

These instructions have become obsolete.

Nominations for Death-cum-Retirement Gratuity and Family Pension made by non-gazetted officers under the Liberalized Pension Rules.— It has been decided that in the case of non-gazetted Government employees the nomination papers should, after countersignature by the head of the office, be kept in a separate confidential file which should be lodged for safe keeping with the head of the office or other responsible officer nominated by him for this purpose and a clear note made in the service book of the Government employee as to what nominations related notices have been received from him where they have been lodged for safe custody, so that there should be no difficulty in locating the documents when the occasion for making a reference to them arises.

(No. 3618-2FR-I-60/4039, dated the 29th April, 1960.)

No. 3264-FR-II-60/4380

From

Shri Jaswant Singh Basur, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in Punjab.

Dated, Chandigarh, the 12th May, 1960

Subject : Terms regarding pay, etc., to be granted to Government servants sent on training within India.

Sir,

I AM directed to invite a reference to Finance Department circular letter No. 1001-FR-II-59/3186, dated the 31st March, 1959, on the subject noted above in which the general criterion for purpose of determining whether a Government servant during the period of training within India should be considered to be on duty or not was laid down. It was indicated therein that if the training to be imparted was "obligatory" to the performance of the duties of the post held by a Government servant then the period of such training should be treated as "duty" and if the training was only 'desirable' or meant to better the prospects of the individual, then the period of such training was not to be treated as 'duty' and instead leave of the kind due or study leave was to be granted.

2. In actual practice, however, some difficulty has been experienced in the matter of determining whether the training was really obligatory or merely desirable or intended to better the prospects of the individual concerned. The whole position has, therefore, been examined further and it has now been decided that the criterion for the treatment of a period of particular training as "duty" should be whether the organisation really needs the services of such trained personnel. Where this need is established, the period of such training can be treated as "duty". In such cases, departments should certify that there is a real need of such trained personnel. The period of training can then be treated as "duty".

3. Cases in which the period of training has been treated as "duty" provisionally pending further clarification of the term "obligatory", should now be reviewed in the light of the criterion indicated above and forwarded to the Finance Department.

Yours faithfully,

J.S.BASUR
Secretary to Government, Punjab,
Finance Department.

No. 3264-FR-II-60/4381,

Dated, Chandigarh, the 12th May, 1960

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

By Order,

Sd/-
KISHORI LAL,
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to all Administrative Secretaries to Government, Punjab for information.

Sd/-
KISHORI LAL,
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

All Administrative Secretaries to Govt., Punjab.

U.O. No. 3264-FR-II-60,

Dated, Chandigarh, the 12th May, 1960

Copies are forwarded to Secretaries to the Chief Minister and the Finance Minister, Private Secretaries to the Ministers and Personal Assistants to Deputy Ministers and Chief Parliamentary Secretary, for the information of Chief Minister, the Ministers, Deputy Ministers and Chief Parliamentary Secretary.

Sd/-
KISHORI LAL,
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries to the Chief Minister and the Finance Minister,
Private Secretaries to the Ministers and Personal Assistants to
Deputy Ministers and Chief Parliamentary Secretary.

U.O. No. 3264-FR-II-60,

Dated, Chandigarh, the 12th May, 1960.

Maintenance of Travelling Allowance Check Registers.— Clause (b) of rule 2.109 of the Punjab Civil Services Rules, Volume III (Travelling Allowance Rules) prescribes the maintenance of check register so as to obviate the chances of double payment for one and the same journey by the Controlling Officers. It has been brought to the notice of Government that in the absence of any specific instructions about the form in which the register is to be maintained, almost every office has evolved its own *pro forma*. In order to ensure uniformity in the matter of maintenance of Travelling Allowance used for the purpose.

T.A. Check Register

Travelling Allowance Check Register, the following *pro-forma* may be

Page No. _____

Name of Office _____

Designation _____

1	2	3	4	5	6	7	8	9
Serial No.	Diary No.	Date of Receipt	Date of preparation	Dates of journey	Places visited	Purpose of journey	Amount of the Bill	Initials of the Controlling Officer

(No. 5056-FRI-60/5029, dated the 4th June, 1960).

Grant of joining time to retrenched Government employees.— The following concessions shall be granted to such temporary Government employees as are discharged from the Punjab Government office on reduction of establishment and are re-employed in another such office, provided they had put in not less than three years of continuous service on the date of discharge—

- (i) If the orders of appointment to the new post received by the Government employee concerned while in his old post, or while on terminal leave :-

Joining time and travelling allowance on transfer will be admissible in all cases where the appointing authority certifies that the transfer is in the public interest and that the previous service rendered under Government is one of the consideration justifying his appointment to the new post. Where such a certificate cannot be given no joining time or travelling allowance will be admissible, but the period of break in service, if any, may be condoned for purposes of reckoning continuous service, if the period does not exceed the joining time which would be admissible if rule 9.1 of the Punjab Civil Services Rules, Volume I, Part I were applicable. For the purpose of grant of joining time or condoning the break in service equivalent to the joining time, as the case may be, the competent authority may exercise the powers delegated under Rule 9.19 of the Punjab Civil Services Rules, Volume I, Part I of extending the normal joining time up to a maximum of 30 days only. All cases in which the break in service exceeds 30 days and in which the break is to be condoned or joining time is to be granted for that period, should be referred to the Finance Department through the Administrative Department concerned for decision.

Note.— A question has been raised whether the condonation of break in such a case would entitle the Government employee concerned to count his previous temporary service for the purpose of pension.

It has been decided that the condonation of break would carry with it the benefit of counting previous temporary service towards pension as admissible under the rules.

(No. 4897(2)-FRI-60/5334, dated 15th June, 1960)

Grant of joining time to retrenched Government employees.— The following concessions shall be granted to such temporary Government employees as are discharged from the Punjab Government office on reduction of establishment and are re-employed in another such office, provided they had put in not less than three years of continuous service on the date of discharge—

- (i) If the orders of appointment to the new post received by the Government employee concerned while in his old post, or while on terminal leave :-

Joining time and travelling allowance on transfer will be admissible in all cases where the appointing authority certifies that the transfer is in the public interest and that the previous service rendered under Government is one of the consideration justifying his appointment to the new post. Where such a certificate cannot be given no joining time or travelling allowance will be admissible, but the period of break in service, if any, may be condoned for purposes of reckoning continuous service, if the period does not exceed the joining time which would be admissible if rule 9.1 of the Punjab Civil Services Rules, Volume I, Part I were applicable. For the purpose of grant of joining time or condoning the break in service equivalent to the joining time, as the case may be, the competent authority may exercise the powers delegated under Rule 9.19 of the Punjab Civil Services Rules, Volume I, Part I of extending the normal joining time up to a maximum of 30 days only. All cases in which the break in service exceeds 30 days and in which the break is to be condoned or joining time is to be granted for that period, should be referred to the Finance Department through the Administrative Department concerned for decision.

Note.— A question has been raised whether the condonation of break in such a case would entitle the Government employee concerned to count his previous temporary service for the purpose of pension.

It has been decided that the condonation of break would carry with it the benefit of counting previous temporary service towards pension as admissible under the rules.

(No. 4897(2)-FRI-60/5334, dated 15th June, 1960)

***These instructions have been Revised and
inserted in GPF, Rules, 2006.***

Copy of letter **No. 5053-4FR-I-68/5406, dated 17th June, 1960**, from Shri Jaswant Singh Basur, IAS, Secretary to Government, Punjab, Finance Department to All Heads of Departments the Registrar, Punjab High Court, Commissioners of Division, District and Session Judges and Deputy Commissioners in the Punjab.

Finance Regulations

Subject : Payment of interest on Provident Fund balances for a period exceeding six months.

I am directed to say that under Rule 13.13(4) of Punjab C.S.R. Volume II the interest on the Fund accumulations is payable upto the end of the month preceding that in which the payment is made or upto the end of sixth month, after the month in which such amount became payable whichever of the these periods be less.

2. In partial modification of the above-quoted rule, it has now been decided that the payment of interest beyond a period of six months upto period of one year, may be authorized by the Head of the Accounts Officer.

3. After he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber and the administrative delays involved in the matter have been fully investigated and action taken.

The orders will be in force for period of two years after which the position in this respect will be reviewed.

4. These orders will equally only to accumulations under the Punjab Contributory Provident Fund.

Income derived by Government employees from sale or royalties of books.— Under Rule 2.18 of the Punjab Civil Services Rules, Volume I, Part I, income from literary, cultural or artistic efforts, if such efforts are aided by the knowledge acquired by the Government employee in the course of his service, is “fee” when such income is derived from a source other than the Consolidated Fund of India or the Consolidated Fund of a State (including the Punjab State) and is subject to the provisions of Rule 5.58 *ibid*. It has now been decided that Rule 5.58 *ibid*, should not be applied to the income derived by a Government employee from sale or royalties of a book written by him with the aid of the knowledge acquired by him during the course of his service, if such book is not a mere compilation of Government rules, regulations or procedures but it reveals the author’s scholarly study of the subject. A certificate to the above effect may, therefore, be furnished by the Administrative Department concerned while recommending to the Finance Department the relaxation of rule 5.58 *ibid* in such cases.

It has also been decided that rule 5.58 *ibid* will not apply to the income derived by a Government employee from exploitation of patent for an invention taken out by him with the permission of competent authority under rule 5.64 *ibid*.

(No. 6203-FR-II-60/15712, dated 1st July, 1960.)

***These instructions have been Revised vide
No. 6178-3FRI-63/7747, Dated 25.7.1963.***

Arrear claims – Sanction to the investigation and payment of time barred claims.— Rule 2.25 (b) of the Punjab Financial Rules, Volume I, provides that the claims of Government employees whether Gazetted or not, to arrears of pay and allowances or to increments or in respect of any under-payment or by public prosecutor in respect of fees or allowances, which have been allowed to remain in abeyance for a period exceeding one year cannot be investigated by the Accountant General, Punjab, except under the special orders of the authority which appoints the Government employee by whom the claim is made. Investigation of claims of more than three years old are, however, to be referred to Government (which means an Administrative Department of the Government of Punjab) for orders.

(2) In the case of time-barred claims referred to in rule 2.25 (b) *ibid* or such other claims where the Accountant General, Punjab, is not in a position to investigate them with reference to his own records due to limited period of preservation of the records or otherwise payment (as distinct from investigation) can be made only with the concurrence of the Finance Department and such cases may, therefore, be referred to the Finance Department for *ad hoc* payment. Since the audit is not in a position to verify the accuracy and admissibility in such cases, it is for the Heads of Departments, the Administrative Departments and the Finance Department to satisfy themselves in these respects before any payment is authorised. The responsibility for this rests mainly with the Administrative authorities as they are in the best position to check up a claim, with reference to their records. The Finance Department would also, however, have to satisfy themselves about the accuracy, etc., before agreeing to the *ad hoc* payments in such cases. To facilitate this while forwarding the claims to the Finance Department full particulars thereof may be furnished in the proforma given below. It may invariably be certified by the Administrative Department that the accuracy and admissibility of the claim has been checked with reference to the corroborative records and that it has not been paid earlier.

(3) However, in certain cases it may not be practicable for the Administrative Department to call for the original or attested copies of the relevant records to verify the accuracy, etc., of arrear claims. In such cases it will suffice if the Head of Office concerned is required to furnish full facts of the case as per items (i) to (vii) of the pro forma appended as also a certificate to the effect that the claim has been checked/verified with reference to corroborative records available in his office and that the same has not been drawn and paid previously :—

PROFORMA

(i)	Name of the claimant.	
(ii)	Nature of the claim (detailed history as to how the claim has arisen should be given).	
(iii)	Details of the claim (a) period, (b) rate per month, (c) amount due.	
(iv)	Reasons for delay in settlement (the time taken at various levels should be indicated).	
(v)	Efforts made by the claimant to get the settlement of the claim expedited and with what results.	
(vi)	Whether the non-payment of the claim will affect pension.	
(vii)	Whether claim was referred to the audit officer concerned for investigation; and, if so, with what results.	
(viii)	Details of records, orders, and/or other corroborative evidence on the basis of which the claim is considered indisputably due (Relevant extracts duly attested should be enclosed where it is not possible to submit the records in original).	

(No. 6584-3FR-I-60/6177, dated the 20th July, 1960).

These instructions have become obsolete.

Liberalisation of New Pension Rules in the matter of pension, gratuity and Family Pension.— In a case where the continuance in service for a period of one year beyond the age of 55 years has been sanctioned for a Government employee and during the currency of that one year term orders are issued for his retention in service for a further period of one year but he dies before the expiry of the first term of one year. The question arises whether or not the second sanction for retention in service which has not become operative, should be taken into account for the purpose of the note below para 5(1) of the Punjab Government letter No. 686-FRI-58/2138, dated the 10th February, 1958.

Although the position is that in the type of cases under consideration, the sanction to the continuance in service for the next terms of one year which is agreed to or issued before the expiry of the current term, does not actually become effective, yet, in according that sanction it is recognized by the sanctioning authority that the officer concerned would not retire from service, in the normal course, before the expiry of the period mentioned therein. In view, of that for the purpose of the note referred to above, the date on which the officer would have retired on superannuation pension in the normal course should be taken as the date up to which his retention in service or extension of service had been agreed to by the competent authority, before the date of his death, irrespective of whether it is communicated to the deceased Government employee before his death or not. In other words, the sanctions which have been agreed to but have not been communicated or have not become operative before the death of a Government employee, should be taken into account while computing the period of tenability of family pension under the existing rules

(No. 5664-5FRI-60/6455, dated the 3rd August, 1960)

No. 7593-FR-II-60/7300

From

Shri Jaswant Singh Basur, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 24th August, 1960

Subject : Grant of "equipment allowance" to official deputed abroad on temporary duty.

