

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No. 5-1(3)/2008-PD

15th September, 2009

From

संयुक्त सचिव (प्रशासन)

Joint Secretary (Admn.)

To,

The Directors/Heads of all
National Labs./Instts. of CSIR

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.

Sir,

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-IC 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 1 st 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, 1964 - 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.

Yours faithfully

(Rohit Gupta)
Section Officer

Encl: As above.

Copy to:

1. Sr. COA/COA/AO of all Labs/Instts.
2. Sr. Dy. FA/Dy. FA/F&AO of all Labs./Instts.
3. PS to DG, CSIR
4. PS to JS (Admn.)
5. PA to FA, CSIR
6. P.A. to CVO, CSIR
7. Legal Adviser, CSIR
8. Under Secretary (CO)/Deputy Secretary (Complex)
9. Head, URDIP/IPMD/HRDC/PPD/ISTAD/NMITLI/USD/HRDG.
10. All Dy. Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
11. Head, RAB, CSIR Complex, Pusa, New Delhi.
12. Dr. R.B. Misra, Secretary, Staff Side, JCM, Indian Institute of Toxicology Research, Post Box No.80, Mahatma Gandhi Marg, Lucknow-226001
13. Head, IT Division with the request to make this circular available on the website.

F.No.1/1/2008-IC
Government of India
Ministry of Finance
Department of Expenditure
Implementation Cell

New Delhi, dated the 29th January, 2009.

OFFICE MEMORANDUM

Subject: Fixation of pay and grant of increments in the revised pay structure - clarifications regarding.

Following the notification of the CCS (Revised Pay) Rules, 2008, this Department has received references 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: -

Sl. No.	Point of Doubt	Clarifications
1.	As per the provisions of FR22 (I)(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 basis 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 6 th 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 5 th CPC scales as per the rules / pay structure then in force. Consequent upon implementation of recommendations of 6 th CPC in August / Sept. 2008 effective from 1.1.2006, the option submitted by a number of employees has now	DOP&T's OM No.16/8/2000- Estt.(Pay-I) dt. 25.2.2003 provides that a Government Servant may give a revised option for pay fixation under FR 22 (I)(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 <u>within one month from the date of issue of these clarifications</u> , if they have already not been allowed to do so under DOPT's O.M. dated 25.2.2003 mentioned above.

<p>turned to be disadvantageous. Whether such employees may be allowed to revise their options under FR22(I)(a)(1).</p>	
<p>2. As per Rule 5 of the Central Civil Services(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 placement in the promotional 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 etc.</p>	<p>Proviso to Rule 5 of 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 subsequent 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 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 scale etc., the Government servant may elect to switch over to the revised pay structure from the date of such promotion, upgradation, etc.</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 is given uniformly on 1st July?</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 O.M. No.1/1/2008-IC dated 13.9.2008 will apply.</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>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 O.M. 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 band, 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 13-09-2008, on promotion from one 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 next increment. As per the provisions of FR22(I)(a)(1), the benefit of fixation under above rule is 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 :</p> <p>(a) FR 22(I)(a)(1) still holds good in its present form with all the attendant conditions; or</p> <p>(b) The same has got modified on introduction of Sixth CPC Pay structure; and if yes</p> <p>(c) What is the extent of modification to above FR.</p>	<p>Point No.(a): FR22(I)(a)(1) still holds good.</p> <p>Points No.(b) & (c): Clarification No.2 of this Department's O.M. No.1/1/2008-IC dated 13th September, 2008 prescribes the method of fixation of pay under FR22(I)(a)(1) after introduction of the system of pay bands and grade pay.</p>
4.	<p>Methodology for rounding off:</p> <p>As per Rule 9 of the notification, the rate of increment in the revised pay structure will be 3% of the sum of the pay in the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. Whether rounding off to next multiple of 10 has to be done in terms of rupees or even a paisa has to be rounded off to next</p>	<p>In the case Fitment Tables annexed with this Department's OM of even number dated 30.08.2008, rounding off has already been done and the same should be implemented without any modification.</p> <p>In the case of calculation of increments under the revised pay</p>

<p>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>structure, paise should be ignored, but any amount of a rupee 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 to Rs.1900; if the amount of increment works out to be Rs.1901, then it will be rounded off to Rs.1910.</p>
<p>5. Grant of stagnation increment:</p> <p>Whether the employees who have been granted stagnation increment between February 2005 or thereafter are to be granted 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.</p>	<p>In all cases, where a Government servant has been granted an increment (whether normal annual increment or stagnation increment) after January 1, 2005, no increment will be allowed on 1.1.2006 at the time of fixation of pay in the revised pay structure.</p>

2. All Ministries/Departments are requested to take note of the above clarifications.

3. Hindi version will follow.


(ALOK SAXENA)
DIRECTOR

To:
All Ministries/Departments of Government of India as per standard mailing list.

