.(A-IV) dated 8.5.1987, which inter- alia provides that the Govt. servant and the members of the family may claim LTC independently, however, reimbursement in such cases will be restricted to the actual distance travelled by the family or the distance between the hqrs/place of posting of the Government servant and the place visited/hometown, whichever is less.

2. Restriction of reimbursement to the distance from the Headquarter/place of posting creates an anomalous situation where the Government servant seeks to avail LTC in respect of members of the family to the Hqrs./place of posting either from the Home town of the Government servant or from anywhere else. For illustration, a dependent child of a Govt. servant (posted in Delhi) staying and pursuing studies in Mumbai may visit a

Government servant at his Hqrs./place of posting (i.e. Delhi) on LTC, however reimbursement in such case shall be admissible for distance between the Headquarters and place of visit (which in this case is Headquarters itself), which shall be NIL in this case.

3. To resolve the issue, the matter has been considered by this Department in consultation with Joint Consultative Machinery – Staff side and Department of Expenditure. It is clarified the full reimbursement as per the entitlement of the Government servant shall be allowed for journey(s) performed on LTC by the family members from any place in India to Hqrs./place of posting of the Government servant and back. When such journey is performed from the Home Town, the LTC shall be counted against Home Town LTC and in case the journey is from any other place in India, then it shall be counted against 'Any place in India' LTC.

4. The provisions of this OM (para3) will have prospective effect.

(476)

Sub: Leasing out the Council premises to outside parties – information thereof – reg.

I am directed to state that Autonomous Bodies are the custodian of assets & resources owned by the Govt. or created from Govt. funds. As per D.O No. 511/2/1/2010-CAB.III dated 21.3.2011 and 21.11.2011 all government land, held by Govt. or Govt. controlled statutory authorities etc. which is proposed to be alienated through means such as sale, lease and/or license must seek specific approval of the Cabinet in each case. However, exemption from such approval is allowed in case of transfer of land from one Central Govt. Department/Ministry to another. Further, as per OM No. 8(18)/E.II(A)/2010 dated 25.6.2010 issued by Ministry of Finance, express approval is required from Finance Ministry for sale/grant/assignment/allocation/disposal of Govt. assets or resources or assets/resources created from Govt. funds by autonomous bodies, before presenting each case before Cabinet.

While considering the renewal of lease proposal to outside parties for utility services such as Flour Mill, Provision Store, etc. within the premises of residential area of a Laboratory/Institute, DG, CSIR, keeping in view the above GOI instructions has desired that an appraisal report from all CSIR Labs/Instts./Units/Centers may be obtained regarding all such lease extended to outside parties.

Accordingly, Directors of all CSIR Labs/Instts. are requested to kindly send the details of all Council premises leased out to outside parties in the following performa;

- (1) Number of the premises leased, (2) Area of premises leased, (3) Rate of lease rent, (4) Amount of lease rent, (5) Date of initial lease, (6) Period of Initial lease, (7) Whether lease renewed or not, (8) Date of renewal of lease, (9) Enhanced lease rent, (10) Name of lessee to whom leased out, (11) Whether original lessee still in possession, (12) Whether any other person other than legalized lessee is in

occupation of the said premises (13) whether leased premises sub letted, (14) Any other relevant information.

This information may kindly be furnished by 15.3.2018.

*[Copy of CSIR letter No. 4-10(30)/2010-E.II dated **28.2.2018**]*

(477)

Sub: Central Civil Services [Leave] Second Amendment Rules, 2017. Government servant – Clarification reg.

I am directed to forward herewith the following Office Memorandum issued by Government of India, for your information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	Govt. of India, MoP,PG&P, DoPT Notification No.G.S.R..08(E) dated 01- 01- 2018.	Central Civil Services [Leave] Second Amendment Rules, 2017. Government servant – Clarification reg.

*(Copy of CSIR letter number 5-1(38)/ 2008- PD dated **21/03-2018**)*

Notification

G.S.R..08(E) -- In exercise of the powers conferred by the proviso to article 309 read with clause (5) of article 148 of the Constitution and after the consultation with the Comptroller and Auditor General of India in relation to the person serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972, namely:-

1. [1] These rules may be called the Central Civil Services (Leave),Second Amendment Rules,1972,
[2] They shall come into force on the date of their Publication in the Official Gazette.
2. In the Central Civil Services (Leave) Rules, 1972,(hereinafter referred to as the said rules),in rule 54, in sub rule (3), the words “and subject to the other conditions laid down in rule 57 being satisfied, draw study allowance in respect thereof” shall be omitted.
3. In the said rules, in rule 56: -
(a) in sub Rule (1), for the words “House Rent Allowance and Study Allowance as admissible in accordance with the provisions of Rules 57 to 60, the words “ and House Rent Allowance” shall be substituted;
(b) in sub-rule (4), the words “as envisaged in sub rule (2) of rule 57,” shall be omitted;
(c) sub - rule (5), shall be omitted.
4. In the said rules, rule 57, 58 and 59 shall be omitted.
5. In the said rules, in rule 60, in sub rule (2), the words “and the Study Allowance” shall be omitted.

6. In the said rules, in rule 63, in sub Rule (1), in clause (i), the words “Study Allowance” shall be omitted.
[File NO. 13023/1/ 2017- Estt.-(L)]

(478)

Sub: Amendment in the Recruitment Rules for the posts of Security Assistant/Watch and Ward Assistant and Group-D (Non-Tech) & Safai-wala / Wash boy (Canteen) and Bearer, Tea/Coffee Maker (Canteen)(Now classified as Group ‘C’ and known as MTS staff) – reg.

I am directed to refer to CSIR letter No. 5-1(315)/2015-PD dated 8.4.2016 and to state that Governing Body, CSIR in its 189th meeting held on 21st November, 2017 has approved the following amendments in the Recruitment Rules for the post of Security Assistant/Watch and Ward Assistant and Group-D (Non-tech) & Safai-wala/wash boy (Canteen) and Bearer, Tea/Coffee Maker (Canteen)(Now classified as Group ‘C’ and known as MTS staff.

S.No.	Post/Designation	Existing Mode of Selection	Proposed new mode of selection
1.	Security Assistant/Watch and Ward Assistant.	The eligible candidates are selected by duly constituted Selection Committee through Interview. [CSIR circular letter No. 17/92/8/2000-EII dated 30.1.2003 and letter No. 17(92)/8/2000-EII(PPS) dated 25 th July, 2007]	Eligible candidates applying for these posts will be invited for a skill/physical and personality assessment test. Those who qualify in the skill/physical and personality assessment test will be invited for a written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The syllabus of the written test will be notified separately.
2.	Group-D (Non-Tech) & Safai-wala/wash boy (Canteen) and Bearer, Tea/Coffee Maker (Canteen)(Now classified as Group ‘C’ and known as MTS staff.	The eligible candidates are selected by duly constituted Selection Committee through Interview. [CSIR circular letter No. 5-1(151)/2012-PD dated 2.7.2013]	Eligible candidates applying for these posts will be invited for trade test. Those who qualify in the trade test will be invited for a written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The syllabus of the written test will be notified separately.

It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

(Copy of CSIR letter No. 5-1(315)/2015-PD dated 26.3.2018)

(479)

Sub: Recommendations of 7th CPC on Allowances reg.-

Reference is invited to the CSIR letter No. **5- 1 (302)/ 2015- PD dated** 21- 09- 2017 where in the resolution No. 11-1/ 12016-IC dated 6-7-2017 regarding the **recommendations of 7th CPC on allowances** was inter- alia endorsed. In this regard it is clarified that only those allowances which were hitherto paid in CSIR and have not been abolished by the Government of India will continue to be paid at the revised rates. Besides, allowances not expressly and specifically adopted by CSIR should not be paid to the employees of CSIR.

This issue with the approval of the competent authority

(Copy of CSIR letter number 5- 1 (302)/ 2015- PD dated 11- 5- 2018)

(480)

Sub: Grant of Vigilance Clearance for obtaining passport.

I am directed to forward herewith the following Office Memorandum issued by Government of India, for your information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	Govt. of India, MoP,PG&P, DoPT OM NO. 1 10 1 2/7/ 2017 -Estt. A-III dated 28- 03- 2018.	Grant of Vigilance Clearance for obtaining passport.

(Copy of CSIR letter number 5-1(548)/ 2001- PD dated 11/14-05-2018)

MoP,PG&P , Department of Personnel & Training, OM NO. 1 10 1 2/7/ 2017 Estt. A-III dated 28- 03- 2018.

Office Memorandum

Sub: Sub: Grant of Vigilance Clearance for obtaining passport.

The undersigned is directed to say that matter regarding guidelines for granting Vigilance clearance to members of the Central Civil Service holding Central Civil Posts have been reviewed and it has been decided to lay down guidelines for grant of Vigilance Clearance to the Government servant for obtaining Indian passport.