Sir,

I am directed to say that the Punjab Government have had under consideration the question of grant of "equipment allowance" to Government servants who are deputed to foreign countries on temporary duty. It has now been decided that a Government servant drawing a basic pay of Rs. 750 p.m. or less who is deputed abroad on 'temporary' duty such as attending International Conferences, etc., at State expenses or as a member of Government sponsored delegations for a period of a month or more in a place where the climate at the time of deputation/duty is generally colder than winter in Chandigarh may be reimbursed the actual expenses incurred by him in connection with additional clothing which he prepares for himself, subject to a maximum of Rs. 300. In cases where the period of deputation abroad on temporary duty exceeds one year the maximum amount up to which the actual expenses incurred by him for preparation of additional clothing for himself can be reimbursed to him will be Rs. 500. As such clothing will remain with the officer concerned after the period of deputation is over and should normally last for a number of years, it has further been decided that the concession of equipment allowance should not be allowed for a second time to the same individual until at least a period of seven years has elapsed from the date of his return from a previous deputation for which he received the allowance.

2. The allowance mentioned in paragraph 1 above will not be admissible to officers sent abroad on training schemes.

Yours faithfully,

Sd/-

J.S. BASUR

Secretary to Government, Punjab
Finance Department.

No. 7593-FR-II-60/7301,

Dated, Chandigarh, the 24th August, 1960

A copy is forwarded to the Accountant General, Punjab, for information and necessary action.

By Order,

Sd/-

(DHARAM SINGH)

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab.
Finance Department.

Copies are forwarded to all Administrative Secretaries to Government, Punjab, for information and necessary action.

Sd/-
(DHARAM SINGH)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab.
Finance Department.

To

All Administrative Secretaries to Government, Punjab.

U.O. No. 7593-FR-II-60,

Dated, Chandigarh, the 24th August, 1960

Copies are forwarded to Secretaries to the Chief Minister and the Finance Minister, Private Secretaries to the Ministers and Personal Assistants to Deputy Ministers and Chief Parliamentary Secretary, for the information of Chief Minister, the Ministers, Deputy Ministers and Chief Parliamentary Secretary.

Sd/-
(DHARAM SINGH)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab.
Finance Department.

To

The Secretaries to the Chief Minister and the Finance Minister,
Private Secretaries to the Ministers and Personal Assistants to
Deputy Ministers and Chief Parliamentary Secretary.

U.O. No. 7593-FR-II-60,

Dated, Chandigarh, the 24th August, 1960.

Security deposits/caution money.— The question of classification of Security deposits/ Caution money of students as personal deposits are time past. It has been observed that in both cases whether the deposits are treated as Revenue or Personal Deposits, the money will remain in Public Account under Article 284 of the Constitution of India. But if they are classified as Revenue Deposits, a separate entry will have to be made in respect of deposit of each student in the books of the Treasury Officer as well as the Accountant General, Punjab. As the number of students, who have to make the deposit in this State is very large, there would be an immense of work without any corresponding advantage. Moreover, the students especially those, who are unable to complete their course within five years, will have to face great difficulty in getting refund of their claims, for these will have to be preaudited by the Accountant General, Punjab. Whereas a student needs refund immediately after the completion of his course such claims will have to be routed through the Heads of Educational Institutions/Treasury Officer and a good deal of time is likely to be taken in the settlement of the claims, causing great hardship to the students concerned.

With a view to overcome these difficulties it has been decided in consultation with the Accountant General, Punjab, that, security deposits/caution money of students may be treated as 'Personal Deposits'. For this purpose, a new Personal Ledger Account should be opened in addition to the one already sanctioned,— vide Finance Department letter No. 6449-FDI-56/6409, dated 3rd October, 1956, for each educational institution, as the latter is intended merely to accommodate transactions relating to fees realised from students on account of the extra-curricular activities, e.g. games, riding. etc. and not those pertaining to security deposits/ caution money. In relaxation of the provision contained in Rule 12.17 of Punjab Financial Rules, Volume I, the PLA may be opened direct at the nearest Treasury/Sub-treasury in the name of the drawing officer of the institution concerned without reference to the Finance Department or the Accountant General, Punjab. The audit of these accounts will be conducted by the Examiner, Local Fund Accounts, Punjab..

(No. 1609-FDI-60/7314, dated the 26th August, 1960).

These instructions have become obsolete.

(a) Grant of temporary advances out of G.P.Fund Accounts for marriage, funeral or other ceremonies.—The temporary advances from the General Provident Fund are granted to Government employees from the amounts standing to their credit in the said Fund to meet obligatory expenses in connection with the marriage, funeral or other ceremonies of persons actually dependent on them had to be on a scale appropriate to the applicant's status. The financial limit of such advances is restricted under rule 13.14 (1) (c) of the Punjab Civil Services Rules, Volume II, read with Annexures 'B' and 'D' thereof. Also, the sanctioning authority under these rules is required to see that the pecuniary circumstances of the subscriber justify the grant of an advance from the fund.

(b) A study of some of the cases received in the Department of Finance for the grant of temporary advances has revealed that the demand of subscribers for such advances are generally on a high side. For example, an Administrative Department recommended an advance of Rs. 1,122 to one Government employee to enable him to celebrate "Mundan Ceremony" of his son. This demand for such an occasion looked very excessive and it was felt that either the Government employee intended to spend unscrupulously on such an ordinary occasion or the demand was made with the intention to spend the money for some other purpose. Such demands from the subscribers for grant of advance from their General Provident Fund which are apparently against the principles as laid down in Annexure 'A' of the Punjab Civil Services Rules, Volume II, should be discouraged. On no account the Fund should be allowed to be treated as an ordinary banking account and the sanctioning authority is required to resist such demands. It is, therefore, imperative that a careful scrutiny must be applied to the requests for the grant of temporary advances for such ordinary ceremonies like "Mundan Sanskar", "Nam Karn", "Dastar Bandi" and other such ceremonies. The proposal for the grant of temporary advances from the Provident Fund must be examined strictly in accordance with the rules made in Annexure 'A' *ibid*, and temporary advances sanctioned only in such cases where pecuniary circumstances justify after ensuring that the expenditure on a particular occasion is not beyond the status of the subscriber

(No 9132-4FRI-60-8180, dated 21st September, 1960)

These instructions have become obsolete.

Additional accumulation of earned leave allowed during the last war.— A question has arisen whether the maximum limits prescribed in Punjab Government letter No. 4552-FR-45/31536, dated the 5th December, 1945, may be applied in the case of Government employees while recasting their leave accounts under rule 8.134 of the Punjab Civil Services Rules, Volume I, Part I. It has now been decided that the maximum limits prescribed in the said Punjab Government letter should be applied in respect of the period from the 3rd September, 1939 (i.e., the date of outbreak of the last war) to the 31st September, 1946, (i.e., the date of termination of the last war) while recasting, with retrospective effect, the leave account of the Government employees under rule 8.134 of the Punjab Civil Services Rules, Volume I, Part I. For this purpose the limits of accumulation under the then normal rule as in the case of permanent Government employees, should be applied first. The earned leave earned in excess of the normal accumulation may only be treated as additional leave so as to make the total accumulation upto the maximum limits prescribed in paragraph 1-B of Punjab Government letter, dated the 5th December, 1945.

The earned leave availed of by the Government employees after the 5th December, 1945, should then be adjusted in the manner indicated in Punjab Government letter No. 4174-FR-46/29516, dated the 14th November, 1946, and letters No. 3705-FR-50/4220, dated the 14th September, 1950 and No. 2367-FR-II-58/6051, dated the 8th April, 1958.

The cases in which the leave accounts have already been recast under rule 8.134 of the Punjab Civil Services Rules, Volume I, Part I, and the earned leave availed of by the Government employees accordingly should not be reopened

(No. 9123-FR-II-60/8384, dated the 27th September, 1960)

Payment of Death-cum-Retirement Gratuity to a Minor.— It has been held that for the purpose of death-cum-retirement gratuity the surviving 'Step-mother' is not the natural guardian of the minor child and she is, therefore, not covered by the term 'surviving parent'.

(No. 9226-5FRI-60/8282, dated the 3rd October, 1960).

Recoveries from Subsistence Allowance.— The question whether the provisions of Sub-rule (4) below Rule 6.1 of Subsidiary Treasury Rules issued under the Treasury Rules should be made applicable to recoveries of over payments from the subsistence allowance of a Government employee under suspension has been considered and it has now been decided, in partial modification of the said orders that the said sub-rule should apply by analogy in such cases and the recoveries of overpayments falling under paragraph 2 of Finance Department No. 7561-FR-II-59/16052, dated 24th November, 1959 should not ordinarily be made at a rate greater than one-third of the gross amount of subsistence and other allowances admissible under Rule 7.2 of Punjab C.S.R., Volume I, Part I.

(No. 8741-(7)FR-II-60/8550, dated 6th October, 1960).

These instructions have become obsolete.

Mis-use of Service Stamps recovery from the Officers.— It has come to the notice of the Government that some officers have used Service Stamps while sending their income tax returns for assessment to the Income Tax Officer, Salary Circle, Jullundur. Since Income Tax is purely a private and personal matter the Service Stamps should not have been used by these officers. A reference is invited to Rule 2.42(b) of the Punjab Finance Rules, Volume I, and to avoid recurrence of such instances, all the officers working in subordinate offices may be directed not to use service stamps for private and personal matters.

(No. 2800-3FRI-60/8027, dated the 26th October, 1960).

Travelling Allowance of Government employees appointed as Directors of Autonomous Organisations, like Government Industrial and Commercial Undertakings, for attending meetings of the Board of Directors of such organizations or bodies.—

- (1) It was brought to the notice of Government that no uniform procedure was followed in the matter of drawing travelling allowance of Government employees who are appointed Directors of autonomous industrial or commercial undertakings or corporations or statutory bodies in which Punjab Government funds have been invested, for journeys performed by them in connection with the affairs of such organisations or bodies. It has accordingly been decided that the following procedure shall be uniformly followed in future to regulate the travelling allowance in such cases :-
- (i) A Government employee shall draw, for journeys performed in connection with the affairs of such an organisation or body, his travelling allowance under the Government rules applicable to him and from the source from which he draws his pay. He should not draw any such allowance from the organisation or body. In the claim preferred against the Government a certificate that he has not claimed or drawn any travelling allowance from the organisation or body shall be furnished by the Government employee.
 - (ii) If the journey is solely or mainly in connection with the affairs of the organisation or body, the whole expenditure on the travelling allowance of the Government employee, which is initially paid by the Department concerned, shall be reimbursable from the organisation, etc., to the Government even though the Government employee performs other Government duties at the place of halt. Where, however, the journey is not mainly on account of the affairs of the organisation, etc., the entire expenditure on the travelling allowance of the Government employee shall be borne by the Government.
 - (iii) The recovery effected from the organisation or body may be treated as the revenue of the Department concerned.
 - (iv) The authority controlling the allotment of funds for travelling allowance shall be the sole judge for determining whether recovery should be made or not from the organisation or body in each case and shall be responsible for preferring the claim for reimbursement of travelling allowance charge against the organisation or body concerned. A copy of the claim should be endorsed to the Audit Officer concerned who shall then watch actual recovery from the organisation, etc., and its credit to Government.
- (2) It has further been decided that for journeys on duties performed, in connection with the affairs of any commercial or industrial undertaking or of any corporate body or statutory organisation which does not receive a grant from the Punjab Government or in which Punjab Government funds are not invested, a Government employee shall draw only travelling allowance under the rules applicable to him and from the source from which he draws his pay and he should credit to Government whatever fees, travelling allowance or other remunerations which may be received by him from such bodies under their rules and regulations. Such credits will be treated as the revenue of the Department concerned. In the T.A. claim preferred by the officer, a certificate specifying the amount, if any, drawn by him from the company, corporation, institution or body

and giving reference to the credit of such amount to Government, shall be recorded by the Government employee.

- (3) It has also been decided that a Government employee who, in his official capacity is nominated as a Chairman or Member of a Government or quasi-Government body or governing body of an Institution which receives grant from Government is not eligible for any fee or other remuneration (except travelling allowance) which, otherwise is admissible to non-Government employees for attending a meeting of the Institution concerned or for performing other work thereof.

(No. 10778-FR-I-69/9484, dated the 1st November, 1960).

***These instructions have been Superseded vide
No. 2528-5FR(I)-76/14020, Dated 11.05.1977.***

No. 10484-FR-II-60/10613

From

Shri Jaswant Singh Basur, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
And the High Court,
The Commissioners of Divisions,
District and Session Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 1st December, 1960

Subject : Transfer of State Government servants to Foreign Service – Procedure regarding.

Sir,

I am directed to say that instances have come to notice where the State Government servants were allowed to proceed on transfer to foreign service without settling beforehand the terms and conditions thereof and the sanction to the terms of transfer was issued long after the actual transfer. The delay in the issue of the sanction resulted in the non-payment of the leave salary and the pension contributions, as they become due, causing accumulation of interest on the overdue contributions recoverable from the foreign employer or the Government servant concerned under rule 10.12 of Punjab C.S.R., Volume I, Part I.

2. With a view to facilitating the recovery of foreign service contributions in time and thereby avoiding the payment of the penal interest thereon I am directed to emphasize that all the terms and conditions of a Government servant's transfer to foreign service be settled well in advance in consultation with the foreign employer and communicated to the foreign employer, the Accounts Officer and the Government servant concerned before his release for deputation to foreign service. Attention is also invited to the instructions appearing below note 3 to rule 10.2 of Punjab C.S.R. Volume I, Part I, saying that the Government servant himself should without delay, communicate a copy of the sanction to the officer who audits his pay and take his instructions as to the officer to whom he is to account for the contributions, report to the latter the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return from, foreign service and furnish from time to time, particulars regarding his pay in foreign service, leave taken by him, his postal address and any other information which that officer may require

3. It has further been decided that the authorities competent to sanction the transfer of a Government servant to foreign service should in future include the following as an additional term in the orders sanctioning the transfer of Government servants on foreign service :-

“The foreign employer/Government servant shall pay leave salary and/or pension/Contributory Provident Fund Contributions within fifteen days from the

end of the month in which the pay on which it is based, has been drawn by the Government servant concerned at the following rates :-

Leave Salary Contribution	.. Rs.	per month
Pension/Contributory Provident Fund Contribution	.. Rs.	per month

The amount of contributions are to be credited under the following Heads of Accounts :—

- (i) Pension/Contributory Provident Fund Contributions under the Head “XLI V—Receipts in aid of Superannuation—Contributions for pensions and gratuities (Punjab).”
- (ii) Leave salary contributions under the Receipt Head corresponding to the service Head of Account to which the pay of the officer is debited, or where there is no corresponding receipt Major Head, to the head, “XLVI—Miscellaneous—Collection of payments for services rendered (Punjab).”