F.No.1/1/2008-IC
Government of India
Ministry of Finance
Department of Expenditure
Implementation Cell

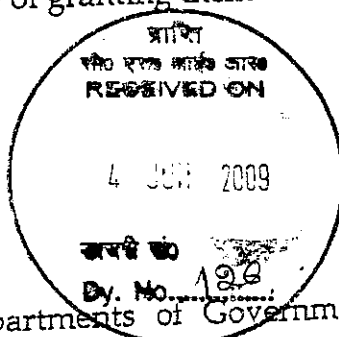
New Delhi, dated the 13th March, 2009.

OFFICE MEMORANDUM

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 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 1st of January falling on a Sunday or Gazettd holiday. In this connection, it is clarified that in the normal course, if 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 1st 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 them annual increment on that day.



(ALOK SAXENA)
DIRECTOR

To:

All Ministries/Departments of Government of India as per standard mailing list.

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No.14021/5/2009-AIS-II
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi-110001
Dated, the 20th May, 2009.

To

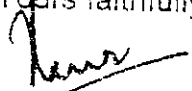
The Chief Secretaries of all the
State Governments and UTs.

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.

Sir,

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.

Yours faithfully.


(Harjot Kaur)
Director(Services)

Encl:-As above.

Copy for information and similar action to:-

All Ministries/Departments of the Government of India.


(Harjot Kaur)
Director(Services)

(3) (7)
No. 2/23/2008-Estt. (Pay II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, 28th May, 2009.

OFFICE MEMORANDUM

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 levels 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 O.M. 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 officers 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 O.M. 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 Governments/Public Sector Undertakings, their terms of appointment may be governed by the orders contained in this Department's O.M. 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 O.M. No. 2/22(B)/200-Estt. (Pay-II) dated 3rd September 2008 on the subject of "Grant of Deputation (Duty) Allowance – Recommendations of the Sixth pay Commission".

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

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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. **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.

3. These orders shall come into effect w.e.f. 1.9.2008.

4. Insofar as persons serving in the Indian Audit & Account Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

5. Hindi version will follow.


(Rita Mathur)
Director

To

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

Copy to : Director (NIC), Department of Personnel & Training, to upload the O.M. on this Department's website under the Head "Establishment (Pay)", Sub-Head "Pay Rules".

Copies also forwarded to:

1. The Comptroller & Auditor General of India and all States under his control. (With 400 spare copies)
2. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
3. Secretaries to UPSC/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Planning Commission.
4. Department of Personnel & Training (AIS Division)/JCA/Admn. Section.
5. Additional Secretary (Union Territories), Ministry of Home Affairs.
6. All State Governments and Union Territories.
7. Secretary, National Council (Staff Side), 13-C, Feroz Shah Road, New Delhi
8. All Members of the Staff Side of the National Council of JCM/Departmental Council.
9. All Officers/Sections of the Department of Personnel & Training/Department of Administrative Reforms & Public Grievances/Department of Pension & Pensioners' Welfare.
10. Ministry of Finance, Department of Expenditure
11. 50 spare copies.

No. 11013/7/2008-Estt.(A)

Government of India

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

New Delhi, dated: the 3rd June, 2009OFFICE MEMORANDUM

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.

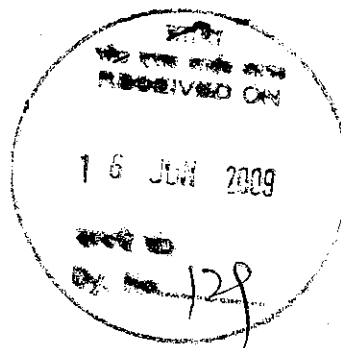
The undersigned is directed to refer to the instructions issued vide this Department's O.M.No.11013/7/2008-Estt.(A) dated 6.10.2008 on the above subject directing that the mileage points earned on account of travel for official tours/visits shall not be used for purposes of private travel in the form 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 O.M. 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.