2. Ministry of External Affairs (MEA) has issued the guidelines for issuance of ordinary passport to the Government servant vide OM NO. VI/ 401/01/05/2014 dated 26-5-2015 In connection with procedure to be followed in the case of passport to be issued to Government servant.

3. In view of the above, it is mandatory for the Administrative Department/ Controlling Authority to check whether any provision of the Section 6(2) of the Passport Act, 1967 are attracted in the case of employee, who are working under them, while obtaining Indian passport. As such, it is required to check the Vigilance Clearance of such Government servant.

4. Accordingly, it has been decided that Vigilance Clearance can be withheld only under the following circumstances:

(i) The officer is under suspension

(ii) A Charge sheet has issued against the officer in a disciplinary proceedings and the proceeding is pending.

(iii) Charge sheet has been filed in the court by the investigating Agency in a criminal case and the case is pending.

(iv) Sanction for investigation for prosecution has been granted by the Competent Authority in a case under the PC act or any other criminal matter.

(v) An FIR has been filed or a case has been registered by any Government entity against the officer, after a preliminary fact finding enquiry.

(vi) The officer is involved in a trap/ raid case on charges of corruption and investigation is pending

5. Vigilance clearance shall not be withheld due to an FIR filed on the basis of a private complaint unless charge sheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law. However, the information regarding FIR may be provided to the Passport Officer. The Final Decision will be taken by the concerned Passport Issuing Authority.

6. There may be situations wherein wards and relatives of the civil servants residing abroad [for education and other purposes] could be having medical emergencies or family events. The officer himself/ herself may require to visit abroad for medical reasons. Therefore, as a policy, ordinarily, a passport will not be granted if a disciplinary proceeding is pending against the officer. However, the competent authority can take a view where in a foreign travel is necessitated due to extreme and urgent situation like medical emergencies etc. on a case to case basis.

7. All Ministries/ Departments/ Offices are requested to bring the above guidelines into the notice of all Disciplinary Authorities under their control

(481)

Sub: Recommendations of the 7th Central Pay Commission- implementation of decision relating to the Grant of Children Education Allowance.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance.

S.No.	Office Memorandum No.	Subject
1.	Govt. of India, MoP, PG&P&PW, Department of Personnel & Training OM NO.A- 27012/ 02/ 2017 –(AN) dated 31- 10 -2017	<i>Recommendations of the 7th Central Pay Commission- implementation of decision relating to the Grant of Children Education Allowance)</i>

(Copy of CSIR letter number 5 -1 (302)/2015-- PD dated **12/18- 06-2018**)

Office Memorandum

Sub: Recommendations of the 7th Central Pay Commission- implementation of decision relating to the Grant of Children Education Allowance

The undersigned is directed to refer to this Department OM. NO. 12011/04/2008 Estt. AL dated 11- 09- 2008 and OM. NO. A- 27012/ 02/2017 -Estt.AL.dated 16/08/ 2017 on the subject mentioned above and to state that the reimbursement of Children Education Allowance for differently disabled children of Government employees shall be payable at double the normal rate prescribed. The annual ceiling fixed for reimbursement of Children Education Allowance for differently abled children of Government employees is now Rs. 54000/. The rest of the conditions will be the same as stipulated vide OM NO. 12011/ 04/2018 Estt. AL dated 11-09-2008.

2. These order shall be effective from 1st July 2017.

[Copy of OM NO. A- 27012/ 02/ 2017 –(AN) dated 31- 10 -2017)]

(482)

Sub: LTC to Railway employees (and Government servants who's spouses are Railway servants) AND Travel entitlements of Government employees for the purpose of LTC post 7th Central Pay Commission- clarification reg.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

S.No.	Office Memorandum No.	Subject
1.	Government of India, MoP,PG&P, Department of Personnel & Training OM NO. 31011/ 15/ 2017 – Estt .A- IV dated 27-03-2018.	<i>LTC to Railway employees (and Government servants Who's spouses are Railway servants)</i>
2.	Government of India, MoP,PG&P, Department of Personnel & Training OM NO. 31011/ 18/ 2017 – Estt .A- IV dated 18-01-2018.	(ii) Travel entitlements of Government employees for the purpose of LTC post 7th Central Pay Commission- clarification reg.

(Copy of CSIR letter number 5 -1 (33)/2008- PD dated **19- 06- 2018**)

1. LTC to Railway employees (and Government servants Who's spouses are Railway servants)

Office Memorandum

The undersigned is directed to say that as per extent LTC instructions, Government servants and their spouses who are working in Indian Railways are not entitled for the facility of LTC as the facility of "Free Pass" is available to them. However, 7th CPC in its report has recommended for bringing Railway employees (and employees whose spouses are Railway servants) into the fold of LTC.

2. The matter has been considered in this Department in consultation with the Ministry of Railways. It has been decided that Railway employees may be allowed to avail "All India LTC" once in a block of four years under CCS (LTC) Rules, 1988, subject to the following conditions:

(i) The Railway employees shall continue to be governed fully by the Railway Servants (Pass) Rules only and availing of "All India LTC" under CCS (LTC) Rules by them will be facilitated through a Special Order under the relevant provisions of the said Pass Rules.

(ii) "All India LTC" will be purely optional for the railway employees.

(iii) Even after availing "All India LTC" in a year, it will not be mandatory for the Railway employee to opt for "All India LTC" in the next or subsequent Block years.

(iv) No Home Town LTC will be admissible to Railway employees and on the same analogy, no Hometown converted LTC shall be allowed to them.

(v) The Railway employees will surrender the privilege passes admissible to them in the calendar year in which they intend to avail the LTC facility. However, they would continue to be eligible for Privilege Ticket Order and other kinds of passes viz

Duty Pass, School Pass, Special Passes on Medical ground, etc. as admissible under the Pass Rules. Further, if the Railway employee has already availed of a Privilege Pass, then LTC will not be allowed in that year.

(vi) The railway employees on deputation to any other organization, including Railway PSU, would also continue to be eligible for optional LTC in lieu of Privilege Pass entitlement.

(vii) The definition of beneficiaries e.g. members of family, dependents, etc. and other conditions as laid down in the CCS (LTC) Rules will be applicable for availing "All India LTC" facility by the railway employees, even if such beneficiaries are not entitled for Privilege Pass under the Pass Rules.

(viii) If both spouses are Railway employees then both will surrender Privilege Passes, admissible in the calendar year, if they opt for all India LTC.

(ix) In case of the Government employees whose spouse is working in railways, want to avail "All India LTC" either independently or with family members, then he/ she/ they may be allowed subject to the condition of surrendering Privilege Passes admissible in that calendar year for him/ her/ them and an undertaking in this regard shall be given by the government servant to his office.

(Copy of OM NO. 31011/ 15/ 2017– Estt .A- IV dated 27-03-2018.)

2. : *Travel entitlements of Government employees for the purpose of LTC post 7th Central Pay Commission- clarification reg.*

The undersigned is directed to refer to this Department of Office Memorandum 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 entitlement as notified vide Ministry of Finance OM 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 the 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 entitlement, or the earlier instructions regarding Air Travel by Economy Class only as provided in Department of Expenditure OM NO. 19024/1/2009 – E IV dated 16 -9-2010 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 the DOPT 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 authorized modes, shall continue to exit.

(Copy of OM NO. 31011/ 18/ 2017– Estt .A- IV dated 18-01-2018.)

(483)

Sub: Instructions for filling up of posts of drivers in CSIR Labs/Instts. – reg.

I am directed to refer to this office email dated 3.4.2018 regarding status of Drivers in CSIR Hqrs. and its National Labs/Instts., and to intimate that the post of vacant positions of Drivers may be filled up at CSIR Hqrs., and CSIR Labs/Instts., after following the instructions issued from time to time by CSIR as well as Govt. of India, Dept. of Expenditure OM No. 7(2)/E.Coord/2013 dated 18th September, 2013 notified vide CSIR letter No. 5-1(14)/2008-PD dated 13.11.2013 and CSIR letter No. 5-1(17)/2008-PD dated 7.11.2014.

(Copy of CSIR letter No. 5-1(339)/2018-PD dated **4.7.2018**)

(484)

Sub: Adoption of MoF, Manual of procurement of Consultancy and other services in line with Provision of GFR 2017.

During the preliminary meeting of the committee constituted on the subject mentioned above, it has been decided to call for the comments/feedback of all the stakeholders of the Labs such as Administration, Finance, Purchase, Business Development groups etc. on the MoF, Manual on procurement of Consultancy and Other Services in line with the GFR 2017 so as to make it compatible with CSIR specific Needs.

Reference may be made to MoF, Manual on procurement of Consultancy and Other Services which is available on the website www.doe.gov.in.

Feedback/comments in MS Word may be sent under the signature of AO/COA with due approval of Director of the Laboratory by email to sanjay@csir.res.in latest by Friday i.e. 20th July, 2018.