The rates mentioned above shall be treated as provisional pending confirmation by the Audit Officer and will be subject to adjustment retrospectively.

4. The provisional rates of leave salary and Pension/Contributory Provident Fund Contributions will be calculated by the authority sanctioning the transfer of the Government servant concerned to foreign service in accordance with the provisions contained in Annexure A to Chapter X of Punjab C.S.R., Volume I, Part I. A form which will help in collecting data for working out provisional rates is enclosed for information.

While communicating the provisional rates of contributions the fact that the contributions should be paid promptly subject to adjustments and alterations in accordance with final rates, as may be necessary after intimation of final rates by the Audit Officer and that penal interest is leviable for delays in their payment may also be indicated by the sanctioning authorities.

Yours faithfully,

J.S.BASUR
Secretary to Government, Punjab,
Finance Department.

No. 10484-FR-II-60/10614,

Dated, Chandigarh, the 1st December, 1960

A copy is forwarded to the Accountant General, Punjab, for information and necessary action.

By Order,

Sd/-
(DHARAM SINGH)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to all Administrative Secretaries to Government, Punjab for information.

By Order,

Sd/-
(DHARAM SINGH)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab.
Finance Department.

To

All Administrative Secretaries to Government, Punjab.

U.O. No. 10484-FR-II-60,

Dated, Chandigarh, the 1st December, 1960

Copies are forwarded to Secretaries to the Chief Minister and the Finance Minister and Irrigation and Power Minister, Private Secretaries to the Ministers and Personal Assistants to Deputy Ministers and Chief Parliamentary Secretary, for the information of Chief Minister, the Ministers, Deputy Ministers and Chief Parliamentary Secretary.

Sd/-
(DHARAM SINGH)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab.
Finance Department.

To

The Secretaries to the Chief Minister and the Finance Minister and Irrigation and Power Minister, Private Secretaries to the Ministers and Personal Assistants to Deputy Ministers and Chief Parliamentary Secretary.

U.O. No. 10484-FR-II-60,

Dated, Chandigarh, the 1st December, 1960

FORM

Foreign Service Under,

Period :

From _____ to _____

Old entrant
New entrant

Name _____

Date of Birth _____

Date of commencement of service _____

Date of commencement of pensionable service _____

Date of transfer to foreign service _____

Joining time on transfer to foreign service from _____ to _____

Date of reversion from foreign service _____

Joining time on reversion from foreign service from to _____

(1) Pension Contribution

Scale of the grade substantively held	Dearness Pay, if any, in relation to the maximum monthly pay of the grade substantively held.
(1) _____	
(2) _____	

Length of Service

From	No. of years to	percentage	Rate of pension

(2) Contributory provident Fund Contribution:

(1) Rate of pay in foreign service _____

(2) Amount of Leave Salary Contribution _____

(3) Amount of Contributory Provident Fund contribution _____

(3) Leave Salary Contribution :

Scale of pay admissible in foreign service—

(1) _____

(2) _____

Deputation allowance admissible in foreign service—

(1) _____

(2) _____

Period		Pay in foreign service	Rate of leave salary contribution	
From	To		Rs.	P.

(4) Periods of leave taken in foreign service—

Periods of leave	Nature of leave	Rate of leave salary	
		Rs.	P.

(5) Remarks regarding the recovery of pension and leave salary contribution and other remarks, if any,

No. 11509-FR-II-60/10616

From

Shri Jaswant Singh Basur, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The High Court,
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in Punjab.

Dated, Chandigarh, the 1st December, 1960

Subject : Deputation on training of Government servants in India and abroad - Grant of special pay during such training period.

Sir,

I AM directed to invite a reference to the Punjab Government circular letter No. 3937-FR-56/5394, dated the 24th July, 1956 (copy enclosed for ready reference) on the subject noted above and to say that the State Government have reviewed the whole position and decided that, during the period of his training in India or abroad, a Government servant under the rule making control of the State Government will be entitled to the special pay (if any) attached to the post he is holding at the time of his proceeding on such training, provided it is certified by the competent authority that he would have continued to hold the post and draw the special pay, attached to it but for his deputation on such training.

2. Necessary action to issue amendments, to note 4 below rule 6.2 of Punjab Civil Services Rules, Vol. I, Part I, and to Appendix 20-A to Punjab Civil Services Rules, Vol. I, Part II, is being taken separately.

Yours faithfully,

J.S.BASUR
Secretary to Government, Punjab,
Finance Department.

No. 11509-FR-II-60/10617,

Dated, Chandigarh, the 1st December, 1960

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

By Order,

Sd/-
(DHARAM SINGH)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to all Administrative Secretaries to Government, Punjab for information.

Sd/-
(DHARAM SINGH)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

All Administrative Secretaries to Government, Punjab.

U.O. No. 11509-FR-II-60,

Dated, Chandigarh, the 1st December, 1960

Copies are forwarded to Secretaries to the Chief Minister and the Finance Minister and Revenue Minister, Private Secretaries to the Ministers and Personal Assistants to Deputy Ministers and Chief Parliamentary Secretary, for the information of Chief Minister, the Ministers, Deputy Ministers and Chief Parliamentary Secretary.

Sd/-
(DHARAM SINGH)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries to the Chief Minister and the Finance Minister and Revenue Minister, Private Secretaries to the Ministers and Personal Assistants to Deputy Ministers and Chief Parliamentary Secretary.

U.O. No. 11509-FR-II-60,

Dated, Chandigarh, the 1st December, 1960.

Subject : Transfer of a permanent Government employee substantively to a lower post on account of inefficiency or misbehavior — Question of creation of supernumerary post in the event of non-availability of a permanent post in the lower cadre/grade.

A reference is invited to Rule 3.17(a), of Punjab Civil Services Rules, Volume I, Part I, which provides, inter alia, that Government may transfer a Government employee from one post to another, provided that, except on account of inefficiency or misbehaviour, such a Government employee shall not be transferred substantively to a post carrying less pay than the pay of the permanent post on which he holds a lien, or would hold a lien had his lien not been suspended under rule 3.14 *ibid*. Similarly, reduction to a lower post or time-scale, or to a lower stage in the time-scale is one of the penalties prescribed in rule 4(iii) of Appendix 24 to Punjab Civil Services Rules, Volume I, Part II, which may, for good and sufficient reasons, be imposed on a Government employee in accordance with the procedure laid down in those rules.

(2) A Question had been raised whether in the event of non-availability of a permanent post in the lower service grade, time-scale, etc., to which a Government employee is transferred/ reduced by the competent authority, a supernumerary post can be created in that service/grade/time-Scale, etc., to provide a lien to the Government employee concerned on his new post. After careful consideration of the matter, it has been decided that it would be reasonable to create such a post in the lower service/grade/time-scale, etc., to provide lien for the person concerned in case of non-availability of a permanent post in that service/grade/time-scale, etc. Such cases for the creation of supernumerary posts should, of course, be referred to this Department. It should also be noted in this connection, that so long as it is necessary to provide the reduced officer with a lien on a supernumerary post in the lower service/grade/time-scale, etc., the higher post vacated by him should not be filled up substantively or otherwise, and appointment/promotions against the higher post may be made only after the Government employee has been accommodated against a substantive vacancy available in the lower grade to which he has been reduced/reverted.

(No. 10509-7FR-II-60/10780, dated the 7th December, 1960).

These instructions have become obsolete.

Withdrawal from the Provident Fund Accounts – Communication of sanctions in respect of.—

Rule 18.6 of the Punjab Financial Rules, Volume I, requires that sanction orders of the competent authorities including those accorded/passed under the operation of rules regulating the sanction of advances from the various Provident Funds should be communicated to the Accountant General, Punjab. It has been brought to the notice of Government by Accountant General, Punjab, that the sanctions to refundable advances accorded by the various authorities under the relevant rules of the Provident Funds are not invariably sent to his office. All the authorities competent to sanction refundable advances from the Provident Funds may be directed to observe the rules strictly and to communicate such sanctions to the Accountant General Punjab (Funds Section), invariably in anticipation of the drawal of the amount from the treasury. A copy of the sanction may also as heretofore continue to be attached with the bill for withdrawal duly attested by a Gazetted Officer.

(No. 11017-4FR-60/10195, dated the 13th December, 1960).

These instructions have become obsolete.

- (i) **General Instructions to grant of temporary advances out of G.P.Fund Accounts.—**
(a) Temporary advances from the G.P.Fund are granted to Government Employees from the amounts standing to their credit in the said fund to meet expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him,— vide rule 13.14(1)(a)(i) of the Punjab Civil Services Rules, Volume II. The limit of the advance is restricted in the said rule, but the sanctioning authority is required to see that the pecuniary circumstances of the subscriber justify the grant of an advance from the Fund.
- (ii) A study of the cases received in the Department of Finance for the grant of temporary advance has revealed that the demand of the subscribers are frequent in as much as very often even third advance is asked for during the currency of the first two advances. In order to guard against the misuse of the advance, proposals for the grant of temporary advances must be examined strictly and the sanctioning authorities must satisfy themselves that the applicant's pecuniary circumstances justify the grant of an advance and that it will be utilized for the purpose for which it is granted and not otherwise.
- (iii) These instructions are also applicable to Punjab C. P. Fund cases.

(No. 7994-4FRI-60-11550, dated 26th December, 1960).

These instructions have become obsolete.

No. 11585-3FRI-60/107

From

SHRI JASWANT SINGH BASUR, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in Punjab.

Dated, Chandigarh, the 4th January, 1961.

Subject : Verification of facts included in the Inspection Report.

Sir,

It has been brought to the notice of the Government by the Accountant General, Punjab, that in quite a number of cases the paras of the Inspection Reports which prima facie seemed to deal with some serious irregularities and which were taken up in advance with the higher authorities, had to be dropped subsequently on receipt of further replies to the objections because either the facts stated therein were found, after check by the higher departmental officers, to be not quite correct or certain other facts relevant to the issue had not been taken into consideration. It would, appear, therefore, that either complete facts are not supplied to the Inspecting Officers at the time of Inspection or they are not properly checked and verified by the officers before discussion. The endorsement "Seen and Discussed" is apparently recorded in a majority of cases by the departmental officers in a routine way.

2. It will be appreciated that if proper verification of facts is done during the Inspection or even at the time of discussion a good number of objections could be settled on the spot and lot of time and labour wasted in avoidable correspondence saved. It is, therefore, stressed that as far as possible minor objections should be settled on the spot by discussion between the Inspecting Officers and Heads of Offices inspected. It is felt that unless proper verification of the facts stated in the Inspection Report is done by the departmental authorities, the real object of personal discussion will not be achieved. I am, accordingly to request that, in order to ensure that only such objections as are factually correct find place in the Inspection Report drafted by the Inspecting Officers, necessary instructions may please be issued to all concerned working under you and your subordinate offices to properly verify the facts as mentioned in the Audit objections noted during the local inspection and to record an endorsement "Discussed and facts verified" on the draft Inspection Report.

Yours faithfully,

J. S. Basur,
Secretary to Government, Punjab,
Finance Department.

No. 11585-3FRI-60/108,

Dated, Chandigarh, the 4th January, 1961.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference letter No. WM-I/4-5/60-61/4750, dated the 28th October, 1960.

By order,

Mansa Ram Rishi,
Assistant Secretary, Finance
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to :-

Financial Commissioners, Punjab.
All Administrative Secretaries to Government, Punjab.
for information with reference to Punjab Government, Finance Department,
U.O. No. 5509-FR-55, dated the 14th June, 1955.

Mansa Ram Rishi,
Assistant Secretary, Finance
for Secretary to Government, Punjab,
Finance Department.

To

Financial Commissioner, Punjab
Administrative Secretaries to Government, Punjab.

U.O. No. 11585-3FRI-60/108,

Dated, Chandigarh, the 4th January, 1961.

Copies are forwarded to the Chief Minister, Finance Minister and Irrigation and Power Minister, Private Secretaries to other Ministers, Private Secretaries/Personal Assistant to Deputy Ministers and the Chief Parliamentary Secretary.

Mansa Ram Rishi,
Assistant Secretary, Finance
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries to the Chief Minister, Finance Minister and
Irrigation and Power Minister, Private Secretaries to other Ministers,
Private Secretaries/Personal Assistant to Deputy Ministers and the
Chief Parliamentary Secretary.

U.O. No. 11585-3FRI-60/108,

Dated, Chandigarh, the 4th January, 1961.

Subject : Reduction in the rate of daily allowance admissible to Government employee who, while on tour, are provided with free board and/or lodging at the expense of Government or of an autonomous industrial or commercial undertaking or corporation, or a statutory body or local authority in which Government funds have been invested.

(F.D. Pb. letter No. 11911-FR(I)60/481 dt. 12th January, 1961).

I am directed to invite a reference to Exception (2) below Rule 2.24(C) of the Punjab Civil Services Rules, Volume III(T.A. Rules) as amended by Punjab Government notification No. 3876-FR-56/7938, dated the 20th August, 1959, according to which a Government employee who, while on tour, is provided with free board and lodging at the expense of the Central Government or a State Government or an autonomous Industrial or commercial undertaking or corporation or a statutory body or a local authority in which Government funds have been invested or in which Government have any other interest will draw only one-fourth of the daily allowance admissible to him at the station concerned and if only boarding or lodging is allowed free to such Govt. employee, he may draw daily allowance at one-half of the admissible rate.

On a strict application of the provision contained in Exception (2) referred to above an officer provided with improvised accommodation with or without any services worth the name free of charge, in a tent or a temporary structure of other sort, will also be treated as having been provided with free lodging and will therefore, be entitled only to daily allowance at one-half of the admissible rate. It has been observed that this provision in such cases acts harshly. In order to make the intention of the term "free lodging" clear, it is clarified that improvised accommodation provided free of charge in a tent or temporary structure of other sort, will not be treated as "free lodging" and the provision of such improvised accommodation should have no effect on the officers daily allowance.

These instructions have become obsolete.

