

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
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परिपत्र सं. ५५१

संख्या/No. 5-1(3)/2008-PD

दिनांक/Dated 19<sup>th</sup> Nov. 2008

प्रेषक/From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में/To,

सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक/प्रधान  
The Director/Heads of all National Labs./Instts of CSIR

**Sub: Orders relating to implementation of Sixth Central Pay Commission recommendations.**

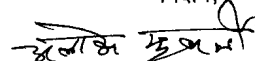
Sir,

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:-

मुझे भारत सरकार द्वारा छठे केन्द्रीय वेतन आयोग से संबंधित निम्नलिखित कार्यालय ज्ञापन आपको सूचना, अनुपालन तथा आवश्यक कार्यवाई हेतु अग्रेषित करने का निदेश हुआ है :-

Sl. No	O.M.No. and date	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.

भवदीय,

  
(अलोक कुमार मुखर्जी)  
अवर सचिव

Encls: as above

संलग्न: यथोपरि:

जारी...

**प्रतिलिपि:**

1. सभी प्रयोगशालाओं/संस्थानों के वरिष्ठ उप वित्त सलाहकार/उप वित्त सलाहकार/वरिष्ठ वित्त एवं लेखा अधिकारी/ वित्त एवं लेखा अधिकारी
2. सभी प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशासन नियंत्रक/प्रशासन नियंत्रक/प्रशासनिक अधिकारी
3. महानिदेशक, सी.एस.आई.आर के निजी सचिव
4. अवर सचिव तथा संयुक्त सचिव (प्रशासन) के प्रधान निजी सचिव
5. वित्त सलाहकार, सी.एस.आई.आर के निजी सहायक
6. मुख्या सतर्कता अधिकारी, सी.एस.आई.आर के निजी सचिव
7. उप सचिव (के.का.)/उप सचिव(काम्पलैक्स)
8. प्रधान, यू.आर.डी.आई.पी/आई.पी.एम.डी/एच.आर.डी.सी/आर.डी.पी.डी/टी.एन.बी.डी./इस्टैड
9. विधि सलाहकार, सी.एस.आई.आर मुख्यालय के निजी सचिव
10. सी.एस.आई.आर मुख्यालय के सभी वरिष्ठ उप सचिव/उप सचिव/अवर सचिव
11. प्रधान, आर.ऐ.बी, सी.एस.आई.आर काम्पलैक्स
12. डॉ आर.बी. मिश्रा, सचिव, स्टाफ साइड, जे.सी.एम, भारतीय विष विज्ञान अनुसंधान संस्थान, महात्मा गांधी मार्ग, पोस्ट बॉक्स सं. 80, लखनऊ
13. प्रधान, आई. टी. प्रभाग - इस अनुरोध से कि इस परिपत्र को सीएसआईआर की वेबसाइट पर उपलब्ध कराएं।

F.No.7(1)/E.Coord./2008  
Ministry of Finance  
Department of Expenditure  
(E-Coord. Branch)

New Delhi, the 1<sup>st</sup> October, 2008.

**Office Memorandum**

**Subject : Expenditure Management – Economy Measures and Rationalization of Expenditure – Supplementary guidelines related to TA/DA.**

Reference is invited to the guidelines on austerity measures issued vide O.M of even number dated 5 June 2008 and Travelling Allowance Rules (Implementation of Sixth Central Pay Commission) issued vide OM F.No.19030/3/2008-E.VI dated 23 September 2008. Para 7 of the new Travelling Allowance Rules clearly states that no additional funds will be provided on account of revision of TA/DA entitlements. It is further stipulated that permission for official travel be given judiciously and restricted only to absolutely essential official requirements.

2. To meet the above objective, each Ministry/Department would have to ensure that they devise internal processes to leverage the discounts being provided by the Airlines.

This includes –

- i) Buying the cheapest fare in Economy/Business Class travel, preferably by getting information through the Internet.
- ii) Using Corporate Coupons for Economy/Business Class travel through proper planning and coordination.

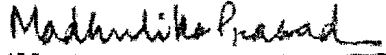
3. Officers also may be encouraged, although not mandated, to travel by a class lower than their entitlements. The final decision in this regard may be left to the officers.

4. In terms of OM No. 19030/3/2008-E.IV dated 23<sup>rd</sup> September, 2008, 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. These orders will be applicable in the case of mileage points earned after the date of issue of that O.M. i.e. 23<sup>rd</sup> September, 2008. It is the responsibility of the officer concerned to ensure that free mileage points are used only for official travel and not for personal trips. Any other incentives and similar packages such as free companion etc. should be so negotiated by Ministries/Departments so that the benefits come to the Government.

5. As far as possible, Ministry/Department will make full use of Information and Communication Technology (email, teleconferencing, video conferencing etc.) so that travel is kept to the barest minimum

6. As per O.M. dated 23<sup>rd</sup> September, 2008, the amounts of reimbursement for stay in hotels while on tour have been enhanced substantially. In view of the fact that additional funds for travel expenses will not be provided, it is advised officers may preferably stay in Circuit Houses, Govt. Guest Houses, Inspection Bungalows, Messes, etc. if they are available.

7. The 10% mandatory cut on non-plan expenditure and the instructions for proper management of the travel budget by laying down quarterly or half-yearly ceilings imposed vide O.M. of 5 June 2008 would continue to be applicable. Each Ministry/Department must closely monitor the expenditure on Air travel so that the new TA instructions while adding to efficiency, do not lead to unchecked growth in expenditure.

  
(Madhulika P. Sukul)  
Joint Secretary (Pers.)

All Secretaries to the Government of India

Copy to the : (1) Cabinet Secretary  
(2) Secretary, Planning Commission  
(3) All Financial Advisers