(Copy of CSIR letter NO. 13-4(04)/15-16/S&P/Policy dated **17.7.2018**)

(485)

Sub: Child Care Leave (CCLs) – Reg.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

S.No.	Office Memorandum No.	Subject
1.	MoP,PG&P, DoPT OM No. 13018/6/2013-Estt(L) dated 22.6.2018 and Notification No. G.S.R. 554 (E) dated 6.6.2018.	Child Care Leave (CCLs) – Reg.

(Copy of CSIR letter No. 5-1(302)/2015-PD dated 19.7.2018)

[OM No. 13018/6/2013-Estt(L) dated 22.6.2018 of Department of Personnel & Training.]

The undersigned is directed to say that it has now been decided that the limit of 22 years in case of disabled child for the purpose of Child Care Leave under the provisions of Rule 43-C of the CCS (Leave) Rules, 1972 has been removed. It has also been decided that Child Care Leave may not be granted for a period less than five days at a time.

2. These orders shall take effect from 13.6.2018

3. Formal amendments to the relevant provisions of Rule 43-C of Central Civil services (Leave) Rules, 1972 have already been issued vide Notification dated 13.6.2018.

(486)

Sub: Admissibility of air fare for children below the age of 5 years of the Government servants non-entitled to travel by air on LTC – clarification reg.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

F.No.	Office Memorandum No.	Subject
1.	Govt. of India, MoP, PG&P, Department of Personnel & Training OM No. 31011/3/2016-Estt.A-IV dated 16.5.2018	Admissibility of air fare for children below the age of 5 years of the Government servants non-entitled to travel by air on LTC – clarification reg.

(Copy of CSIR letter No. 5-1(33)/2008-PD dated 19.7.2018)

[F.NO. 31011/3/2016-Estt.A-IV dated 16.5.2018 of Govt. of India, MoP, PG&P, Department of Personnel & Training]

The undersigned is directed to invite reference to Department of Personnel & Training's OM No. 31011/2/2006-Estt.A dated 24.4.2006, 21.5.2007 and 3.12.2007 which stipulates that a non-entitled Government servant is allowed to travel by air while availing LTC provided that the reimbursement made in such cases is restricted to the train fare of entitled class. In this regard, it may be noted that while no fare is charged by Railways for a child below the age of 5 years travelling by train, airlines charges full air fare for child of 2 years of age and above.

2. This Department is in receipt of references from various Ministries/Departments seeking clarification on reimbursement of LTC claim in a situation where a child of a non-entitled Government servant, aged less than 5 years travels by air on LTC and entitled train fare is claimed by that Government employee in respect of his/her child.
3. The matter has been examined and it is clarified that since children below the age of 5 years are not charged for rail journeys, no reimbursement shall be made in respect of the air journey performed by children, age less than 5 years, of the Government servants who are not entitled to travel by air on LTC. It may be noted that this provision shall not be applicable for the segments where the air journey has been allowed to the non-entitled Government servants and their families under the special dispensation scheme, existent from time to time.

(487)

Sub: Engagement of Consultants in CSIR modification in Guidelines.

Kindly refer to Circular NO. CSIR RAB/Chairman/ Misc./ 2018 dated 05 March/, 2018 copy enclosed issued under signature of Chairman, RAB on the subject of Engagement of Consultants in CSIR. It is hereby clarified that guidelines in the referred circular do not pertain to the cases of staff who are to be hired/ engaged as Consultants for Non - R & D works viz support staff for routine activities of the Lab/ Institute in different areas (e.g. Administrative work, civil, electrical works, Horticulture works, Medical Doctors, Nurses etc).

2. However, where the issue pertains to hiring/ engagement of expert for R&D work/ Technology Utilization/S&T Guidelines/Technology Transfer, the queries/ correspondence relating to the subject viz. Compliance to the guidelines/ intimation to DG, CSIR may be forwarded to CSIR HQrs. R P P BDD division for appropriate clarification/ advice/ action at their end.

These issues with the approval of the competent authority.

1. Copy of CSIR letter CSIR RAB/Chairman/Mis./ 2018 dated 05 March, 2018.

Sub: Engagement of Consultants in CSIR - Modifications in Guidelines.

1. Kindly recall my letter No. CSIR -RAB/Chairman/Mis./ 2017 dated 27th October, 2017 (copy enclosed for ready reference). After the detailed discussion and review of the existing guidelines by DG CSIR it has been decided that in addition to the existing provisions following approved guidelines will be in place for engagement of fixed fee Consultants.

A. Consultants with the P.M. Fee of Rs. 75001 and above.

(i) The engagement of Consultant(s) for a period of one year with a per month fee of rupees 75001/- and above will be done in the respective Labs/ Institute/ HQ through an open advertisement which would be publicized on website of the concerned Lab/ Institute/ Hqrs. as well as websites of all the Council lab/ Institute and also through advertisement in the Employment News and at least one National Newspaper.(Hindi/ English). The candidature of the Consultant(s) will be considered by a Committee of 2 Internal experts in the area, and an Expert from another CSIR lab/ Institute constituted with the approval of the Director of the Lab under intimation to DG ,CSIR. The Committee should include a Group (IV) Scientist from the Management Council of the LAB/ Institute. Final appointment will be made with the approval of DG ,CSIR.

(ii) In case of extreme urgency, the Consultant can be engaged at the Lab/Institute/Headquarter level through the recommendations of a committee of Experts in the area, constituted with the approval of the Director of the lab/ Institute or Director General CSIR in case of CSIR Headquarters for a maximum period of 6 months only without any future extension, unless step A (i) is followed, giving the justification for the urgent need under prior intimation to DG CSIR. The approval of DG CSIR will have to be sought for the appointment of consultant after the recommendations are made by the committee.

H e n c e, beyond 6 months, recruitment of consultant will be only after open advertisement.

(iii) The engagement of consultants for a period beyond one year will be done only through open advertisement following the procedure laid in A (i) above and with the approval of DG CSIR.

(iv) The advertisement for recruitment of consultant(s) with a per month fee of Rs. 75001/- and above will be hosted on the website of all the Labs/ Institutes as well as CSIR HQ website.

B. Consultant with PM Fee upto Rs. 75000/-.

(i) Consultant(s) to be engaged for a period of up to 6 months with a pm fee up to Rs. 75000/- can be appointed on the recommendations of the committee of experts in the area constituted by the Director of the Lab. under the Chairmanship of RC Chairman and having one Senior Member of MC of the Lab. under intimation to DG CSIR giving due justification. The appointment will be approved by DGCSIR.

(ii) The Engagement of Consultants with pm fee up to Rs. 75000/- for a period beyond one year will be done only through open advertisement, following the procedure laid down in A(i) above and with the approval of DG CSIR.

(iii) The advertisement for recruitment of consultants with the pm fee up to Rs. 75000/ will be hosted on the websites of all Labs/ Institutes /CSIR HQ after approval of DG CSIR.

C. Consultant who is an ex- employee of CSIR

In the event a member of the Scientific staff of CSIR assigned to a critical project superannuates and a suitable replacement has not been identified, she/ he may be appointed as a Consultant for a period of 6 months by following the procedure outlined in A (ii) above.

D. Other Conditions.

(i) Director of the laboratory will be responsible for maintaining the transparency in the procedure of engagement of Consultants and

(ii) The aforesaid guidelines will not be applicable for hiring Administrative Consultants.

2. These modifications in the Guidelines for engagement of Consultants form part of the CSIR Guidelines for Technology Transfer and Utilization of Knowledgebase.

3. The modifications are effective from the date of issue of this letter.

4. The SOPs for engagement of Quick Hire Fellows is in the final stage of preparation and will be issued shortly after obtaining due approval from DG CSIR.

(Copy of CSIR RAB Letter NO. CSIR RAB/ Chairman/Misc./2018 dated **24th July 2018.**)

(488)

Sub: Forwarding of Applications of CCOs (Both Group 'A' and 'B') for Outside Employment (Direct/Deputation) through proper channel.

Ref: CSIR letter of even no. dated 6.2.2017 & 4.1.2018.

I am directed to state that DG, CSIR, based on the recommendation of the Working Group constituted for the purposed, has been pleased to approve as under:-

1. Instructions issued vide CSIR circular letters dated 6.2.2017 and 4.1.2018 are relaxed partially for a period of one year, and
 - i. Applications of CCOs (both Group 'A' and 'B') for direct recruitment positions only on immediate absorption basis (without retention of lien) will be forwarded.
 - ii. Application of CCOs(both Group 'A' and 'B') for positions on deputation/short term contract will not be forwarded.
2. The position will be reviewed before expiry of above said period of one year
These instructions come into force with immediate effect.