No. 11941(2)-FR-I-60/465

From

Shri Jaswant Singh Basur, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 18th January, 1961

***Subject :* Setting up of an Adhoc Committee for the settlement of pension claims of displaced Government servants from Punjab (P) now a part of West (Pakistan) not based wholly on records.**

Sir,

I am directed to invite a reference to para 6 of Punjab Government letter No. 8523-2FRI-59/13590, dated the 27th October, 1959, on the subject noted above, and to state that question regarding the verification of the date of confirmation in the absence of any documentary proof had been engaging the attention of Punjab Government. The question has been considered at great length in consultation with the Accountant General, Punjab, and it has been decided that where information regarding date of confirmation is not available the retired Government servant (or his legal heirs, in the case of deceased Government servant) should be asked to furnish an affidavit, signed before a magistrate and accompanied by certificates of two contemporary Government servants of his own department. On receipt of such an affidavit, the information should as far as possible be checked by the Head of Office and the date of confirmation, determined in this manner should be admitted by the pension sanctioning authority.

Yours faithfully,

Sd/-

Deputy Secretary Finance (G)
for Secretary to Government, Punjab,
Finance Department.

***These instructions have also been inserted in
Rule 7.18 of Pb. CSR Vol. II.***

Fixation of pay of re-employed persons - General Policy thereof.— Letter No. 1013-FR-60/2142, dated the 11th March, 1960 enjoins that once the pay of a re-employed pensioner has been fixed in accordance with the provisions of rules or in relaxation thereof, as the case may be, he should be allowed to draw annual increments in the time-scale of the post to which he is appointed provided that the 'pay' and 'gross pension'/'pension equivalent of other retirement benefits' taken together do not at any time exceed the maximum of the time-scale of the post in which he is re-employed.

2. Some questions regarding the application of these orders having arisen the matter has been examined further, and it has been decided as follows :-

- (a) The term 'pay' as used above in the letter under reference refers to "pay in the time-scale of the post held on re-employment" and does not include special pay, personal pay or any other emoluments classed as pay which do not form part of the time-scale and can be drawn in addition to the maximum of the time-scale.
- (b) In determining whether the maximum of the time-scale of the post is or is not exceeded by the drawal of increment, the "gross pension" is to be added to such "pay" in cases where the pension is not held in abeyance but is drawn in addition to pay, while "pension equivalent of other retirement benefits such as death-cum-retirement gratuity" is to be added in case where net pension is held in abeyance;
- (c) In cases where the pay in the time-scale plus gross pension or pension equivalent of other retirement benefits, as the case may be, is not a stage in the time scale of the post held, on re-employment but is intermediary between two stages in the time-scale, the annual increment at the usual rate prescribed in the time scale of the post held would be admissible, but if the grant of such increment together with his pay in the time-scale plus gross pension or pension equivalent of other retirement benefits, as the case may be, would exceed the maximum of the scale, no increment would be admissible.
- (d) In cases where the pay in the time-scale plus gross pension or pension equivalent of other retirement benefits, as the case may be, is equal to or a little below the efficiency bar, in the time-scale, of the post held on re-employment and the drawal of increment would take the official beyond the efficiency bar the grant of increment would be subject to the specific approval to the crossing of the efficiency bar, as required under rule 4.8 of Punjab C.S.R. Volume I, Part I.

(F.D. letter No. 11126-(I)-FR-II-60/292, dated the 20th January, 1961) .

<i>These instructions have become obsolete.</i>
--

No. 65-3FRI-61/766

From

Shri Jaswant Singh Basur, I.A.S,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, Punjab High Court,
Commissioner of Divisions,
District and Session Judges,
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 20th January, 1961.**Subject : Outstanding inspection Reports and clearance of Audit Objections.**

Sir,

With a view to avoiding delay in the disposal of inspection reports and audit objections, Finance Department have been issuing necessary instructions from time to time. In the year 1957 consolidated instructions for the prompt disposal of audit objections were issued by them,— vide U.O. No. 1779-FRI-57, dated the 11th April, 1957, for compliance by the departmental officers concerned. On a complaint received from the Accountant-General, Punjab, instructions for the disposal of inspection reports were again issued by the Department of Finance,— vide their letter No. 5945-FRI-58/11352, dated the 19th July, 1958, addressed to All Heads of Departments, etc. Finance Department are now concerned to note the observation of the Public Accounts Committee, 1958-59, contained in paras 14-15 of their Seventh Report on the Appropriation Accounts of the Government of Punjab for the years 1953-54, 1954-55, 1955-56 and the Audit Reports, 1956 and 1957, that there is still a tendency on the part of certain Departments of not clearing the inspection reports and the objections in time. The Accountant General, Punjab, has also been complaining about it from time to time. The Public Accounts Committee have observed that until the inspection reports and audit objections are explained to the satisfaction of Audit, it seems safe to presume that the expenditure to which such reports and objections relate was irregular and might be vitiated by hidden frauds, embezzlements or misappropriations. In this perspective, the Committee felt alarmed at the increase of the outstanding inspection reports and objections. Accordingly, in order to devise ways and means to prevent inspection reports and audit objections from falling into arrear and to expedite the disposal of those which were pending, a meeting of the Administrative Secretaries and the Accountant General, Punjab, was convened at the initiative of the recommendations of the Public Accounts Committee by the Finance Department on the 20th December, 1960, at Chandigarh. During the discussions in the meeting, it revealed that the audit objections mainly related to the following defects :-

- (1) actual payees receipts are either not produced or are lost in transit;
- (2) rules relating to the submission of the Abstract Contingent Bills are not observed, more particularly in the case of the certificate to be recorded on every Abstract Bill, which is very vaguely recorded;

- (3) certificates in case of Contingent and T.A. Bills, etc., are not properly recorded;
- (4) stock limits are exceeded in the Works Divisions;
- (5) excess over estimates are not explained in the completion reports;
- (6) copies of the agreements entered with the contractors are not supplied to audit;
- (7) money is drawn in excess of the powers; and
- (8) rents are not realised within the stipulated period.

These objections and inspection reports remain pending for long because the officers, as they are expected, do not devote their personal attention to this work; and that efforts are not made to get even the minor objections withdrawn by the Accountant-General.

2. With a view to removing the difficulties and expedite disposal of the inspection reports and audit objections without any delay and to obviate recurrence of such objections in view, the following decisions were taken :-

I. Departments other than Public Works Departments :

- (1) The officers concerned should be required to devote their personal attention to this work. Pending outstanding inspection reports duly annotated should be returned to the Accountant General, Punjab, immediately. The Accountant General will issue necessary instructions to his office to drop minor objections and to depute an officer for removal of the outstanding objections on the spot in cases, where the Department send intimation to him that proper records were ready for audit scrutiny.
- (2) In cases, where the officers deputed by the Accountant General, Punjab, and the Department concerned are unable to dispose of objections by personal collaborations on the spot, discussions would be arranged by the officers concerned at the Deputy Accountant General's level.
- (3) In order that actual payee's receipt do not get detached from the vouchers, these should be properly pinned, tagged and glued. Unless this is done the Treasury Officers would refuse to accept such vouchers in future. It is also desirable in this connection that where the documents are sent separately to the Accountant General, Punjab, a list of such documents should be dispatched in duplicate. One copy thereof would be returned by the Accountant General, Punjab, duly acknowledging the receipts of the relevant documents. The list should clearly show the particulars of the voucher to which the documents relate.
- (4) Rules relating to the submission of the Abstract Contingent Bills be strictly enforced. The Treasury Officer will henceforth not entertain the Abstract Contingent Bills which are not properly prepared. The Accountant General, Punjab, will send the list of detailed bills not received in his office to the Department concerned who in turn should submit the detailed bills to the Accountant General, Punjab, immediately. The Accountant General would also send copies of the instructions issued by him to the Treasury Officers in regard

to certificates to be given on the Abstract Contingent Bills to you so that you are fully armed in case the Treasury Officers refuse to make payments of Abstract Bills for non-compliance of rule.

- (5) In order to avoid objection on various bills/vouchers relating to the absence of certificates, the Accountant General, Punjab, would send all forms of certificates to the Departments concerned for incorporation in the bills.
- (6) When recoveries in respect of advances relating to pay and T.A. are effected, intimation be sent to the Accountant General, Punjab, incorporating therein invariably the voucher numbers on which advances were taken and recoveries effected. The Departments are also requested to comply with various provisions of the relevant rules relating to voucher slips.

II. Public Works Department :

- (1) The old cases in which the officers of the Works Divisions had exceeded the stock limits in the past should be referred to the Finance Department for regularization. For the future stock limit in respect of the various Works Divisions should be got fixed before the beginning of the year, i.e., in the month of March of the preceding year.
- (2) Excess over estimates is required to be explained under the rules in the completion reports in cases when it has been noticed after the completion of the work. That should be done in all the pending cases within a period of one year. Where estimates appear to exceed while the work is still in progress, revised estimates should be prepared and got approved from the competent authority.
- (3) In cases where copies of agreements for the contracts sanctioned by competent authority higher than the Divisional Officers were not sent to the Audit the officers concerned should supply a memo, showing the terms of agreements and a certificate to the effect that the terms were in accordance with the agreements entered into with the contractors, whose signatures it is not possible to obtain. For future, all Divisional Officers would be responsible for ensuring, where necessary, that a copy of agreement is supplied to the Audit immediately after the work has been entrusted to a contractor.

III. Schedule of Miscellaneous Advances :

- (1) In regard to the supply of copies of sanctions, it was decided that unless in any particular case the Department concerned is able to show that no sanction is required, formal sanction should be obtained and furnished to the Audit Office, immediately.
- (2) The Accountant General, Punjab, will send to the respective Heads of Departments the list of such Drawing Officers who are in habit of drawing amounts in excess of their powers and suitable action should be taken against them.

IV. Recovery of Rent :

As for realisation of rent within a period of six months, it is requested that special attention should be paid to this problem and the departmental officers responsible for the realization of rent should ensure that dues are realised regularly and within the time-limit.

3. It is, accordingly, requested that suitable steps should be taken immediately to ensure the disposal of outstanding inspection reports and audit objections without further delay and progress reports should be obtained from the subordinate offices to watch the progress of the disposal. You are requested to bring these instructions to the notice of all concerned for strict compliance.

4. The receipt of this letter may kindly be acknowledged and action taken in the matter may also be communicated to the Finance Department.

Yours faithfully,

J.S. BASUR,
Secretary to Government, Punjab,
Finance Department.

No. 65-3FRI-61/767,

Dated, Chandigarh, 20th January, 1961.

A copy is forwarded to the Accountant general, Punjab for information and necessary action in continuation of Finance Department endorsement No. 13311-3FRI-60/11707, dated 27th/29th December, 1960.

By Order

MANSA RAM RISHI,
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

A copy with 15 spare copies is forwarded to the Secretary, Public Accounts Committee for information in continuation of Finance Department, U.O No. 13311-3FRI-60, dated the 27th/29th December, 1960.

By Order

MANSA RAM RISHI,
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

To

The Secretary,
Public Accounts Committee.
Chandigarh.

U.O No. 65-3FRI-61,

Dated, Chandigarh, the 20th January, 1961.

A copy is forwarded to the Deputy Secretary to Government, Punjab, Finance (G) Department (T and A Branch), for information and necessary action.

SOHAN SINGH SETHI,
Superintendent, Finance Regulations-I,
for Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete.

Nominations for Death-cum-Retirement Gratuity and Family Pension made under the New Pension Rules.— It has been decided that an acknowledgement to the Government employee concerned confirming that the nominations made by him and the related notices have been duly received and placed on record should invariably be sent to every officer making or cancelling a nomination, by the Accounts Officer in case of Gazetted Officers and the Head of the office in the case of Non-Gazetted Officers. All Government employees should be advised that it would preserve copies of the nominations made by them and of the related notices and acknowledgement, either in their personal custody or in safe deposits along with their other important personal documents, etc, where they may be expected to come into the possession of the beneficiaries in the event of their death.

(No. 13031-5FRI-60/975, dated the 25th January, 1961).

Submission of Reports of losses of Public money, etc.— According to the provisions, contained in Annexure 'B' referred to in rule 2.34 of the Punjab Financial Rules, Volume I :-

- (i) any loss of public money, departmental revenue or receipts, stamps, opium stores or other property held by or on behalf of Government with the exception noted below para 2 of the said Annexure, should be immediately reported by the Officer concerned to his immediate official superior as well as to the Accountant General, and
- (ii) the officer receiving a report submitted to him under the aforementioned Annexure must forward it forthwith to Government through the usual channel with such comments as may be considered necessary.

A question has been raised whether the reports contemplated in the Annexure 'B' referred to above could be dispensed with in cases where one reporting officer is himself competent to write off the loss of public money, etc., involved. Doubts have also been expressed as to whether the said reports should be submitted in cases of shortages and damages discovered during physical verifications of stores made under the provisions contained in rule 15.16 of the Punjab Financial Rules Volume I.

2. After careful consideration, it has been decided that :-

- (i) The reports contemplated in Annexure 'B' referred to in rule 2.34 of P.F.R. Volume I need not be submitted in cases involving losses not exceeding *(Rs. 500) each.
*No. 2473-FRI-66/11298, dated the 25th June, 1966.
- (ii) Reports of losses exceeding Rs. 500 should be submitted through the proper channel to Head of the Department. These reports will be necessary even in cases where the amount involved is less than the limit up to which the officer concerned is competent to write off the loss under rule 19.15 of the Punjab Financial Rules, Volume I. The Head of Department may deal with these reports finally in cases in which the loss involved does not exceed the amount up to which he is competent to write off the loss.
- (iii) Reports of a Head of Department for all losses exceeding Rs. 500 each and the reports received by him which he cannot dispose of finally under (ii) above should be submitted to Government.
- (iv) The above procedure will not apply to cases of losses which disclose defects in rules or procedure the amendment of which would require the orders of the higher authorities or the Department of Finance, and those which disclose serious negligence on the part of any Government employee which may call for disciplinary action by a higher authority or cases which involve any important features which need investigation.
- (v) The submission of the reports contemplated in Annexure 'B' referred to in rule 2.34 of the Punjab Financial Rules, Volume I, will be necessary even in cases of shortages and damages discovered during physical verification of Stores made under rule 15.16 of the P. F. R., Volume I.