(Simmi R. Nakra)
Director

To

All Ministries/Departments of the Govt. of India
(as per standard list)

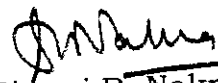


No. 11013/7/2008-Estt.(A)

New Delhi, Dated : the 3rd June, 2009

Copy forwarded to:-

- (1) Office of the Comptroller & Auditor General of India.
- (2) Office of the Controller General of Accounts, Ministry of Finance.
- (3) Secretaries to Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Sectt./Rajya Sabha Sectt./Cabinet Sectt./Central Vigilance Commission/President's Sectt./ Vice-President's Sectt./ Prime Minister's Office/ Planning Commission.
- (4) All State Governments and Union Territories.
- (5) Secretary, National Council of JCM (Staff Side), 13-C, Feroz Shah Road, New Delhi.
- (6) All Members of Staff Side of the National Council of JCM/Departmental Council.
- (7) All Officers/Sections of DOPT/Deptt. of Administrative Reforms & Public Grievances/ Department of Pensions & Pensioners Welfarc/PESB.
- (8) Official Language Wing (Legislative Deptt.), Bhagwan Dass Road, New Delhi.
- (9) Railway Board, New Delhi.
- (10) NIC, DOPT - With the request to upload the O.M. on the website.
- (11) 50 spare copies.


(Simmi R. Nakra)
Director

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C.S. V.R.
Rabing

F.No.36035/3/2009-Estt.(Res.)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

North Block

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New Delhi, dated 10th June, 2009

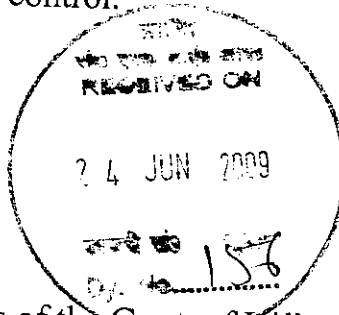
OFFICE MEMORANDUM

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.



(Krishan Gopal Verma)
Director

23092158

To

1. All Ministries/Departments of the Govt. of India.
2. Department of Economic Affairs (Banking Division), New Delhi.
3. Department of Economic Affairs (Insurance Division), New Delhi.
4. Department of Public Enterprises, New Delhi
5. Railway Board.

6. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
7. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
8. Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi – 110001.
9. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
10. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
11. Information and Facilitation Centre, DoPT, North Block, New Delhi.
12. 100 spare copies for Estt.(Res.) Desk.

फा.सं. 36035/3/2009-स्था.(आरक्षण)

भारत सरकार

कार्मिक लोक शिकायत तथा पेंशन मंत्रालय

कार्मिक और प्रशिक्षण विभाग

नार्थ ब्लॉक

नई दिल्ली, दिनांक 10 जून, 2009

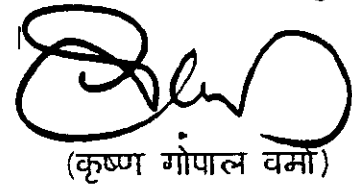
कार्यालय जापन

विषय: सरकारी सेवा में प्रवेश के बाद अशक्तता से ग्रस्त होने वाले व्यक्तियों को आरक्षण का लाभ ।

अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि विभिन्न मंत्रालयों/विभागों ने यह स्पष्टीकरण मांगा है कि क्या किसी ऐसे व्यक्ति को जो सरकारी सेवा में प्रवेश के बाद अशक्तता से ग्रस्त हो जाता है, इस विभाग के दिनांक 29.12.2005 के का.जा.सं. 36035/3/2004-स्था(आरक्षण) के प्रावधानों के अनुसार सेवाओं में आरक्षण का लाभ दिया जा सकता है या नहीं ।

2. एतद्वारा यह स्पष्ट किया जाता है कि दिनांक 29.12.2005 का का.जा. सेवा में आने से पहले अशक्तता से ग्रस्त हुए व्यक्ति और सेवा में आने के बाद अशक्तता से ग्रस्त हुए व्यक्ति में कोई भेद नहीं करता । यदि कोई कर्मचारी सेवा में आने के बाद अशक्तता से ग्रस्त हो जाता है तो उसे उपर्युक्त संदर्भित का.जा. में निहित अनुदेशों के अनुसार उस तारीख से अशक्तता से ग्रस्त व्यक्ति के रूप में आरक्षण का लाभ मिलेगा जिस तारीख को वह अशक्तता का वैध प्रमाण-पत्र प्रस्तुत करता है ।

3. सभी मंत्रालयों/विभागों इत्यादि से अनुरोध है कि वे इस जापन की विषय वस्तु को अपने नियंत्रणाधीन सभी संस्थापनाओं के ध्यान में ला दें ।



(कृष्ण गोंपाल वर्मा)