(Copy of CSIR letter No. 3/12/2007-E.I dated 30.7.2018)

(489)

Sub: Reimbursement in respect of newspaper purchased supplied/ to the officials at their residence - guidelines regarding

I am directed to convey the approval of the competent authority to the endorsement of the Government of India Ministry of Finance Department of Expenditure NO. 25 (12) E- Coord- 2018 dated 3rd April 2018 on the above mentioned subject. It is further stated that:

(1) The instructions on reimbursement of Newspaper purchased/ supplied will be effective from the date of issue of the Government of India order i.e. with effect from 03.04.2018.

(2) In terms of the above stated OM. the Officials belonging to the following levels in CSIR will be entitled to such reimbursement:

(a) All Scientist in Group IV.

(b) Group III(4) and above in Technical cadre.

(c) Group II(5).

(d) Section Officers/ Private Secretaries and above in the Administrative Cadre.

(e) Hindi Officer (Raj Bhasha)/ Security Officer in the Pay Matrix level 10 and above, in the isolated category.

(3) The amount already paid as Newspaper Allowance since April, 2018 shall be adjusted against future claims.

(4) The claim should be supported by a certificate as per the attached form.

(5) The first claim period would be from April, 2018 to June 2018 to be submitted within August 2018. Thereafter, the claim should be submitted once in every 6 months, that is in the month of January for the period from July to December of the previous year and in July for the period from January to June of that year. The amount claimed as per the certificate will be reimbursed to the entitled officials, limited to the ceiling prescribed by the Ministry of Finance OM dated 03- 04- 2018.

These issues in supersession to all earlier guidelines on the subject.

(Copy of CSIR letter number 5-1(19)/ 2008- PD dated 02-08- 2018)

[Copy of Government of India, Ministry of Finance, Department of Expenditure OM NO. 25 (12) E- Coord- 2018 dated 3rd April 2018.]

Office Memorandum

Sub: Reimbursement in respect of newspaper purchased supplied/ to the officials at their residence- guidelines regarding

Department of Expenditure Ministry of Finance vide order NO. 1(24)/EII A/96 dated 13TH September,1996, had issued guidelines on the subject cited above. It has been felt that these guidelines are dated and need to be updated. It has therefore, been decided that it in place of the existing practice of getting monthly reimbursement of newspaper on production of newspaper bills, reimbursement for newspaper may be made at the rates mentioned below based on the certification given by the entitled Officer.

SL. NO.	Level of Officers	Reimbursement to be made Per Month (in Rs.)
I.	Secretary/ Secretary Equivalent	As per actual
II.	Additional Secretary/ Additional Secretary equivalent	Rs. 1100
III.	Joint Secretary/ Joint Secretary equivalent	Rs. 850
IV.	Director/Deputy Secretary/Under Secretary/ Section Officer or equivalent	-- Rs. 500/

2. A certificate as per Annexure, to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half - yearly basis to the office for reimbursement.

3. This issues in supersession to all earlier guidelines of Department of Expenditure on the subject.

4. The orders will be effective with immediate effect.

Annexure,

Government of India

Ministry of-----

Department of-----

(Statement to be furnished on half-yearly basis by the Government Officer to Administration)

Name of the Applicant-----

Designation-----

Department-----

Pay Level and Basic Pay (Rs.) -----

I certify that I have spent Rs----- towards purchase of newspaper(s) for the month of.

(i) January ---June 20-----

or

(ii) July-- December 20-----

(Only one option is to t i c k e d)

I further declare that (i) The newspaper(s) in respect of which reimbursement is claimed, is/ are purchased by me. (ii) The amount for which reimbursement is been claimed has actually been paid by me and has not/ will not be claimed by any other source.

Date-----

Signature :

` Name :

(490)

Sub: Clarification regarding Dress Allowance to staff of CSIR dispensaries.

It has come to the notice of this office that a couple of Labs/Instts. of CSIR has commenced payment of dress allowance w.e.f. July 2017, to some of the personnel deployed in dispensaries of the Lab/Instt. CSIR vide letter No. 5-1(302)/2015-PD dated 11.5.2018 had already clarified that those allowances which were hitherto paid in CSIR and have not been abolished by the Government of India will continue to be paid at the revised rates. Besides, allowances not expressly and specifically adopted by CSIR should not be paid to the employees of CSIR.

In this context, it is reiterated that dress allowances should not be paid to any personnel deployed in the dispensaries of CSIR, with the functional designation of nurses etc. , and any payment that has already been made in this regard should be recovered after following the due process as per rules.

This issues with the approval of the competent authority.

(Copy of CSIR letter No. 5-1(150)/2008-PD dated 3.8.2018)

(491)

Sub: LTC facilities to the Civilian employees of the Central Government serving in States of the North - Eastern Region, Ladakh region of State of Jammu & Kashmir and Union Territories of Andaman and Nicobar Islands and Lakshadweep Group of Islands-- implementation of recommendations of 7th CPC.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance.

SL.No.	Office Memorandum No.	Subject
1.	Govt. of India, MoP, PG&P, Department of Personnel & Training OM No. 31011/12/ 2015 – Estt. A IV dated 24. 04. 2018.	LTC facilities to the Civilian employees of the Central Government serving in States of the North - Eastern Region, Ladakh region of State of Jammu & Kashmir and Union Territories of Andaman and Nicobar Islands and Lakshadweep Group of Islands-- implementation of recommendations of 7th CPC.

(Copy of CSIR letter number 5-1(33)/ 2008- PD dated **07-08- 2018**)

[Copy of Government of India, M o P, PG &P, Department of Personnel and Training
OM NO. 31011/12/ 2015 – Estt. A - IV dated 24. 04. 2018.]

Office Memorandum

Sub: LTC facilities to the Civilian employees of the Central Government serving in States of the North - Eastern Region, Ladakh region of State of Jammu & Kashmir and Union Territories of Andaman and Nicobar Islands and Lakshadweep Group of Islands-- implementation of recommendations of 7th CPC.

The undersigned is directed to refer to Department of Expenditures' OM NO. 11 (2) / 97- E II (B) dated 22nd July, 1998, regarding Allowances and Special Facilities for civilian employees of the Central Government serving in States and Union Territories of the North - Eastern Region and in the Andaman & Nicobar Islands and Lakshadweep group of Islands.

2.The aforesaid OM provided the option of availing every year Home Town LTC for self and family to a Government Servant serving in North - Eastern Region, Andaman & Nicobar and Lakshadweep group of islands who leaves his family behind at the old headquarters or another selected place of residence, and who has not availed of Transfer Travelling Allowance for family. In addition, two additional

passages under “Emergency Passage Concession” is also provided to the employees posted in these regions to enable them and/ all their family (spouse and two dependent children) to travel either to the Home Town or the station of posting in an emergency.

3.The 7th Pay Commission has recommended that is splitting of Home Town LTC should be allowed in case of employees posted in North East, Ladakh and Islands territories of Andaman, Nicobar and Lakshadweep. This will enable these employees and their families to meet more often.

4 Consequent upon acceptance of recommendations of the 7th Pay Commission, it has been decided that a civilian Central government servant serving in North-Eastern Region, Ladakh region of State of Jammu & Kashmir, and Andaman & Nicobar islands and Lakshadweep group of islands , who leaves his family behind at the old headquarters for another selected place of Residence and has not availed of Transfer Travelling Allowance for family, shall be provided with the following options for the purpose of LTC.

- (i) The Government servant may avail LTC for journey to the Hometown once in a block period of 2 years and/ or one Anywhere in India LTC in a Block of 4 years under the normal LTC rules,
or

(ii) In lieu thereof, the Government servant may avail the facility for himself/ herself to travel once a year from the station of posting to the Home Town or the place where the family is residing and for the family [restricted only to the spouse and dependent children as per the family definition of CCS(LTC) Rules 1988] to travel once a year to visit the Government servant at the station of posting.

5. In addition, Central Government employees and their family posted in these territories shall be entitled to avail of the Leave Travel Concession, in emergencies, on two additional occasions during their entire service carrier. This shall be termed as ‘Emergency Passage Concession’ and is intended to enable the Central Government employees and/ or their families[restricted only to spouse and dependent children] to travel either to the Home Town or the station of posting in an emergency . The two additional passages under the “Emergency Passage Concession’ shall be availed by the entitled mode and class of travel as admissible under the normal Leave Travel Concession Rules.

6. This OM will take effect from July 1st, 2017

(492)

Sub: Revision of Pay of employees stagnating at the maximum of the Pay Band and Grade Pay or Scale in Pre - Revised structure under Central Civil Services [Revised Pay] Rules, 2016

I am directed to forward herewith the following Office Memorandum issued by Government of India, Ministry of Finance, Department of Expenditure, for your information, guidance and compliance.