(No. 13055-3FR-I-60/687, dated the 25th January, 1961).

These instructions have become obsolete.

Delegations of powers to Appointing Authorities.— It has been decided that the authority competent to fill a post from which a person retires shall have full powers in respect of the following :—

- (i) to admit medical certificates of invalidation where not in the proper form.
- (ii) to sanction regularisation of premature retirements provided the period does not exceed one year.
- (iii) to sanction preparation of duplicate service books on the basis of local records or collateral evidence. In this connection attention is invited to the East Punjab Government letter No. 5960-FR-49/3163, dated the 23rd November, 1949.
- (iv) to admit option for pension which are not clear or properly dated;
- (v) to determine in the absence of clear entries in the service books/records the exact period of suspension and whether these would count for pension or not;
- (vi) to determine in the absence of clear entries in the service books/records, the exact duration and nature of periods of leave availed of;
- (vii) to determine and certify in doubtful cases whether the service rendered is continuous and pensionable, provided the conditions of rule 3.12 of the Punjab Civil Services Rules, Volume II, are fulfilled; and
- (viii) to determine the date of confirmation in accordance with the instructions contained in Punjab Government letter No. 11941-2FRI-60/4650, dated 18th January, 1961.

(No. 836-6FRI-61/1048, dated the 27th/31st January, 1961)

***These instructions have been Revised vide
No. 6226-2FR-68/25062, Dated 7.10.1968.***

Grant of retirement benefits on permanent transfer to Government Companies/ Corporations.— The Government has had under consideration the question whether a Government servant who is deputed or transferred to service under a body corporate owned or controlled by Government, or whose services are lent to such a body, should in the event of his permanent absorption in service under that body be allowed any retirement benefits for his previous pensionable service rendered under Government and, if so, to what extent and in what form. After careful consideration, it has been decided that in such a case subject to what is stated in paragraph 2 below an amount equal to that Government would have contributed had the officer been on Contributory Provident Fund terms under Government, together with simple interest thereon at two per cent for the period of his pensionable service under Government may be credited to his Contributory Provident Fund Account with autonomous body as an opening balance on the date of officer's pensionable service under them created as extinguished by this payment.

2. The aforesaid decision will apply, however, only where the permanent transfer from Government service to an autonomous body is in the public interest and the transfer is to a Government or quasi-Government Corporation and not to a private institution. In all other cases Government will not accept any liability to pay any retirement benefits for the period of service rendered by the Officer before his transfer.

3. This concession may not be claimed as a matter of right but may be sanctioned at the discretion of Government in individual cases where it is merited.

(Extract from 898(5)-FRI-61/1631, dated 9th February, 1961)

***These instructions have been further clarified vide
No. 10717-FRI-64/12847, Dated 30.11.1964.***

Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/written test.— For some time back the question of grant of travelling allowance to Scheduled Castes/Scheduled Tribes candidates called for interview and written tests in connection with their appointment to posts under Government has been engaging the attention of Government. It has been decided that when Schedules Caste/Scheduled Tribes candidates are called for interview for appointment to Class III and Class IV advertised posts, the recruiting authority other than the Punjab Public Service Commission may allow such candidates single 3rd class rail fares, chargeable by Passenger train, by the shortest route from the railway station nearest to their normal place of residence or from which they actually performed the journey whichever is nearer to the place of interview and back to the same station, provided the distance traveled by rail each way exceeds fifty Miles. No extra charges, if any, incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to the candidates. As regards the road journeys between stations not connected by rail, the recruiting authority may allow such candidates actual bus fares or road mileage at the lowest rate for Government employees as admissible under Punjab Civil Service Rules, Volume III (T.A. Rules), whichever is less, provided the distance covered by road is more than 20 miles each way. Candidates called for written tests on the basis of which appointments to such Class III and Class IV advertised posts are made shall also be paid T.A. accordingly. Such candidates will however, be entitled to T.A., subject to the condition that the written test and any interview that may also be necessary is held at one and the same station and on the same or adjacent days so that the candidate gets travelling allowance for only one journey to and from the place of selection.

(2) It has further been decided that the orders mentioned above will apply to the candidates of Scheduled Castes/Scheduled Tribes called through the Employment Exchanges for interview/written test for appointment to Class III and Class IV advertised posts.

(No. 1090-FRI-61/1504, dated 9th/15th February, 1961.)

These instructions have become obsolete.

Last Pay Certificate – issue of – before payment of anticipatory pension, anticipatory gratuity and commuted value based on anticipatory pension.— When a pension application in Form Pen. 1 is forwarded to the Audit Office, it is to be accompanied by a Last Pay Certificate if the applicant for the pension is no longer in active service [vide rule 9.8(b) of the Punjab Civil Service Rules, Volume II]. In other cases the Last Pay Certificate is furnished to the Audit Officer later, separately, to enable it to authorise the payment or release of pension as laid down in Article 184 of the Audit Code. In practice the Audit Office insists on the production of the Last Pay Certificate not only before payment of final pension but also before payment of anticipatory pension, anticipatory gratuity and commuted value based on anticipatory pension. Insistence on the production of Last Pay Certificates before anticipatory payments, more often than not results in delays in making these payments, thereby defeating the very purpose which such anticipatory payments are intended to serve, namely, to provide immediate interim relief to the pensioner as soon as he retires and before his pension is finally sanctioned. To obviate hardship resulting from such delays, it has been decided that from now on, the Audit Office will not ask for the Last Pay Certificates before making or authorising payment of anticipatory pension, anticipatory gratuity (including death-cum-retirement gratuity) and commuted value based on anticipatory pension.

2. In order to ensure that where anticipatory payments are made or authorised without production of the Last Pay Certificate the payments commence from the correct date, it has been decided that after a Government employee actually retires from service, a Gazette notification (if he was a Gazetted Officer) or a formal order (if he was a Non-Gazetted Officer) notifying/intimating the fact of his retirement from the specified date should be issued within a week from the date of retirement. A copy of every such order should be forwarded to the Audit Officer immediately after issue.

3. If at the time of sanction of anticipatory pension, anticipatory gratuity or commutation of a portion of anticipatory pension, any Government dues recoverable from a pensioner remain unassessed or unrealized, the instructions contained in paragraph 10 of Finance Department letters No. 6034-2FR-I-59/8941, dated the 2nd September, 1959, and No. 2338-6FRI-60/3692, dated the 19th April, 1960, will mutatis mutandis apply.

4. This revised procedure will come into force with immediate effect; and will apply also to pending cases, where payments of anticipatory pension, anticipatory death-cum-retirement gratuity or commuted value based on anticipatory pension are proposed to be made after the issue of this letter.

(No. 1141-5FRI-61/1863, dated the 17th February, 1961).

Payment of death-cum-retirement gratuity under the New Pension Rules.— The existing position regarding the payment of death-cum-retirement gratuity in the event of the death of a Government employee who had/had not nominated a person or persons to receive the amount of death-cum-retirement gratuity has been reviewed by Government and the following decisions have been taken :-

- (i) At present, the rules provide for an alternate nomination to meet the contingency of a nominee pre-deceasing the Government employee. It has now been decided that the alternate nomination should also cover the contingency of a nominee dying after the death of the Government employee but before receiving payment of death-cum-retirement gratuity. Accordingly the existing column for making alternate nominations in Form 'A' 'B' 'C' and 'D' prescribed in the New Pension Rules appearing as Appendix 2 of the Punjab Civil Services Rules, Volume II, as amended from time to time, shall be amended to read as "Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death of the officer but before receiving payment of the gratuity".
- (ii) The eligibility of a person to receive the amount or share of death-cum-retirement gratuity should be determined with reference to the facts as they stand on the date of death of a Government employee and any subsequent event (e.g., re-marriage of a widow, marriage of an unmarried daughter, sister, etc.), will not affect that entitlement. If, however, a person who was entitled to receive death-cum-retirement gratuity on the date of death of a Government employee, dies before getting the payment, the amount or share of gratuity should be redistributed in the manner indicated below :-
 - (a) In cases of no nomination, the amount or share of the gratuity admissible to the person concerned should be distributed in equal shares among the surviving eligible members of the family of the deceased Government employee.
 - (b) If the person concerned was a nominee, the right to the amount or share of death-cum-retirement gratuity will pass on to the alternate nominee or nominees in terms of the decision at (i) above. In case there is no alternate nominee, the amount or share of gratuity should be paid in equal shares to the co-nominees of the person concerned, if any, and failing that it should be distributed in equal shares among the surviving eligible members of the family of the deceased Government employee as in (a) above.

(No. 459-(5)FRI-61/2322, dated the 1st March, 1961).

These instructions have become obsolete.

Scheme for providing immediate relief to the families of non-gazetted Government employees who die while in service.— The question of timely relief that should be given to families of non-gazetted Government employees in permanent employ who had rendered not less than three years' continuous service and who died while in service (whether on duty or on leave with or without pay), in order to enable them (the families) to meet their immediate requirements has been under consideration of the Government. The necessity for such a human measure has now been accepted and it has been decided to authorise Heads of Departments/Heads of Offices to sanction to the families of Government employees referred to above an advance equal to two months' pay, subject to a maximum of Rs. 500, if in the opinion of the Head of Department/Office the family concerned has been left in indigent circumstances upon the death of the Government employee on whom it was dependent, and is in immediate need of financial assistance.

(2) In the case of a Government employee who was eligible for the benefits of liberalized pension rules, payment should be made only to the person or persons nominated by him or otherwise eligible (i.e., where there is no nomination) to receive the death-cum-retirement gratuity in the same proportion as they are entitled to. In the case of a Government employee who was not eligible for the benefits of the new pension rules, but was eligible for the benefits of the General Provident Fund or the Contributory Provident Fund, payment should be made to the person or persons, nominated by him in the same proportion as they are entitled to the Provident Fund amount as specified in the nomination. In cases where there are no nominations and there is a family, the amount of advance may be paid to the person or persons entitled to receive the amount under rule 13.30(i)(b) or rule 14.27(i)(b) of the Punjab Civil Services Rules, Volume II as the case may be, and in cases where there is no family, it may be paid to the person or persons entitled to the amount under the Provident Fund Act, 1925.

(3) In all cases an undertaking should be taken from the person or persons concerned before the payment is made that he/she or they agree to the amount being deducted from the death-cum-retirement gratuity, or the Contributory Provident Fund amount or the General Provident Fund amount, as the case may be, ultimately payable to him/her or them.

(4) Payments made under this order shall be debited to "S-Deposits and Advances-Part III-Advances not bearing interest-Departmental Advances-Civil Advances (e) O.B.A. (i)". The sanction order communicated by the Head of Department/Head of Office shall contain the following particulars :—

- (1) Name of the official (non-gazetted).
- (2) Designation and office in which the person was last working.
- (3) Last pay drawn (permanent and officiating).
- (4) Amount of advance sanctioned.
- (5) Name of the payee.

Copies of the sanction shall be sent to the Audit Office. Heads of Offices will draw the money required on establishment pay bill forms enclosing copy of the sanction and disburse them to the payee(s) specified in the sanction order. The fact of payment of advance in this

behalf should be noted in the Last Pay Certificate sent with the papers relating to the death-cum-retirement gratuity and similar other payments, sent to the Audit Office.

(5) Heads of Departments/Offices shall see that the advance is adjusted as early as possible, and in any case, within a period of six months from the date of sanction. If the amount of death-cum-retirement gratuity or similar other payment is less than the advance initially sanctioned and if this balance is eventually treated as irrecoverable, the same shall be debited to "57-Miscellaneous-E-Irrecoverable temporary loans and advances written off" under special orders of Government.

(No. 12122-(5)FRI-60/2404, dated the 3rd March, 1961).

These instructions have become obsolete.

Elimination of delays in the payment of Provident Fund balances to subscribers, nominees or other claimants.— In order to eliminate all avoidable delays in the final payment of Provident Fund moneys, the question of prescribing standard forms containing the request of the person applying for final payment of the Provident Fund money as well as various particulars and certificates to be furnished by the Heads of Departments/Offices has been under the consideration of Government. It has been decided to prescribe forms '2', '3', '4' and '5' (added in this Chapter), for use by gazetted officers, non-gazetted officers and by nominees or other claimants, respectively. The appropriate form should invariably be used by the claimants, in future, for claiming the payment of the Provident Fund money.

(Letters No. 8666-4FRI-60/2823, dated 14th March, 1961, and No. 8105-4FRI-61/10294, dated 21st November, 1961).

***These instructions have been revised vide
No. 5817-3FR-I-65/133335, Dated 28.07.1965.***

No. 1915-B&C-61/4670

From

Shri Jaswant Singh Basur, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments in the Punjab,
Commissioners of Divisions, and
The Registrar, Punjab High Court.

Dated, Chandigarh, the 11th/17th April, 1961

Subject : Procedure for dealing with the Reports of the Public Accounts Committee.

Finance Budget

Sir,

I am directed to invite a reference to Punjab Government, Finance Department letter No. 7085-B-55/11700, dated the 2nd January, 1956 on the subject noted above and to say that as some of the departments required clarification about the correct procedure to be followed in regard to the submission of cases to the Finance Department as laid down in sub-paragraphs (f) and (g) thereof, it has been decided to substitute the existing sub-paragraphs (f) and (g) by the following sub-paragraphs :-

- “(f) The Administrative Department will then take the case to the Council of Ministers incorporating in the Memorandum for the council the views of the Finance Department. After a decision is taken should be shown by the Administrative Department to the Finance Department before issuing the same to the Secretary, Public Accounts Committee and the Accountant General, Punjab”.
- “(g) Where the Administrative Department propose to accept the recommendations of the Public Accounts Committee involving no financial implications, the case may be shown to the Minister concerned only and need not be referred to the Finance Department or to the Council of Ministers. A draft reply containing the final decision taken should, however, be shown by the Administrative Department to the Finance Department before issuing the same to the Secretary, Public Accounts Committee and the Accountant General, Punjab”.

Yours faithfully,

Sd/-

(A. C. TULI)

Deputy Secretary, Finance (Budget),
for Secretary to Government, Punjab,
Finance Department.