निदेशक

23.09.2008

सेवा में

1. भारत सरकार के सभी मंत्रालय/विभाग ।
2. आर्थिक कार्य विभाग (बैंकिंग प्रभाग), नई दिल्ली ।

- 14
3. आर्थिक कार्य विभाग (बीमा प्रभाग), नई दिल्ली ।
 4. लोक उद्यम विभाग, नई दिल्ली ।
 5. रेलवे बोर्ड ।
 6. संघ लोक सेवा आयोग/भारत का उच्चतम न्यायालय/निर्वाचन आयोग/लोक सभा सचिवालय/राज्य सभा सचिवालय/मंत्रिमण्डल सचिवालय/केन्द्रीय सतर्कता आयोग/राष्ट्रपति सचिवालय/प्रधानमंत्री कार्यालय/योजना आयोग ।
 7. कर्मचारी चयन आयोग, सी.जी.ओ.काम्पलेक्स, लोधी रोड, नई दिल्ली ।
 8. मुख्य आयुक्त, अशक्तताएं का कार्यालय, सरोजनी हाऊस, 6, भगवान दास रोड, नई दिल्ली - 110001.
 9. भारत के नियंत्रक और महालेखा परीक्षक का कार्यालय, 10, बहादुर शाह जफर मार्ग, नई दिल्ली ।
 10. कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय के सभी अधिकारी और अनुभाग तथा इस मंत्रालय के सभी संबद्ध/अधीनस्थ कार्यालय ।
 11. सूचना और सुविधा केन्द्र, कार्मिक और प्रशिक्षण विभाग, नॉर्थ ब्लॉक, नई दिल्ली ।
 12. स्था.(आरक्षण) डेस्क के लिए 100 अतिरिक्त प्रतियां ।

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15

No.19030/3/2008-E.IV
Government of India
Ministry of Finance
Department of Expenditure
.....

New Delhi 29 June, 2009

OFFICE MEMORANDUM

Subject : Admissibility/entitlement for traveling by Shatabadi Express.

The undersigned is directed to refer to para 2 A of Annexure to this Department's OM of even number dated 23.9.2008 and to clarify that for the purpose of journeys on tour, officers drawing Grade Pay of Rs.7600 and above are entitled to travel by Executive Class in Shatabadi trains and AC First Class in Rajdhani trains.


(KARAN SINGH)

Under Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India etc.

Copy to :-

- (i) All State Governments & Union Territories.
- (ii) Governors of all States/Lt. Governors of UTs.
- (iii) Comptroller & Auditor General of India and all offices under his control.
- (iv) Union Public Service Commission, Supreme Court, Election Commission, Central Vigilance Commission, Deptt. of Personnel (AIS Division), Lok Sabha/Rajya Sabha Sectt./Commissioner Municipal Corporation of Delhi.
- (v) All Members of Staff side of the National Council of JCM.

(16)

No.35021/2/2009-Estt. (C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

North Block, New Delhi,
Dated the 30th June, 2009

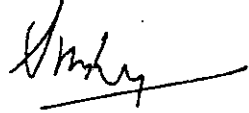
OFFICE MEMORANDUM

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 O.M. 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.

2. Hindi version will follow.


(P.PRABHAKARAN)
Deputy Secretary to the Govt. of India
Tele:- 23093176

~~DS (LA)~~
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To

1. By name to Secretaries of All Ministries / Departments of Government of India.
2. Union Public Service Commission
3. Staff Selection Commission

(17)

(18)

No.35021/1/85-Estt(C)
Government of India
Ministry of Personnel & Training, Admn.
Reforms and Public Grievances & Pension
(Department of Personnel & Training).

New Delhi, the 2 November, 1985.

OFFICE MEMORANDUM

Subject: Representation of Women Members on the various
Committees/Boards concerned with selection -

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The undersigned is directed to refer to this Deptt.'s O.M.No.35021/5/75-Estt(C), dated 17.12.1975 (copy enclosed) on the subject mentioned above and to say that the matter has been further considered in this Deptt. and it has been decided that the Ministries/Departments etc. should endeavour to nominate, to the extent possible, a lady officer on the Selection Boards/Committees concerned with selection of candidates for various posts/services under them. In cases where a good number of lady candidates are expected to be available for the service/post, no effort should be spared in finding a lady officer for inclusion in the Selection Board/Committee. In the event of such an Officer not being available in the Ministry/Department itself there is no objection to nominating a lady officer from any other office at the same Station.

2. It is requested that the above decision may be brought to the notice of all concerned in the Ministries/Departments and their Attached and Subordinate Offices as also the Public Sector Undertakings and other Autonomous Bodies under their administrative control.