SL.No.	Office Memorandum No.	Subject
1.	OM NO. 1-6/ 2016 – IC , Government of India, Department of Expenditure, Implementation Cell dated 07- 09- 2016	Revision of Pay of employees stagnating at the maximum of the Pay Band and Grade Pay or Scale in Pre - Revised structure under Central Civil Services [Revised Pay] Rules, 2016

(Copy of CSIR letter number 5-1(17)/ 2008- PD dated 08-08- 2018)

[Copy of OM NO. 1-6/ 2016 – IC , Government of India, Department of Expenditure, Implementation Cell dated 07- 09- 2016]

Office Memorandum

Sub: Revision of Pay of employees stagnating at the maximum of the Pay Band and Grade Pay or Scale in Pre - Revised structure under Central Civil Services [Revised Pay] Rules, 2016

The undersigned is directed to say that consequent upon notification of Central Civil Services Revised Pay Rules, 2016 representations have been received regarding provision of additional Increment in the Revised Pay Structure on 01- 01- 2016 in case of employees who had been stagnating at the maximum of the pay band and Grade Pay or Scale in the pre - revised pay structure.

2. The matter was examined in this Department and it has been decided that in case of person who had been drawing maximum of the applicable Pay Band and Grade Pay or Scale, as the case may be, for more than 2 years as on 01- 01- 2016, one increment in the applicable level in the pay Matrix shall be granted on 01 -01- 2016 for every 2 completed years of stagnation at the maximum of the said Pay Band and Grade Pay or Scale. Grant of additional increment(s) shall be subject to conditions that Pay arrived at after grant of such increment does not exceed the maximum of the applicable level in the Pay Matrix. Illustrations.

(Amount in Rs)

Pay Band and Grade Pay or Scale	.PB -4 (Rs. 37400 -67000/) GP Rs.10000	HAG (Rs. 67000 - 79000/)
Maximum of the applicable Pay Band and Grade Pay or sale	Rs. 77000/	Rs. 79000/
Date on which Pay fixed at	01-07- 2014	01. 07 . 2013

maximum of the applicable Pay Band and Grade Pay or scale		
Revised Pay is the applicable Level in the new Pay Matrix	Rs.199600/	Rs. 205100/
NO. of years completed at Maximum of the applicable Pay Band and Grade Pay or Scale as on 01- 01- 2016.	1 year and 6 months	2 years and 6 months
NO. of increment(s) to be granted on 01- 01- 2016	Nil	01
Revised Pay after grant of increment on 01- 01- 2016.	Rs.199600/	Rs. 211300/

3. After fixation of pay on 01 -01 - 2016 as indicated above, the date of increment shall be regulated as per the provisions of Rule 10 of Central Civil Services (Revised Pay) Rules, 2016.

(493)

Subject : Date of next increment - Rule 10 of CCS (RP) Rules, 2016- regard.

I am directed to forward herewith the following office memorandum issued by Government of India, Ministry of Finance, Department of Expenditure for Information, guidance and compliance.

SL.No.	Office Memorandum No.	Subject
1.	OM. NO. 4-21/ 2017-IC/ EIII (A) dated 31-7-2018 issued by Government of India, Ministry of Finance, Department of Expenditure.	Date of next increment - Rule 10 of CCS (RP) Rules, 2016- regard.

(Copy of CSIR letter No 5- 1 (302)/ 2015- PD dated **21 -08- 2018**)

Sub: Date of next increment - Rule 10 of CCS (RP) Rules, 2016- regard.

(Copy of OM. NO. 4-21/ 2017-IC/ EIII (A) dated 31-7-2018 .)

The undersigned is directed to invite attention to Rule 10 of CCS (RP) Rules 2016 which provides inter- alia, that there shall be two dates for increment namely 1st January and 1st July of every year, instead of the provisions of one date of increment on the 1st July during the Sixth pay commission Pay Structure. The rules further provides that an employee shall be entitled to only one annual increment as on 1st January or 1st July depending on the date of appointment, promotion or grant of financial up gradation. The sub rule 2 thereof provides that increment in respect of an employee appointed or promoted or granted financial up gradation including up gradation under MACP during the period between the second day of January and 1st day of July both inclusive shall be granted on first day of January and the increment in r/o of an employee appointed or promoted or granted financial up gradation ,including up gradation under MACP during the period between second day of July and first day of January both inclusive shall be granted on first day of July.

2. The proviso to Sub -Rule 2 of rule 10 of CCS (RP) Rules, 2016 provides that the next increment after drawl of increment on 1st day of July 2016 shall accrue as on 1st day of July 2017.

3. A number of references has been received in the Ministry of Finance seeking clarification whether in case of an employee promoted on 1st July 2016, whose pay was fixed on 01/07/2016 in terms of the rules governing fixation of pay on promotion , the next increment may be allowed on 1st January 2017 or on 1st July, 2017.

4. The matter has been considered. During the regime of pay structure obtaining immediately prior to 01-01-2016, when the annual increment was admissible uniformly on 1st July every year , the increment was admissible on 1st July, provided the condition of 6 months service was fulfilled. Thereafter, the next increment used to be given after a period of 12 months.

5. Accordingly, keeping in view the principle followed during the period before 1-1 - 2016 immediately prior to coming into force of the CCS (RP) Rules 2016, which has been modified in the revised pay structure in terms of Rule 10 thereof by way of 2 dates of increment on 1st January and 1st July, it is clarified that in case an employee is promoted or granted financial up gradation including up gradation under the MACP scheme on 1st January or 1st July, where the pay is fixed in the Level applicable to the post on which promotion is made in accordance with the the Rule 13 of the CCS (RP) Rules, 2016, the first increment in the Level applicable to the post on which promotion is made shall accrue on the following 1st July or 1st January ,as the case may be, provided a period of 6 months' qualifying service is strictly fulfilled. The next increment thereafter shall, however, accrue only after completion of one year.

‘6. This order is issued in consultation with the office of C&AG in its application to employees working in Indian Audit and Accounts Department.

(494)

Sub: Stay at CSIR guest houses and payment of HRA- Reg.

It has been brought to the notice that CSIR officials on their transfer/ posting at at new places continue to stay at guest house and also draw **HRA** simultaneously for the said period which is in violation of the rules on the subject. Therefore, you are requested to follow the rules relating to payment of **HRA** and CSIR Office Memorandum NO. 8-3 (1)/2014- Gen. dated 07- 08- 2014 in its letter and spirit. Any violation in this regard may be viewed seriously.

F u r t h e r, the above instructions may also be brought to the notice of all staff members in your Lab./ Institute for information, guidance and compliance.

(Copy of **CSIR letter number 15- 43(39)/ 2017 - V i g. Dated 23- 8- 2018**)

(495)

Sub: Central Civil Services (Leave Travel Concession) Rules, 1988- Relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar – extension beyond 25.9.2018.

I am directed to forward herewith Govt. of India, MoPPG&P, DoPT OM No. 31011/3/2018-Estt.(A-IV) dated 20.09.2018 regarding Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar - extension beyond 25.09.2018 for information, guidance and compliance.

(Copy of CSIR letter No. 5-1(33)/2008-PD dated 5.10.2018)

F.No. 11011/3/2018-Estt.(A-IV) dated 20th September, 2018 of Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

The undersigned is directed to refer to this Department's O.M. No. 31011/3/2014-Estt.A-IV dated 19.09.2016 on the subject noted above and to say that in relaxation to CCS (LTC) Rules, 1988, the scheme allowing 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. 26th September, 2018 till 25th September, 2020 as under:

- 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 J&K, NER and A&N by private airlines.
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 is 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 may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the maximum fare limit of LTC-80.
 - v. Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the maximum fare limit of LTC-80 in the following sectors:
 - a. Between Kolkata/Guwahati and any place in NER.
 - b. Between Kolkata/Chennai/ Visakhapatnam 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/ Visakhapatnam/ Delhi/ Amritsar shall be undertaken as per their entitlement.

- vi. Air travel by Government employees to NER, J&K and A&N as mentioned in para (iv) and (v) above is allowed whether they avail the concession against 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 and no request for relaxation of rules for booking the tickets through such agencies shall be considered by this Department.
3. Efforts should be made by the Government servants to book 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.

4. In so far as the employees of Indian Audit and Accounts Department are Concerned, this order issues after consultation with Comptroller & Auditor General of India.

(496)

Sub: Grant of Dearness Relief to Central Government pensioners/family pensioners – Revised rate effective from 1.7.2018.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

S.No.	OM No.	Subject
1.	Govt. of India, MoP, PG&P, Department of Personnel & Training OM No. 42/06/2018-P&PW(G) dated 18.9.2018.	Grant of Dearness Relief to Central Government pensioners/family pensioners – Revised rate effective from 1.7.2018.

(Copy of CSIR letter No. 5-1(70)/2018-PD dated 9.10.2018)

[F.No. 42/06/2018-P&PW(G) dated 18.9.2018 of Govt. of India, MoP, PG&P, Department of Personnel & Training]

The undersigned is directed to refer to this Department's OM No. 42/06/2018-P&PW(G) dated 22.3.2018 on the subject mentioned above and to state that the President is pleased to decide that the Dearness Relief admissible to Central Government pensioners/family pensioners shall be enhanced from the existing rate of 7% to 9% w.e.f. 1.7.2018.