No. 1915-B&C-61/4671

Dated, Chandigarh, the 11th/17th April, 1961

A copy is forwarded to the Secretary, Public Accounts Committee, Punjab Vidhan Sabha Secretariat, Chandigarh, in continuation of Punjab Government Endorsement No. 7085-B-55/11700, dated 2nd January, 1956, for information.

Sd/-
(A. C. TULI)
Deputy Secretary, Finance (Budget),
for Secretary to Government, Punjab,
Finance Department.

No. 1915-B&C-61/4672

Dated, Chandigarh, the 11th/17th April, 1961

A copy is forwarded to the Accountant General, Punjab in continuation of Punjab Government endorsement No. 7085-B-55/11702, dated the 2nd January, 1956, for information

Sd/-
(A. C. TULI)
Deputy Secretary, Finance (Budget),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to All Administrative Secretaries to Government, Punjab, in continuation of Finance Department U.O. No. 7085-B-55, dated the 2nd January, 1956, for information and guidance.

Sd/-
(A. C. TULI)
Deputy Secretary, Finance (Budget),
for Secretary to Government, Punjab,
Finance Department.

To

All Administrative Secretaries to Government, Punjab.

U.O. No. 1915-B&C-61

Dated, Chandigarh, the 11th/17th April, 1961

Copies are forwarded to all Branch Officers, Superintendents and Deputy Superintendents in Finance Department in continuation of F.D.U.O. No. 7085-B-55, dated the 2nd January, 1956 for information and guidance

Sd/-
(A. C. TULI)
Deputy Secretary, Finance (Budget),
for Secretary to Government, Punjab,
Finance Department.

To

All Branch Officers, Superintendents/Deputy Supdts.
in the Finance Department.

U.O. No. 1915-B&C-61

Dated, Chandigarh, the 11th/17th April, 1961

Grant of honorarium to Class IV staff who are appointed to work as drivers for short period.— Punjab Government have had under consideration the question whether any remuneration may be allowed to class IV employees when they are engaged to drive staff cars for short period(s) in the absence of regular staff car drivers and if so, at what rate. After careful consideration it has been decided that an honorarium at the rate of Re. 1 per diem may be paid to a Class IV employee for driving a staff car when the regular staff car driver is absent or on casual leave or regular leave for short period(s) and regular officiating arrangement in his place is not considered necessary. The honorarium is to be paid only for the day(s) on which the class IV employee performs the duties of the staff car driver for the whole day.

(No. 3071-(4)-FR-II-61/4875, dated the 20th April, 1961.)

Grants-in-Aid – Release thereof.— Rule 8.14(C)(i) of the Punjab Financial Rules, Volume I, inter alia, lays down that unless it is otherwise ordered by “Government the grant will be spent upon the object within a reasonable time, if no time limit has been fixed by the sanctioning authority.”

(2) A question has been raised as to how the expression “reasonable time” should be interpreted in actual practice. The Government have decided that the expression should ordinarily be interpreted to mean “one year from the date of the issue of the letter sanctioning the grant”. The period of one year should be calculated from the date of issue of the sanction and that the sanction should be considered to have been acted upon if payment in whole or in part has been made in pursuance of the sanction within 12 months from the date of its issue. When there is a specific provision in a sanction for any fresh charge that the expenditure would be met from the Budget provision of a specific financial year, such sanction will lapse on the expiry of the specified financial year. Thus grants may be sanctioned to meet the requirements of a year even extending beyond the financial year, but as provided in rule 8.14(a)(2) of the Punjab Financial Rules, Volume I, only so much of the grant should be paid during the financial year as is likely to be expended during that year. The amount remaining unspent at the end of the year in such cases need not be refunded at the close of the financial year. In such cases the sanctions should be so drafted that they may not lapse at the close of the financial year. However, immediately on the expiry of the period of one year from the date of the sanction, any unspent balance thereof should be duly surrendered to Government as required under rule 8.14(C)(ii) of the Punjab Financial Rules, Volume I. In respect of sanctions which require the grant to be utilized during a financial year, the unspent balance thereof should nevertheless be duly surrendered to Government at the end of the financial year or may be adjusted by the sanctioning authority against the next year’s grant, if any.

(3) In the case of small institutions which are entirely/mainly fed by recurring grants-in-aid from Government, it is possible that despite the above liberalization they may have utilized the entire grant by the close of a financial year. In that case, such institutions would not have sufficient funds to cover their expenses in the beginning of the next financial year pending the receipt of fresh grants. In order to mitigate hardship to such institutions due to delay in payment of fresh grants-in-aid, it has been decided that, with effect from the financial year, 1961-62, recurring grants-in-aid to such institutions may be paid during a financial year, if necessary, in three instalments in the manner indicated below :—

- (i) The first instalment may be paid in the month of April, itself. Since, in the beginning of the financial year, 1st/12th of the budget is placed at the disposal of the Administrative Department “on account” the first instalment of the grant may be sanctioned in April to enable the institutions to meet the expenses for the month of April.
- (ii) The second instalment may be paid in the month of May, June, July, August or September, after the Budget has been sanctioned by the State Legislature to cover the expenses for the five months, May to September.
- (iii) The final instalment may be sanctioned in the month of October or later to cover the expenses of the rest of the financial year.

The requirement of obtaining audited statement of accounts, provided for in rule 8.14(a)(3) of Punjab Financial Rules, Volume I, need not be insisted upon for sanctioning the first two instalments if the statements are not ready. However, such statements of accounts in respect of the previous financial year, unless the institution concerned has been specifically

exempted from furnishing them, should be obtained before sanctioning the final instalment as laid down in Rule 8.14(a) (3) *ibid*.

(4) A few examples are given below to illustrate the procedure outlined in paragraphs 2 and 3 of this letter :-

	Amount of recurring grant-in-aid sanctioned per year to a particular institution	Amount sanctioned for the year 1960-61	Date on which the grant-in-aid was sanctioned for 1960-61	Unspent balance at the close of 1960-61	The manner in which the instalments of the grant-in-aid are to be paid during 1961-62
	1	2	3	4	5
	Rs.	Rs.		Rs.	
(1)	12, 000	12, 000	1.9.60	Nil	Instalment in April, 1961— Rs. 1, 000 can be paid for the expenses for the month of April, 1961 Instalment in May, 1961— Rs. 5, 000 can be paid for the expenses for the months of May to September, 1961 Instalment in October— Rs. 6, 000 can be paid for meeting the expenses for the rest of the financial year 1961-62
(2)	12, 000	12, 000	1.9.60	1, 000	Instalment in April, 1961— Not to be paid as the expenses for April, 1961 can be met out of the unspent balance of Rs 1, 000 need not be required to be surrendered to Government immediately after 31st March, 1961. Instalment in May, 1961— Rs. 5, 000 can be paid for the expenses for the months of May to September, 1961. Instalment in October, 1961—Rs. 6, 000 can be paid for meeting the expenses for the rest of the financial year 1961-62.
(3)	12, 000	12, 000	1.9.60	3, 000	Instalment in April, 1961— Not to be paid as the expenses for April, 1961 can be paid out of the unspent balance. The unspent balance of Rs. 3, 000 need not be required to be surrendered to Government immediately after 31st March, 1961. Instalment in May, 1961— As Rs. 2, 000 of the unspent balance can still be utilized, only Rs. 3, 000 need be paid. Instalment in October, 1961—Rs. 6, 000 can be paid for the expenses for the rest of the financial year 1961-62.
(4)	12, 000	12, 000	1.9.60	500	Instalment in April, 1961— Rs. 500 can be paid as the unspent balance will not be sufficient to cover the expenses for the month of April, 1961. The unspent balance of Rs. 500 need

	Amount of recurring grant-in-aid sanctioned per year to a particular institution	Amount sanctioned for the year 1960-61	Date on which the grant-in-aid was sanctioned for 1960-61	Unspent balance at the close of 1960-61	The manner in which the instalments of the grant-in-aid are to be paid during 1961-62
	1	2	3	4	5
					not be required to be surrendered to Government immediately after 31st March, 1961. Instalment in May, 1961— Rs. 5, 000 can be paid for the expenses for the month of May to September, 1961. Instalment in October, 1961— Rs. 6000 can be paid for the expenses for the rest of the financial year 1961-62.
(5)	12, 000	12, 000	1.9.60	3, 000	Instalment in April, 1961— Not to be paid as the expenses for April, 1961 can be paid out of the unspent balance. The unspent balance of Rs. 3, 000 need not be required to be surrendered to Government immediately after 31st March, 1961. Instalment in May, 1961— Rs. 5, 000 may be paid for the expenses for the month of May to September, 1961 as the grant given on 1st March, 1960 can be utilized only upto 30th April, 1961. Any unspent balance out of that amount outstanding on 30th April, 1961 will have to be surrendered to Government. Instalment in October, 1961— Rs. 6, 000 may be paid.

(5) The procedure outlined in the foregoing sub-paragraphs will apply only to the institutions which are entirely-mainly fed by recurring grants-in-aid from Government. Where any other procedure prescribed in consultation with the Finance Department is in Vogue and is working satisfactorily, the procedure outlined in the preceding paragraphs need not be invoked.

(No. 3138-3FRI-61/7018-A, dated the 13th May, 1961).

These instructions have become obsolete.

Regarding pay fixation of Military Secretary and A.D.Cs. to Governor.— In March, 1959, a formula was evolved for the pay fixation of the Army Officers employed as Military Secretaries and A.D.Cs. to Governor, Punjab. According to this formula, the pay of Military Secretaries and A.D.Cs. who opted for civil rates of pay had to be fixed in the senior and junior time scales of I.A.S. after adding Rs. 150 and Rs. 100, respectively, to the emoluments drawn by those officers in the Army and the Dearness Allowances drawn by those officers in the army were also to draw D.A. from the State Government.

With effect from 1st April, 1960, the scale of pay of the Army Officers were revised in consequence of which the dearness allowance, previously drawn by the Army Officers ceased to be admissible with effect from that date. This necessitated a revised formula for fixation of pay of the Army Officers when they were appointed as Military Secretaries/A.D.Cs. to Governor, Punjab.

In view of the fact that the Finance Department had already agreed, in principle to Rs. 150 P.M. and Rs. 100 to the Military Secretaries/A.D.Cs. to Governor, respectively, over and above their total army emoluments excluding dearness allowance, because the Army Officers had also to draw Dearness Allowance from the State Government, it was proposed to the Finance Department that in future whenever the Army Officers were appointed as Military Secretaries/A.D.Cs. the pay of such officers might be fixed in the Senior and Junior scales of I.A.S. in such a way that they got a total benefit of Rs. 150 and Rs. 100, respectively, over and above their total army emoluments, either in the shape of D.A. or by adding Rs. 150 in the case of Military Secretaries and Rs. 100 in the case of A. D. Cs. in the total emoluments drawn by them in the Army, whichever was feasible. It was also proposed that their pay would be adjusted in the Senior/Junior I.A.S. scales at the appropriate stage or if there was no such stage at the stage next below. It was also proposed that the difference of pay, if any, would be given to them as personal pay to be absorbed in future increments. The Finance Department agreed to the revision of the existing formula for fixation of pay of the Military Secretaries/A.D.Cs. to Governor as proposed by the A.D.

(U.O. No. 4001-(1) FR-II-61, dated 15/16th May, 1961) .

These instructions have become obsolete.

Counting of Military Service towards Civil Pension and alteration of date of birth.— In a particular case it was noticed that the date of birth of a Government employee as recorded in Service Book on the basis of Matriculation Certificate was different from that entered in the military records. This gave rise to a question whether the date of birth as recorded in Matriculation certificate should hold good vis-à-vis the date entered in the military records. In fact as the Government employee already knew his date of birth with reference to his Matriculation Certificate he should not have given another date at the time of enlistment in the Army. After careful consideration it has been decided that the date of birth recorded in the Matriculation/Board Certificate should be treated as more authentic even though it comes to light at a stage later than entry into military service.

(No. 5595-5FRI-61/7940 dated the 26th June, 1961.)

***These instructions have been Revised vide
No. 509-FD(Pen)-68/11514, Dt. 09.05.1968.***

Expeditious disposal of pension cases.— With reference to para 10 of Punjab Government letter No. 6034-2FRI-59/8941, dated the 2nd September, 1959, read with letter No. 2338-6FRI-60/3692 dated the 19th April, 1960, it has been brought to the notice of Government by the Accountant General, Punjab, that the instructions contained therein are not being scrupulously observed by the various pension sanctioning authorities with the result that the sanctions to the grant of pension are held up in the audit office for want of Last Pay Certificates/No Demand Certificates. The aforesaid letter inter alia provide that normally every effort should be made to settle and recover any outstanding Government dues e.g., over issues of pay, allowances or leave salary, etc., from Government employee concerned by the date of his retirement and if for any reason any dues remain unassessed and unrealized, the following courses may be adopted :—

- (i) The retiring Government employee may be asked to furnish a surety of a suitable permanent Government employee in the form prescribed for the purpose and if the surety furnished is found acceptable the payment of the pension or gratuity or his last claim for pay etc., and the issue of last pay certificate should not be withheld.
- (ii) Failing (i) above a suitable cash deposit may be taken from him or only such portion of the gratuity as may be considered sufficient may be held over till the outstanding dues are assessed and adjusted.
- (iii) The cash deposit to be taken or the amount of gratuity to be withheld should not exceed the estimated amount of the outstanding dues plus 25 per cent thereof. In cases where it is not possible to estimate the approximate amount recoverable from the retired Government employee, the deposit to be taken or the portion of gratuity to be withheld should be limited to 10 per cent of the amount of death-cum-retirement gratuity or Rs. 1,000 whichever is less.

It has, however, been observed that recourse to the procedure outlined above is not being taken by the pension sanctioning authorities even in respect of pension cases in which Last Pay Certificate or No Demand Certificate are not furnished (for one reason or the other) along with the sanctions to the grant of pension. Surely such cases cannot be finalised in the audit office for want of these documents. The imperative need of scrupulously observing the instructions contained in the aforesaid letters is, therefore, stressed upon all concerned once again and they are specifically required to take recourse to the procedure contained therein in all cases where it is not possible for them to furnish the Last Pay Certificate and No Demand Certificate along with the pension papers whether the same are being forwarded to audit office for the grant of anticipatory pension or final pension. It will be appreciated that the approximate assessment of likely dues, the taking of suitable security or surety, etc., are matters which can only be dealt with by the department officers.