A. Jayaraman
(A. JAYARAMAN)
DIRECTOR.

To
All Ministries/Deptts. of the Govt. of India with
usual number of spare copies.
No.35021/1/85-Estt(C) New Delhi, the 2 November, 1985.
Copy with usual number of spare copies, forwarded for
information to:-

1. Comptroller and Auditor General of India, New Delhi.
2. UPSC, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Registrar, Supreme Court, New Delhi.
5. Commissioner for Linguistic Minorities, Allahabad.
6. Lok Sabha Sectt./Rajya Sabha Sectt., New Delhi.
7. All Union Territories Administration.
8. All attached & Subordinate offices of the Min. of Pers. & Trg., AR & PG and Pension & M.H.A.
9. All Sections of the Min. of Pers. & Trg., AR & PG & Pension and MHA.

A. Jayaraman
(A. JAYARAMAN)
DIRECTOR.

ESJ/-

⑧
No. 35021/2/2009-Estt.(C)

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

19
North Block, New Delhi,
Dated the 3rd July, 2009.

OFFICE MEMORANDUM

Subject : Concerted effort to increase representation of women in Central Government jobs

The undersigned is directed to say that the President's address to the joint Session of Parliament inter-alia, made the following commitment:

" Concerted effort to increase representation of women in Central Government jobs"

2 As a part of the Action Plan of this Department approved by the Minister of State for Personnel, Public Grievances & Pensions for implementing the above commitment, this Department has already issued instructions vide O.M. No.35021/2/2009-Estt.(C) dated 30th June, 2009 making it 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 Government. Even where the vacancies are less than 10, no effort should be spared in including a lady officer in such Committees/Boards.

3 In order to ensure that adequate lady candidates are attracted to Central Government jobs and to encourage them to apply for vacancies in the Central Government, it has now been decided that all advertisements/circulars for recruitment to Central Government jobs should invariably mention prominently that "Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply."

4 Accordingly all Ministries/Depts./Recruiting agencies are requested to ensure that all vacancies advertisements/circulars for posts in Central Government contain the above message prominently. Every effort may also be made to give wide publicity to the extent

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-2-

feasible about all women friendly policies and concessions/facilities available to women employees in the Central Government, while making recruitment to posts in the Central Government

(C.B. Raliwal)
Joint Secretary

To -

- 1 All Ministries/Departments
- 2 UPSC
- 3 SSC
- 4 Director General, Directorate of Advertising & Visual Publicity (DAVP), Sookhana Bhavan, CGO Complex, New Delhi, - with the request to ensure before release that all advertisements for vacancies in the Central Government contain the above message prominently

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21/7/09

2. With a view to monitoring the trend in recruitment of women , all Ministries / Departments are requested to submit a consolidated report including attached / subordinate offices on the total number of posts and employees group- wise and

gender wise as on 31.03.2009 latest by 31.08.2009. The consolidated annual position as on 31st March of every year may also be furnished thereafter by 30th May of that year.

3. Hindi version will follow.

(C.B. Paliwal)
Joint Secretary to the Govt. of India

To

- 2
1. By name to Secretaries of All Ministries / Departments of Government of India.
 2. Union Public Service Commission
 3. Staff Selection Commission

Sh. S.K. Brahmachari
Secy

D/o. S.I.R.

(10)

(23)

No.31011/2/2006-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
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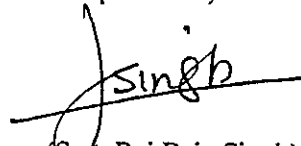
New Delhi, dated 27th July. 2009

OFFICE MEMORANDUM

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 O.M.No. 19024/1/2009-E.IV dated 13/7/2009 modifying the O.M. No. 7(2)/E.Coord/2005 dated 23rd November, 2005 and superseding of O.M.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 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 consultation with Ministry of Finance (Department of Expenditure) vide their ID No. 39/DS(EG)/2009 dated 20/7/2009.


(Smt. Raj Baja Singh)
Under Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India (with usual number of copies)

Copy to:

1. President's Secretariat, Rashtrapathi Bhavan, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.
6. Central Vigilance Commission, New Delhi
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission, New Delhi.
9. Central Bureau of Investigation, New Delhi.
10. All Union Territory Administrations.
11. Lok Sabha/Rajya Sabha Secretariat.
12. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pension.
13. All Officers and Sections of Ministry of Personnel, Public Grievances and Pensions.
14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi - 25 spare copies.
16. 100 spare copies.

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