2. These rates of DR will be applicable to (i) Civilian Central Government Pensioners/Family Pensioners including Central Govt. absorbed pensioners in PSU/Autonomous Bodies in respect of whom orders have been issued vide this Department's OM No. 4/34/2002-P&PW(D) Vol. II dated 23.6.2017 for restoration of full pension after expiry of commutation period of 15 years (ii). The Armed Forces Pensioners, Civilian Pensioners paid out of the Defence Service Estimates, (iii) All India Service Pensioner (iv) Railway Pensioner/family pensioner (v) Pensioner who are in receipt of provisional pension (vi) The Burma Civilian pensioner/family pensioner and pensioners/families of displaced Government Pensioners from Burma, Pakistan, in respect of whom orders have been issued vide this Department's OM No. 23/3/2008-P&PW(B) dated 11.9.2017.
3. The payment of Dearness Relief involving a fraction of a rupee shall be rounded off to the next higher rupee.
4. Other provisions governing grant of DR in respect of employed family pensioners and re-employed Central Government Pensioners will be regulated in accordance with the provisions contained in this Department's OM No. 45/73/97-P&PW (G) dated 2.7.1999 as amended this Department's OM No. F.No. 38/88/2008-P&PW(G) dated 9th July,

2009. The provisions relating to regulation of DR where a pensioner is in receipt of more than one pension will remain unchanged.

5. In the case of retired Judges of the Supreme Court and High Courts, necessary orders will be issued by the Department of Justice separately.
6. It will be the responsibility of the pension disbursing authorities, including the nationalized banks, etc. to calculate the quantum of DR payable in each individual case.
7. The office of Accountant General and authorized Pension Disbursing Banks are requested to arrange payment of relief to pensioners etc. on the basis of these instructions without waiting for any further instructions from the Comptroller and Auditor General of India and the Reserve Bank of India in view of letter No. 528-TA, II/34-80-II dated 23/4/1981 of the Comptroller and Auditor General of India addressed to all Accountant Generals and Reserve Bank of India Circular No. GANB No. 2958/GA-64 (ii) (CGL)/81 dated the 21st May, 1981 addressed to State Bank of India and its subsidiaries and all Nationalized Banks.
8. In their application to the pensioners family pensioners belonging to Indian Audit and Accounts Department, these orders issue after consultation with the C&AG.
9. This issues in accordance with Ministry of Finance, Department of Expenditure's OM No. 1/2/2018-E.II(B) dated 7th Sept., 2018.

(497)

Sub: Guidelines regarding handling or complaints in Ministries/Departments.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

S.No.	OM No.	Subject
1.	Govt of India, MoP, PG&P, Department of Personnel & Training OM No. 104/76/2011-AVD-1P&PW(G) dated 8.10.2018	Guidelines regarding handling or complaints in Ministries/Departments.

*Copy of CSIR letter No. 5-1(426)/2017-PD dated **23.10.2018***

F.No. 104/76/2011-AVD-1P&PW(G) dated 8.10.2018 of Govt of India, MoP, PG&P, Department of Personnel & Training

The undersigned is directed to say that instructions regarding dealing with anonymous and pseudonymous complaints were issued vide this Department's Office Memorandum of even number dated 18.10.2013 prescribing that no action is required to be taken on anonymous complaints, irrespective of the nature of the allegations and that such complaints need to be simply filed. Subsequently, the said Office Memorandum has been clarified vide Office Memorandums of even

number dated 18.06.2014 and 31.03.2015. In this regard, the Central Vigilance Commission's Circular No.07/11/2014 dated 25.11.2014 may also be referred to. A copy each of the DOP&T's aforesaid Office Memorandums and CVC's Circular are enclosed herewith.

2. The instructions contained therein are reiterated and all Ministries/Departments are requested to follow the same while handling complaints received in their respective Ministry/Department.

(498)

Sub: Regarding the Residents of the state of Jammu and Kashmir (Relaxation of Upper age limit for Recruitment to Central Civil Services and Posts) Amendment Rules, 2018.

I am directed to forward herewith Govt. of India, MoPPG&P, DoPT Notification No. G.S.R. 154 (E) dated 09.02.2018 regarding the Residents of the State of Jammu and Kashmir (Relaxation of Upper age limit for Recruitment to Central Civil Services and Posts) Amendment Rules, 2018 for information, guidance and compliance.

(Copy of CSIR letter No. 5-1(22)/2008-PD dated 26.10.2018)

[Dated 9th February, 2018, Ministry of Personnel, Public Grievances and Pensions, DoPT]

NOTIFICATION

G.S.R. 154(E) – In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and in supersession of the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and Posts) Rules, 1997, except as respects things done or omitted to be done before such supersession and after consultation with the Comptroller and auditor General of India in relation to the persons serving in the Indian Audit and Accounts Departments. The President hereby makes the following rules regulating the relaxation of age limit in favour of the Residents of the State of Jammu and Kashmir for appointment to central Civil Services and Posts, namely:-

1. Short title and commencement:-

- i. These rules may be called the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and Posts) Rules, 2018.
- ii. They shall be deemed to have come into force on the 1st day of January, 2018.

2. Application:- These rules shall apply to all Central Civil Services and Posts recruitment to which are made through the Union Public Service Commission or the Staff Selection Commission or otherwise by the Central Government.

3. Relaxation of upper age limit:-

Wherever any recruitment to the services and posts referred to in rule 2 is made, a relaxation in the upper age limit of five years shall be admissible to all persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st Day of January, 1980 to the 31st day of December, 1989.

Provided that the relaxation in the upper age limit for appearing at any examination shall be subject to the maximum number of chances permissible under the relevant rules.

4. Certificate regarding proof of residence:

Any person intending to avail of the relaxation of age limit admissible under rule 3 shall submit a certificate from

[a] the District Magistrate within whose jurisdiction he had ordinarily resided: Or

[b] any other authority designated in this behalf by the Government of Jammu and Kashmir to the effect that he had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st day of January, 1980 to the 31st day of December, 1989.

5. Interpretation.

If any question arises as to the interpretation of these rules the same shall be decided by the Central Government.

6. Amendment of Recruitment Rules.

All rules regulating the recruitment of persons to Central Civil Services and Posts including those in the Indian Audit and Accounts Department and the rules governing competitive examinations therefor shall be deemed to have been amended to the extent provided for in these rules.

7. Limitation. These rules shall remain in force till the 31st day of December 2019 and there shall be no further extension beyond the said period. [F.NO. 15012/1/2014- Estt.(D)]

EXPLANATORY MEMORANDUM

The Central Government has decided to extend the age restriction to all persons who had ordinarily been domiciled in the state of Jammu and Kashmir during the period from the 1st day of January 1980 to the 31st day of December, 1989 for a period of 2 years to be effective from the 1st January 2018. It is clarified that the interest of no person shall be adversely affected by issuing these rules with retrospective effect.

(499)

Sub: Adherence to the Guidelines on Air Travel on Government Expenses - Purchase of Tickets from Authorized Agent-reg.

The undersigned is directed to refer to CSIR letter No. 30-1 (36)/2012-IFD dated 24th July, 2017 wherein the Guidelines on Air Travel on Government Expenses - Purchase

of Tickets from Authorized Agent issued by Deptt. of Expenditure in their OM No. 19024/22/2017- E.IV dated 19th July, 2017 was circulated for compliance.

2. Despite this, cases for relaxation of air travel guidelines due to purchase of air ticket from unauthorized travel agent are still being received. Deptt. of Expenditure, M/o. Finance has taken a serious view and clarified that henceforth relaxation on account of ignorance/unawareness about these guidelines would not be considered. Further, in terms of DoE OM No. 19024/22/2017 -E.IV dated 27th February, 2018 in all such cases of air travel where tickets have been purchased from unauthorized agent after issue of the OM dated 19th July, 2017 (copy enclosed), the proposal for seeking relaxation should have approval of the Secretary of the Administrative Ministry.
3. It is, therefore, urged upon all to bring these to the notice of all concerned and to ensure strict compliance of the extant guidelines.

(Copy of CSIR letter No. 5-1(108)/2011-PD dated 12.11.2018)

[F.No. 30-1(36)/2012-IFD dated 24.7.2017]

Subject: Guidelines on Air Travel on Official Tours- Purchase of air ticket from authorized agent.

I am directed to enclose a copy of Govt. of India, Ministry of Finance. Department of Expenditure OM NO.19024/22/2017-E.IV dated 19-7-2017 (copy enclosed) on the above subject for your information. Guidance and compliance.

[F.No. 19024/22/2017-E.IV dated 19th July, 2017 of Government of India, Ministry of Finance, DoE.]