(No. 5774-6FRI-61/7473, dated the 26th June, 1961).

Enhancement of the emoluments of Class IV Government Employees in the State.— It has been decided to enhance the minimum remuneration of all categories of regular Class IV Government employees including workcharged establishment in the scale of Rs. 30-½ -35 from Rs. 60 to Rs. 65 per mensem (including pay plus dearness allowance) allowing an increase to the extent of Rs. 5 per mensem in the dearness allowance admissible in their case. The concession of Rs. 5 in dearness allowance shall also be admissible to such Class IV Government employees or persons holding equivalent posts who are in receipt of Rs. 65 but not exceeding of Rs. 70 per mensem (pay plus dearness allowance) by marginal adjustment. For example a person drawing pay at Rs. 36 per mensem shall be entitled to Rs. 4 as additional dearness allowance, and when drawing pay at Rs. 37 per mensem shall draw Rs. 3 per mensem and so on. The concession of additional dearness allowance shall cease when his pay is raised to Rs. 40 per mensem. In other words the concession in question is not admissible to such Government employees or persons drawing pay at Rs. 40 per mensem or more.

(2) There are at present some Government employees who are drawing emoluments (pay plus dearness allowance) which are less than Rs. 60 per mensem. In their case it has been decided to raise their minimum remuneration to Rs. 65 per mensem by allowing an increase in dearness allowance to the extent the minimum remuneration falls short of the limit of Rs. 65 now fixed by the State Government.

(3) The additional dearness allowance now being sanctioned by the Government by virtue of paragraph 1 and 2 above will be payable in the form of National Plan Savings Certificates in their names subject to the following conditions :-

- (i) Only those Class IV Government employees will be entitled to it who agree to invest the same in Small Savings and sign a consent slip in form No. 1 given below.
- (ii) This additional amount should be utilized for the purchase of 12 year National Plan Savings Certificates.
An account of the contribution made by the Class IV Government employees and the Certificates purchased should be maintained in form No. 2 given below.
- (iii) At the close of the financial year an account of the certificates purchased on behalf of each Class IV Government employee should be supplied to him in the form 3 given below.

(4) The above concession would be admissible from 1st April, 1961.

(No. 2308-FRI-61/7495, dated 26th June, 1961.)

PROFORMA - I

To

Sir,

I hereby authorise you to deduct from my salary/wages every month a sum of Rs. _____ (Rupees _____ only) to utilize the amount for the purchase of 12-Year National Plan Savings Certificates of the denomination of Rs. _____ each in my name.

I also hereby authorise you to take delivery of National Plan Savings Certificates on my behalf.

The Certificates so purchased will be payable to me on maturity or at the time of my finally quitting the service on resignation, discharge, removal, dismissal or retirement, or in the event of my earlier death to the nominee named below (or the legal heirs if there is no nominee) in case of death before any of the aforesaid eventualities whichever event occurs earlier :-

Yours faithfully,

Name _____

Department _____

Full Address _____

PROFORMA 2

(A separate page of register to be allotted to the account of each Class IV Government Employees)

Name of Class IV Government Employee _____

Serial No. and Date	Month and year to which contribution relates	Amount of additional dearness allowance	Balance from previous month	Grand Total	Remarks No. and date of certificates actually purchased with amount	Signature of disbursing officer.
1	2	3	4	5	6	7

PROFORMA 3

Additional Dearness Allowance Account
 Year 19 _____

Name and Account No. of Class IV Government employees	Opening balance	Credits during the year Additional allowance	Total	No. and date of the certificates purchased held in custody	Signature of disbursing officer
1	2	3	4	5	6

Payment of leave salary in advance.— Leave salary upto one month may be allowed in advance to all Government employees proceeding on leave subject to the following conditions :-

- (1) No advance may be granted when the leave taken is for less than a month/ 30 days.
- (2) The amount of the advance should be restricted to the net amount of leave salary for the first month of leave that is clearly admissible to the Government employee after deductions on account of Income-tax, Provident Fund, House-rent, repayment of advances, etc., so that there is no financial risk involved.
- (3) The advance should be adjusted in full in the leave salary bill in respect of the leave availed of. In case where the advance cannot be so adjusted in full, the balance will be recovered from the next payment of pay/or/and leave salary.
- (4) The advance may be sanctioned by the Head of the Office or by any other Subordinate Officer to whom the power may be specially delegated, both in the case of Gazetted and Non-Gazetted Officers.
- (5) Officers who are Heads of Office may sanction the advance to themselves.
- (6) The amount of advance will be debited to the Head of account to which the pay, etc., of the Government employee is debited and the adjustment of the advance will be watched through objection book by the Accounts Officer concerned.
- (7) Advances under these orders shall be sanctioned in whole rupees.

(No. 6420-3FRI-61/8054, dated 5th July, 1961).

Counting of 'Non-Practising Allowance' towards pension.— It has been decided that the 'Non-Practising Allowance granted to Doctors shall, like special pay, count towards pension in full if it was received in respect of a permanent post held in a substantive capacity and to the extent of half in all other cases. This takes effect from the 7th June, 1961.

(No. 6472-5FRI-61/8169, dated the 1st July, 1961).

These instructions have become obsolete.

Grant of compensation to an officer or his dependents in the event of his receiving an injury or meeting death while on duty by air.— This means that in case of injury or death resulting from accidents while travelling on duty by air, an officer or his family, as the case may be, shall be eligible for awards under and in accordance with the provisions of the relevant extraordinary pension rules. Such awards will not be admissible to persons who are required to obtain prior approval to travel by air, if such approval has not been obtained.

(No. 7252(7)FRI-61/9106, dated the 16th August, 1961).

Study leave/Extraordinary leave etc.— Amount of penalty recoverable from the Government employee in the event of non-fulfilment of his obligation to Government. With reference to Punjab Government, Finance Department Circular letter Nos. 9382-FR-II-58/1644, dated the 7th February, 1959, and No. 255-FR-II-60/2368, dated the 12th April, 1960, copies of the bonds prescribed for permanent/temporary Government employees in case of grant of study leave etc., were supplied for the guidance of the Departments concerns. These bonds contain the following clause :-

“The Government of Punjab have agreed to bear the Stamp duty payable on this bond and the Stamp duty on this deed shall be borne and paid by the Government.”

A question has arisen as to how the stamp duty payable on such bonds is to be borne by Government. It has been decided in consultation with the Revenue Department that since the bond will be executed by the persons concerned on a water-marked petition paper which will be purchased by the executant. In case, these bonds are in printed form there would be no need to transcribe them on the petition paper. It has further been decided that in view of the provisions of section (17)(1)(c) of the Indian Registration Act, 1908, the bond is liable to payment of registration fee which is to be paid by the person who presents the document for registration, i.e., the student in this case.

(No. 6125-(7)FR-II-61/8192, dated the 30th August, 1961).

These instructions have become obsolete.

Transfer of State Government employee to Foreign Service – procedure regarding.—

(1) Finance Department circular letter No. 10484-FR-II-60/10613, dated 1st December, 1960, provides, inter alia, that in order to avoid accumulation of interest on the overdue contributions recoverable from the foreign employer of the Government employee concerned under rule 10.12 of Punjab C.S.R. Volume I, Part I, the terms and conditions of the Government employees transferred to foreign service be settled well in advance and formal order issued without any delay. It has also been laid down therein that an additional term indicating the provisional rates of contributions be also included in the orders sanctioning the transfer of a Government employee on foreign service.

(2) It has been observed, that these instructions are not being followed by the various Departments with the result that it is not possible for the Accountant General, Punjab to effect recovery of leave salary and pension contributions from the foreign employer and the Government is put to unnecessary loss of interest. The instructions referred to above may be strictly followed, while issuing sanction in regard to the terms and conditions of a Government employee's transfer on foreign service.

(No. 8286-(3)-FR-II-61/10399, dated 25th September, 1961)

Criteria for relaxing the provisions of Rule 8.137 of the Punjab Civil Services Rules, Volume I, Part I, in the case of Temporary Government employees, other than those suffering from T.B. and Leprosy.— In order to ensure that the Government employee who is granted extraordinary leave returns to the post after he has secured higher academic qualifications or practical skill, the Government employee concerned should execute a bond to serve the Punjab Government for a period of five years after the completion of his studies, failing which he would have to pay a sum equal to 12 months' pay or Rs. 5,000 whichever is more.

(F.D. Letter No. 9315(5)FR-II-61/10865, dated the 9th October, 1961.)

No. 9491(A)3FR-I-61/10997

From

SHRI SAPURAN SINGH, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Session Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 12th October, 1961.

Subject : Continuation of payments objected to by audit.

Sir,

I am directed to state that it has come to the notice of Government that certain payments of recurring nature objected to by audit are continued to be made even after such objection by certain departments pending a final decision by the competent authorities. The matter has been under consideration of Government and it has now been decided that once a particular payment of a recurring nature is considered inadmissible by audit, continuance the payment pending a decision by the competent authority involved the risk of increasing the amount of recoverable overpayments. The audit point of view should, therefore, ordinarily be provisionally accepted by the Administrative authorities and further payments on that account should not normally be made till a final decision is obtained from the competent authority. In exceptional cases, where the administrative authorities consider that in the public interest, the continuance of such payments pending a final decision by the competent authority is absolutely necessary payments should be made provisionally and subject to recovery, the payee receiving the payments being so informed specifically. The fact that payments are being continued in spite of the audit objection should also be reported to the authority to whom the case is referred for a final decision.

2. These instruction may kindly be brought to the notice of all concerned working under you and in the subordinate offices.

Yours faithfully,

SAPURAN SINGH,
Secretary to Government, Punjab,
Finance Department.

No. 9491(A)-3FRI-61/10977,

Dated, Chandigarh, the 12th October, 1961.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his letter No. T.M.I./12-1/58-61/1228, dated the 4th September, 1961.

By order,
W. S. MONGIA,
Assistant Secretary, Finance
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to :-

Financial Commissioners, Punjab,
All Administrative Secretaries to Government, Punjab
for information.

W. S. MONGIA,
Assistant Secretary, Finance
for Secretary to Government, Punjab,
Finance Department.

To

Financial Commissioner, Punjab.
Administrative Secretaries to Government, Punjab.

U.O. No. 9491(A)-3FRI-61,

Dated, Chandigarh, the 12th October, 1961.

Copies are forwarded to the Secretaries to the Chief Minister, Finance Minister and Irrigation and Power Minister, Private Secretaries to other Ministers and Personal Assistant to the Deputy Ministers and the Chief Parliamentary Secretary, for information of the Chief Minister, Ministers and Deputy Ministers and the Chief Parliamentary Secretary.

W. S. MONGIA,
Assistant Secretary, Finance
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries to the Chief Minister, Finance Minister and Irrigation and Power Minister, Private Secretaries to other Ministers and Personal Assistant to the Deputy Ministers and the Chief Parliamentary Secretary.

U.O. No. 9491(A)-3FRI-61,

Dated, Chandigarh, the 12th October, 1961.

Opening of Personal Ledger Accounts.— (a) The question of opening Personal Ledger Accounts for Government schemes in relaxation of the normal procedure of operating through treasury has been under consideration of Government. It is observed that though it may not be expedient to lay down any hard and fast rules in the matter, it is felt that normally there should be no need for any deviation from the normal accounting procedure in respect of these schemes unless in the special circumstances of any particular Scheme the opening of a Personal Ledger Account becomes imperative. Ordinarily the Officer-in-Charge of the Schemes should be able to obtain funds through contingent bills from the treasuries as and when required. In some cases they may have adequate imprest with them instead of Personal Ledger Account for running the Schemes in cases where inconvenience is likely to be caused by the frequent drawal of Contingent bills. The Comptroller and Auditor-General of India has observed that it is only in special circumstances where the established normal procedure proves unworkable and the conditions justify extraordinary measures like opening of Personal Ledger Accounts, which may be desirable in respect of selected schemes whose gross working expenses exceed Rs. 5 lacs, whose receipts form a major part of the transactions and which are in operation at places remote from treasuries.

(b) As the opening of Personal Ledger Accounts results in dilution of audit and financial control in as much as full accounts are not rendered to the Audit Office and only plus minus memos are sent, it has been decided by Government that Personal Ledger Accounts may not be opened in respect of those Schemes whose gross working expenses do not exceed rupees five lacs nor are they situated remote from the Treasuries. The Administrators of the Personal Ledger Accounts may be directed to reconsider and switch over to the system of drawing money on bills at an early date. As regards the Personal Ledger Accounts created by debit to the Consolidated Fund, the Administrators concerned may be directed to render monthly accounts after carrying out all adjustments, supported by relevant vouchers and treasury reconciliation certificate, etc., as is done by P.W.D. Officers. The compiled accounts may be submitted so as to reach the Accountant General's Office by the 10th of the month following that to which these relate and this procedure may be enforced with the submission of accounts for September, 1961, by the 12th of October, 1961.

(No. 9019-3FRI-61/11042, dated 16th October, 1961).

These instructions have become obsolete.

Grant of Compensatory Allowance to Government employees suffering from T.B./Cancer during the period of their leave on medical certificate.— According to the provisions of rule 5.3(a)(i), (ii) and 5.3(b), read with 5.2(a) of Punjab C.S.R. Volume I, Part I, Compensatory Allowance, other than a house rent allowance is admissible to a Government employee during the period of leave up-to four months including extraordinary leave but excluding leave preparatory to retirement, subject to the conditions mentioned therein. On further consideration, it has been decided that the limit of four months laid down in rule 5.2(a) of Punjab C.S.R., Volume I, Part I, shall be extended to eight months, for the purpose of the grant of Compensatory Allowance in the case of Government employees, suffering from T.B./Cancer during the period of their leave on medical certificate, whether the leave is on medical certificate from the very commencement or is in continuation of other leave covered by rule 5.2(a) *ibid*. In addition to the certificates required under rule 5.3(a)(i) and (ii) and 5.3(b) *ibid*, the medical certificate as already prescribed under rules 8.8, 8.12 and 8.13 of Punjab C.S.R., Volume I, Part I, shall also be furnished in such cases.