The undersigned is directed to refer to this Departments OM No. 19024/1/2005-E.IV dated 24.3.2009 OM No. 19024/1/2009-E.IV dated 16.9.2010 and OM No. 19024/1/2012-E.IV dated 9.7.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage Air Tickets may be purchased directly from Airlines (at Booking counters/office Website of Airlines) and if needed by utilizing the services of three Authorized Travel Agents viz Mrs. Balmer Lawrie & Company, Limited (BLCL) M/s Ashok Travels & Tours (ATT) and Indian Railway Catering and Tourism Corporation Ltd. (IRCTC).

2. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.
3. The matter has been reconsidered in this Department. All Ministries Departments are again directed.
 - i. Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three

authorized Travel Agents viz M/s Balmer Lawri & Company limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth, relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.

- ii. In case of non-availability of authorized agents at a particular place tickets may be booking from website of Airlines or web portal of Balmer Lawrie & Complany Ltd. M/s Ashok Travels & Tours and IRCTC.
- iii. In respect of Non-officials of Committees Boards/Panels the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agents only otherwise his claim will not be settled by that Ministry/Department.
- iv. All Ministries/Departments of the Government of India etc. have to widely circulate this OM in all offices including attached/subordinate offices/autonomous bodies under their control with specific instructions to Heads of Departments concerned to strict compliance of these guidelines Non-compliance of these guidelines by Ministries/Department will be treated as lapse on the part of the concerned Ministry/Department.

[F.No. 19024/22/2017-E.IV dated 27th February, 2018 of Govt. of India, Ministry of Finance, DoE.]

The undersigned is directed to refer to this Departments' O.M. No. 19024/22/2017-E.IV dated 19.07.2017 regarding guidelines on Air travel where the Govt. of India bears the cost of passage. As per this O.M., Ministries/Departments were asked to ensure that these instructions are given adequate coverage and were to be circulated to all so that 'lack of knowledge' of the rules is not cited as an excuse. In spite of these instructions, a large number of cases for relaxation of air travel guidelines due to purchase of air ticket from unauthorized travel agents, are still being received in this Department.

2. The matter has been re-considered and it has been decided that all such cases or air travel where tickets have been purchased after issue of this Department's O.M. dated 19.07.2017, seeking relaxation of air travel guidelines pertaining to purchase of air ticket from authorized agent, should have the approval of Secretary of the Administrative Ministry before referring the same to Department of Expenditure.

This is issued with the approval of Secretary Expenditure.

[F.No. 18017/1/2014-Estt.(L) dated 17.7.2018 of Govt. of India, Ministry of Personnel, Public Grievances and Pensions, DoPT.]

Subject: Leave to a Government servant who is unlikely to be fit to return to duty – Reg.

The undersigned is directed to say that the CCS (Leave) Rules. 1972 have been amended Vide Notification G.S.R. No. 438 dated 3.4.2018 (copy enclosed) to bring them in conformity with the Rights of Persons with Disabilities Act. 2016. Accordingly. it

has now been decided that leave applied under rule 20, shall not be refused or revoked without reference to the Medical Authority, whose advice shall be binding. Further, any leave debited for the period(s) granted after receipt of the certificate of disability of the Medical Authority, shall be remitted back into the Leave account of the Government servant. The Certificate of Disability is required to be issued in Form 3A' which should be signed by a Government doctor of Government medical board. Further, a Government servant who is granted Leave in accordance with the provisions of clause (b) of sub rule (I) of rule 20 of CCS (Leave) Rules, 1972. The provisions of section 20 of the Rights of Persons with Disabilities Act 2016(49 of 2016) Shall, suo moto apply. .

2. These orders are to be effective from 19.4.2017.

(500)

Sub: Delay in receiving replies/ information and inputs of the Parliament Questions from the concerned Divisions/ Sections of CSIR Hqrs and CSIR laboratories/ Institutes.

As you are kindly aware that during the Parliament Session, the Parliament Questions relating to Laboratories/ Institutes/ Units of the CSIR are referred for prompt reply to CSIR Hqrs. It has been observed that sometimes due attention is not paid to the Parliament Questions and the replies and information are received late from the concerned Head of Division/ Section of the CSIR Hqrs and Directors of the CSIR Laboratories/ Institutes/ Units and in some cases the information is also not complete in accordance with the text requirement of the Question. In some of the cases, the information/ inputs is directly forwarded to the concerned Ministry/ Department by the Laboratory/ Institute of CSIR. It becomes difficult to draft an appropriate and comprehensive reply to such question and this situation invariably leads to giving an assurance to the said question, Which as per Parliamentary procedure needs to be obviated, as far as possible.

Accordingly, you are requested to respond to the matters pertaining to Parliament Questions of CSIR on TOP PRIORITY and forward the complete reply/ information in all respects duly approved by the Director of the CSIR Labs/ Instts and Head of the Division/ Section in the case of CSIR Hqrs. To facilitate this work in the Laboratories/ Institutes/ Units of the CSIR, you may kindly appoint a senior Scientist as the Nodal Officer to deal with all the matters referred by CSIR Hqrs pertaining to Parliament Questions. The name designation, telephone/ mobile numbers/email address and other necessary details of the Nodal Officer may kindly communicate to the Office of Joint Secretary (Administration), CSIR Hqrs and at his email address (jsa@csir.res.in).so that all the communications on such matters are directly addressed to him to avoid delays.

(Copy of CSIR letter No. 26-6(9)/2009-PU dated 19.11.2018)

F.No 13/02/2017-Estt(Pay-I) dated 28th August, 2018 of Govt. of India, Ministry of Personnel, PG and Pensions, DoPT.

Subject: Availability of option for fixation of pay on promotion from the Date of Next Increment (DNI) in the lower post and method of fixation of pay from DNI, if opted for, in context of CCS (RP) Rules, 2016- clarification-regarding.

The undersigned is directed to refer to this Department's OM of even number dated 27.07.2017, on the subject cited above. Following the issuance of the OM ibid, this Department has received a number of references seeking clarification on various aspects of the OM ibid. The matter has been considered in this Department in consultation with Department of Expenditure and the points of doubt are clarified as under:

S.No.	Point of Doubt	Clarification
1.	The date of applicability of the OM ibid.	Since the OM ibid is in the context of 7 th CPC Scenario, it is applicable from 1.1.2016.
2.	Whether the employees who have been granted the pay fixation benefit on account of promotion between 1.1.2016 and the date of issuance of the OM ibid i.e. 27.7.2017, would be allowed to re-exercise/revise their option for fixation of pay under FR 22(i)(a)(1).	Under the changed circumstances, after the issuance of this department's OM ibid, the employee shall be allowed to re-exercise/revise their option for fixation of pay under FR 22(i)(a)(1) within one month from the dated of issuance of this OM. Further, the option so revised, shall be final.

2. In so far as their application to the employees belonging to the Indian Audit and Accounts Department is concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

(501)

Sub: Revision of Pension of pre-2016 pensioners/family pensioners in implementation of Government's decision on the recommendations of the 7th Central Pay Commission – Concordance tables – regarding.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

S.No.	Office Memorandum No.	Subject
1.	Govt. of India, MoP, PG and Pension, DoP&PW OM No. 38/37/2016-P&PW(A) dated 13.9.2017	Revision of Pension of pre-2016 pensioners/family pensioners in implementation of Government's decision on the recommendations of the 7 th Central Pay Commission – Concordance tables – regarding.
2.	Govt. of India, MoP, PG and Pension, DoP&PW OM No. 38/37/2016-P&PW(A) dated 18.7.2017	

(Copy of CSIR letter No. 5-1(428)/2017-PD dated 3.12.2018)

[F.No. 38/37/2016-P&PW(A) dated 13.9.2017 of Govt. of India, Ministry of Personnel, PG and Pensons, DoP&PW]

The undersigned is directed to refer to this Department's O.M. of even number dated 06.07.2017 on the above subject and to say that there is some error in the entries relating to the pre-revised pay of Rs. 56050/- (6th CPC Grade pay: Rs. 10,000. 7th CPC Level (14)) in Table 51 and Table 52 enclosed therewith.

2. It is requested that the existing Table 51 and Table 52 may be substituted by the enclosed Table 51 and Table 52, respectively. The revised entries have been shown in bold letters.

(502)

Sub: Judgment dated 28.3.2018 in Criminal Appeal No. 1375-1376 of 2013 passed by Hon'ble Supreme Court of India.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

S.No.	OM No.	Subject
1.	Govt. of India, Ministry of Law and Justice, Department of Justice, OM No. N-17/10/2018-NM dated 13.6.2018	Judgment dated 28.3.2018 in Criminal Appeal No. 1375-1376 of 2013 passed by Hon'ble Supreme Court of India.

(Copy of CSIR letter No. 5-1(607)/2018-PD dated 3.12.2018)

[F.No. N-17/10/2018-NM dated 13.6.2018 of Govt of India, Ministry of Law and Justice, Department of Justice]

This Department has received a copy of Judgment dated 28.3.2018 in Criminal Appeal No. 1375-1376 of 2013 passed by Hon'ble Supreme Court of India, through the Office of Hon'ble Prime Minister for forwarding to all concerned.

The implication of the aforesaid judgment is that where any action by a development agency or an enforcement agency, as the case may be, was stayed by a court of Law, the same shall stand vacated automatically at the expiry of 6 months from the date of the order i.e. 28.03.2018, unless the same is extended by a speaking order. Further, the judgment casts a responsibility on the court granting stay that the speaking order must show that the case was of such exceptional nature that continuing the stay was more important than having the trial finalized. Also, in such cases where the stay is extended the trial court has been directed to fix a date not beyond six months of the order of stay so that on expiry of period of stay, proceedings can commence.

The judgment of Hon'ble Supreme Court can be accessed at <https://sci.gov.in/supremecourt/2011/27580/27580> Judgment 28th March, 2018 – pdf.

(503)

Sub: Stepping up of Pay – Consolidated guidelines – reg.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

S.No.	Office Memorandum No.	Subject
1.	Govt of India, MoP, PG&P, Department of Personnel and Training OM No. 4/3/2017-Estt.(Pay-I) dated 26.10.2018 (F/A)	Stepping up of Pay – Consolidated guidelines – reg.

(Copy of CSIR letter No. 5-1(302)/2015-PD dated 3.12.2018)

[F.No. 4/3/2017-Estt.(Pay-I) dated 26.10.2018 (F/A) of Govt of India, MoP, PG&P, Department of Personnel and Training]

The undersigned is directed to say that the issue of anomaly relating to senior Government employees drawing less pay than their juniors due to application of provisions of FR 22 (I) (a) (I) is considered on merits for allowing stepping up pay of the seniors so as to bring it at par with that of the junior in accordance with the guidelines scattered in various OMs noted in the margin. A need has been felt to consolidate guidelines on stepping up of pay at one place keeping in view the provisions of the Central Civil Services (Revised Pay) Rules, 2016, [in short CCS(RP)Rules, 2016 as the frequent references on such issues continue to be received in this Department.

2. Consequent upon implementation of CCS(RP)Rules, 2016, the President is pleased to decide the following:

(i) In order to remove the anomaly of a Government servant promoted or appointed to a higher post on or after 1-1-2016 drawing lower pay in that post than another Government servant junior to him in the lower grade and promoted or appointed subsequently to another identical post, the pay of the senior Government servant in the higher post should be stepped up to a figure equal to the pay as fixed for the junior Government servant in that higher post. The stepping up should be done with effect from the date of promotion or appointment of the junior Government: servant and will be subject to the following conditions, namely:

- (a).both the junior and the senior Government servants should belong to the same cadre and the posts in which they have been promoted are identical in the same cadre;
 - (b) the Level in the Pay Matrix of the lower and higher posts in which they are entitled to draw pay should be identical;
 - (c) the anomaly is directly as a result of the application of the provisions of Fundamental Rule 22(I) (a) (1) read with Rule 13 of CCS(RP)Rules, 2016. For example, if the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increments granted to him, the provisions of this sub-rule should not be invoked to step up the pay of the senior officer.
- (ii) The order relating to re-fixation of the pay of the senior officer in accordance with clause (i) shall be issued under Fundamental Rule 27 and the senior officer shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.
3. The following instances/events wherein juniors draw more pay than seniors do not constitute anomaly and, therefore, stepping up of pay will not be admissible in such events:
- a. Where a senior proceeds on Extra Ordinary Leave which results in postponement of his Date of Next Increment in the lower post and consequently he starts drawing less pay than his junior in the lower grade itself. He, therefore, cannot claim pay parity on promotion even though he may be promoted earlier to the higher grade than his junior(s);
 - b. If a senior forgoes/refuses promotion leading to his junior being promoted/ appointed to the higher post earlier and the junior draws higher pay than the senior.
 - c. If the senior is on deputation while junior avails of the ad-hoc promotion in the cadre, the increased pay drawn by the junior due to ad-hoc/officiating and/or regular promotion following such ad-hoc promotion in the higher posts vis-a-vis senior, is not an anomaly in strict sense of the term;
 - d. If a senior joins the higher post later than the junior, for whatsoever reasons, whereby he starts drawing less pay than the junior. In such cases, senior cannot claim stepping up of pay at par with that of his junior.
 - e. If a senior is appointed later than the junior in the lower post itself whereby he is in receipt of lesser pay than the junior, in such cases also the senior cannot claim pay parity in the higher post if he draws less pay than his junior though he may have been promoted earlier to the higher post.
 - f. Where an employee is promoted from lower post to a higher post, his pay is fixed with reference to the pay drawn by him in the lower post:

under FR22(I)(a)(1) read with Rule 13 of CCS(RP)Rules,2016 and due to his longer length of service in the lower grade, his pay may get fixed at a higher stage than that of a senior direct recruit appointed to the same higher grade and whose pay is fixed under different set of rules. For example a Senior Secretariat Assistant (SSA) on promotion to the post of Assistant Section Officer (ASO) gets his pay fixed under FR 22(I)(a)(1) with reference to the pay drawn in the post of SSA, whereas the pay of ASO(DR) is fixed under Rule 8 of CCS(RP) Rules,2016 at the minimum pay or the first Cell in the Level, applicable to ASO to which he is appointed. In such a case, the senior ASO (DR) cannot claim pay parity With/ that of the promotee junior ASO.

- g. Where a senior is appointed in higher post on ad-hoc basis and is drawing less pay than his junior who is appointed in the same cadre and in same post on ad-hoc basis subsequently, the senior cannot claim pay parity with reference to the pay of that junior since the ad-hoc officiating service in higher post is reversible and also since full benefits of FR22(I)(a)(I) are not available on ad-hoc promotion but only on regular promotion following such ad-hoc promotion without break.
- h. Where a junior gets more pay due to additional increments earned on acquiring higher qualifications.

Note: The above instances/ events are only illustrative and not exhaustive.

4. These orders shall be in supersession of D / O Expenditure's OM No.F.2(78)-EIII(A)63 dated 2nd February, 1966 and DOP&T's OM NO. 4/7/92-Estt(Pay-I) dated 4th November, 1993.

5. This O M is effective from 01.01.2016.

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

(504)

Sub: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission – clarification reg.

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

S.No.	Office Memorandum No.	Subject
1.	Govt. of India, MoP, PG&P,	Travel entitlements of Government employees for

	Department of Personnel and Training OM No. 31011/8/2017-Estt.A-IV dated 18.10.2018 (F/A)	the purpose of LTC post Seventh Central Pay Commission – clarification reg.
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(Copy of CSIR letter No. 5-1(33)/2008-PD dated **20.12.2018**)

[F.No. No. 31011/8/2017-Estt.A-IV dated 18th October, 2018 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training Establishment A-IV Desk]

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 OM. No. 19030/1/2017-E.IV 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. It is observed that many Government employees in Level 6 to Level 8 of the Pay Matrix had inadvertently travelled by air on LTC during the intervening period from 13.07.2017 to 19.09.2017 (i.e. post issue of MoF's O.M. dated 13.07.2017 and before the issue of DoPT's O.M. dated 19.09.2017) under the impression that they were entitled for air travel as per the revised TA rules. This Department is in receipt of references from the Government employees and various Ministries'/Departments seeking relaxation in respect of such Government employees in view of the hardships faced by them in settlement of their LTC claims.
3. The matter has been examined in this Department in consultation with Department of Expenditure. In relaxation to this Department's O.M. of even no. dated 19.09.2017, it has been decided to allow the claims of the Government employees in Level 6 to Level 8 of the Pay Matrix, who had travelled by air as per the revised TA rules while availing LTC during 13.07.2017 to 19.09.2017. This shall be subject to the fulfillment of other conditions of air travel on LTC such as booking of air tickets through the authorized modes, fare limit of LTC-80, etc.

[F.No. 38/37/2016-P&PW(A) dated 18th July, 2017 of Government of India Ministry of Personnel, P.G. and Pensions Department of Pension & Pensioners' Welfare]

Subject: Revision of pension of pre-2016 pensioners/family pensioners in implementation of Government's decision on the recommendations of the 7th Central Pay Commission- Concordance tables- regarding.

The undersigned is directed to refer to this Department's O.M. of even number dated 06.07.2017 on the above subject and to say that there is some error in the entries relating to the pre-revised pay of Rs. 52090/- (6th CPC

Grade pay: Rs. 8700, 7th CPC Level 13) in Table 43 and Table 44 enclosed therewith.

2. It is requested that the existing Table 43 and Table 44 may be substituted by the enclosed Table 43 and Table 44, respectively. The revised entries have been shown in bold letters.