The question whether Compensatory Allowance may be paid to an officer suffering from T.B./Cancer during leave on medical certificate exceeding eight months shall be decided on merits by the concerned Administrative Secretary in consultation with the Finance Department.

These orders take effect from the date of issue.

(No. 8631-3FRI-61/13408, dated the 28th October, 1961).

These instructions have become obsolete.

Expeditious Disposal of Pension Case.—

Delay in sanctioning pension frequently occurs on account of the work of preparation of applications for pension not being taken in hand sufficiently in advance of the date of retirement of the officer concerned, and also on account of the preparation and check of such application being entrusted to person who do not have all adequate knowledge of the rules, regulations and procedural instructions on the subject. In several cases, a number of Departments/Officers are concerned and the responsibility for finalisation of the cases gets consequently diffused and cases are allowed to drift.

Rule 9.11 of C.S.R. Volume II, provides that the preparation of the Service statement and the verification of service shall be undertaken by the Head of the office one year before the date on which an officer is due to retire on superannuation or the date on which he proceeds on leave preparatory to retirement, whichever, is earlier, and shall not be delayed till the Government employee has actually submitted the formal application for pension.

No. 9735-6FRI-61/13681, dated the 31st October, 1961).

These instructions have become obsolete.

All India Services—Sanction of ex gratia grants to the families of officers who die while in service—Clarification regarding.— A copy of the Government of India, Ministry of Home Affairs, letter No. 29/52/60-AIS(II), dated 26th July, 1961 is appended.

The interpretation made by the Government of India on Article 282 of the Constitution of India and the meaning of the expression “any public purpose” as used in that article may be kept in view while making recommendations to the State Government for the grant of ex-gratia payments to the families of officers of the State Government who die, while in service.

(No. 8718-7FRI-61/13496A, dated the 27th October/2nd November, 1961).

Contd...

Encl.

Copy of letter **No. 29/52/60-AIS(II), dated the 26th July, 1961**, from the Government of India, Ministry of Home Affairs to the Chief Secretary to Government; Punjab.

Subject : All India Services Sanction of ex-gratia grants to the families of officers who die while in service – Clarification regarding.

I am directed to say that an instance has come to notice where in addition to death-cum-retirement gratuity admissible under the All-India Services (Death-cum-retirement Benefits) Rules, 1958, a State Government made certain ex-gratia grants to the family of an Indian Administrative Service Officer who died under unusual circumstances while undergoing treatment in a Government Hospital. These grants vary in nature and range from an annuity to the widow and children of the deceased officer to rent-free quarters till the widow could construct her own house and also to the investment of a sum in National Savings Certificates for meeting the expenses on the marriage of her daughters. Those grants were purported to have been made with reference to Article 282 of the Constitution which enables the State Government to make any grants for any public purpose.

2. On a reference from the Comptroller & Auditor-General of India about the propriety of such ex-gratia grants in terms of Article 282 of the Constitution, the Government of India have examined in detail the interpretation of Article 282 and the meaning of the expression "any public purpose" in that article and have had also the benefit of the opinion of the Attorney-General. They have been advised that whatever be in furtherance of the general interest of the community as distinguished from the interest of the individual must be regarded as a public purpose. In order to determine whether a particular grant is or is not for a public purpose, all the facts and circumstances of the particular case require to be closely examined. A purpose may well be a public purpose though it may primarily result in benefiting an individual. It would undoubtedly be a public purpose to make adequate provision for the dependents of public servants in the event of their death. Such a provision has been made in the relevant rules applicable to Government employees. Making a provision for such dependents different from that contained in the rules cannot be said to be in the interest of the general public. It may not be in the interest of the community in general that special grants should be made to meet the needs of individual cases. It would be stretching the language of the expression "public purpose" too far if it is held that the interest of the general community is served by the special grants to the family of a deceased officer. The fact that a particular case is a very hard one should not come in the way of interpreting the provisions of Article 282 of the Constitution properly. In the circumstances, the grants, of the nature mentioned in paragraph 1 above, cannot be regarded legitimately as grants made for a public purpose within the meaning of Article 282 of the Constitution.

3. The legal and constitutional position explained above is brought to the notice of the State Governments for their information and guidance in dealing with any request which may be received by them in the future from the family of a deceased All India Services Officer for ad-hoc concessions. If in any particular case the State Government feel that the peculiar circumstances of the case warrant the sanction of a grant not permissible under the service rules applicable to the officer, they may consider the advisability of recommending to the Central Government the sanction of such a grant in relaxation of the rules, instead of utilising Article 282 of the Constitution for the purpose.

These instructions have become obsolete.

Death/Retirement/Terminal benefits for purely temporary employees and certain other categories of employees in the event of death while in service or retirement or retrenchment or invalidment, grant of.— The question regarding the grant of death/retirement/terminal benefits for purely temporary employees and quasi-permanent employees in the event of death while in service or retirement or retrenchment or invalidment, has been under the consideration of the State Government. It has now been decided that the following benefits should be allowed with effect from the 7th June, 1961, in respect of the categories of employees specified below, subject to the conditions indicated in each case :-

Section 1 (Temporary Employees)

(2) A. Terminal Gratuity.—A temporary employee who retires on superannuation or is discharged on account of retrenchment or is declared invalid for further service, will be eligible for a gratuity at the rate of 1/3rd of a month's pay for each completed year of service, provided he had completed not less than 5 years' continuous service at the time of retirement/discharged/invalidment.

B. Death Gratuity.—The family of a temporary Government employee who dies while in service will be eligible for a death-gratuity on the scale and subject to the conditions specified below :-

- (a) On death after completion of one year's service but before completion of three years' service — a gratuity equal to one month's pay.
- (b) On death after completion of three years' service but before completion of five years' service — a gratuity equal to two months' pay.
- (c) On death after completion of five years' service — or more a gratuity equal to three months' pay or the amount of the terminal gratuity mentioned in Part A of this Section if it is greater.

Note.—Pay for the purpose of determining the amount of terminal/death gratuity under this section will mean only basic pay and dearness pay at the time of relinquishing service or of death as the case may be. It will not include special pay, personal pay and other emoluments classed as Pay in case the person concerned was on leave with or without allowances immediately before retirement, discharge, invalidment, death. Pay for this purpose will be pay which he would have drawn had he not proceeded on such leave.

“Government service” means temporary service under the Government of Punjab and includes temporary service rendered in erstwhile Pepsu before its merger with Punjab.

Temporary service means officiating and substantive service in a temporary post and officiating service in a permanent post under the Government of Punjab and such service rendered in erstwhile Pepsu before its merger with Punjab.

SECTION II—ADDITIONAL BENEFITS —IN RESPECT OF TEMPORARY SERVICE FOLLOWED BY QUASI-PERMANENCY

(3) A. Terminal Gratuity.—A quasi-permanent employee who retires on superannuation or is discharged on account of retrenchment or is declared invalid for further service will be

granted in addition to the gratuity admissible to him in respect of his quasi-permanent service, a gratuity in respect of the period of continuous temporary service rendered by him before becoming quasi-permanent at the rate of 1/3rd of a month's pay for each completed year of such service, provided that the total period of his temporary and quasi-permanent service on the date of retirement/discharge invalidment is not less than 5 years.

B. Death Gratuity.—In the event of death of a quasi permanent employee while in service his family will be granted gratuity on the following scale :-

- (a) If the death takes place after completion of three years but before completion of 5 year's total continuous service (i.e., including both temporary and quasi-permanent service) a gratuity equal to three months' pay.
- (b) If death takes place after completion of 5 years' total service or more gratuity equal to 4 months' pay or terminal gratuity as in A above whichever is more.

Note.—Pay for the purpose of the sub-paragraph, will mean the emoluments as defined in article 2.40 of the Pepsu Services Regulations Volume I, quasi-permanent service will have the meaning as defined in Pepsu Civil Services (Temporary Service) Rules, 1953, Section III (General).

SECTION III—(GENERAL)

- (4) (i) The gratuity admissible under section II above will be payable to employees of erstwhile Pepsu in accordance with the provision contained in the Pepsu Civil Service (Temporary Services) Rules, 1955, and the relevant orders and instructions issued thereunder.
- (ii) The grant of gratuity under these orders will be subject to the service rendered by the employees concerned being held by the authority competent to appoint him to be approved and satisfactory.
- (iii) No gratuity will be admissible :—
 - (a) in a case where the employee concerned resigns his post or is removed/dismissed from public service;
 - (b) to a probationer or other Government employee discharged for failure to pass the prescribed test of examination;
 - (c) to re-employed pensioner.

(No. 10427-FRI-61/13863, dated 4th November, 1961).

Grant of travelling allowance to Government employees for appearing before police officers for interrogation or for appearing in a Court of Law as accused during suspension.— According to para 2 of Punjab Government, Finance Department letter No. 477-FR(I)-60/1183, dated the 10th February, 1960 read with para 1(ii) thereof, when a Government employee undertakes journeys during suspension for appearing in a Court of Law as an accused person and is later acquitted by the Court and reinstated in service or would have been reinstated in service but for death or his having attained the age of compulsory retirement or being allowed to retire voluntarily, he may include his travelling expenses incurred in connection with such journeys in any claim that he might prefer under Article 320(3)(d) of the Constitution for reimbursement of the cost incurred by him in defending legal proceedings against him. It was further provided in the over said letter that reimbursement on this account not exceeding the amount admissible as travelling allowance as for journeys on tour may be allowed in such cases, in accordance with such advice as the Public Service Commission, Punjab might tender.

The matter has been examined further and it is observed that travelling expenses in respect of the aforesaid journeys cannot form part of the claims for reimbursement of costs to be considered by the Commission under Article 320(3)(d) of Constitution. In view of this it has been decided, in supersession of the orders contained in para 2 of letter under reference pertaining to para 1(ii), that in respect of the journeys mentioned therein T.A. as for a journey on tour, based on the grade to which the Government employee belonged before suspension, may be reimbursed by the Administrative Department concerned provided the legal expenses incurred by him in defending such proceedings are reimbursed to him in full or in part, under the aforesaid Article of the Constitution. In cases where the journeys were performed by the Government employee by rail/steamer in a class lower than the class to which he was entitled before suspension, the fares of the class actually used, in addition to his other entitlements of T.A. as on tour, may be paid to him.

These orders will come into force from the date of issue, but pending cases may also be decided in accordance with these orders.

(No. 11059-FR(I)-61/15429, dated the 21st November, 1961).

These instructions have become obsolete.

Elimination of delays in the payment of Provident Fund balances to subscribers, nominees or other claimants.— In order to eliminate all avoidable delays in the final payment of Provident Fund moneys, the question of prescribing standard forms containing the request of the person applying for final payment of the Provident Fund money as well as various particulars and certificates to be furnished by the Heads of Departments/Offices has been under the consideration of Government. It has been decided to prescribe forms '2', '3', '4' and '5' (added in this Chapter), for use by gazetted officers, non-gazetted officers and by nominees or other claimants, respectively. The appropriate form should invariably be used by the claimants, in future, for claiming the payment of the Provident Fund money.

(Letters No. 8666-4FRI-60/2823, dated 14th March, 1961, and No. 8105-4FRI-61/10294, dated 21st November, 1961).

These instructions have been inserted in Rules.

Copy of letter No. 8156-4FR-II-61/15430, dated the 24th November, 1961, from the Secretary to Government, Punjab, Finance Department, to all Heads of Departments, Registrar, Punjab High Court, Commissioners of Divisions, District & Sessions Judges and the Deputy Commissioners in the Punjab.

Subject : Officiating Promotions in short-term vacancies.

I am directed to invite a reference to Finance Department letter No. 564-FR-II-56/5017, dated the 24th June, 1957 to say that the instructions contained therein were subsequently withdrawn vide F.D. letter No. 7267-FR-II-58/15222, dated the 22nd October, 1958. On further examination, it has been decided that the original instructions may be revived with the modification to the effect that the duration of short-term appointment be raised from one month to two months and that :-

- (a) Short-term vacancies, the duration of which exceeds two months by an appreciable margin, may be filled up in the normal manner by the authority competent to make appointments against the post.
- (b) Officiating promotions in vacancies of two months duration or less/continuous chain of vacancies in the same grade each of a duration of two months or less but which taken up together extend beyond two months, should not, as a rule, be made save in very exceptional circumstances, with the prior approval of the Administrative Secretary in the case of gazetted appointments or the Head of the Department in the case of non-gazetted appointment.

2. These orders will have effect from the date of their issue.

3. In the case of Punjab Vidhan Sabha Secretariat, the appointments, except that the Secretary, will be made by the Speaker, Punjab Vidhan Sabha, who is competent to make these appointments and in the case of Punjab Legislative Council these instructions will not be applicable during its session days.

Copy of letter **No. FD Loan-62(10)61/15625 dated 1st December, 1961** from the Secretary to Govt. Punjab, Finance Department to all Heads of Departments etc. in the Punjab.

Subject : Loans advanced/utilised by the State Government.

I am directed to invite a ref. to the instructions contained to Punjab Govt. Finance Department circular letter No. 5131-Loans/17488, dated 25-12-1959 on the subject noted above and to state that according to the procedure followed in the office of the A.G. Punjab in respect of the detailed accounts under head loans and advances to Govt. Servants and (Loans to Municipalities etc). the amount advanced to an individual is noted against his name in the broadsheet with the details of the treasury voucher in a separate column opened for the purpose. All the recoveries effected from the individual against that loan are noted against his name and at the close of the financial year the balance is struck out. This outstanding balance is communicated to the debtor and his acceptance for the correctness thereof is called for. A suitable note of the correctness of this balance is given against this loan. In case there is any discrepancy the same is investigated and set right under intimation to the party concerned. This not only given as opportunity to the debtor to review his loan but also enables the Govt. to detect cases of misappropriation of loan collections by the collecting authorities and to determining the amounts really due to the Govt. and to take action for its recovery. The A.G. Punjab has accordingly suggested that the departmental officer may obtain at the close of the financial year a statement in enclosed proforma in respect of different loans advanced by them under the loans to local funds private parties etc. from the field officers incorporating information on the following points.

- (i) Year wise breakup of outstanding recoveries.
- (ii) Reasons for the recoveries pending for a long time and number of cases of default in the repayment of loans.
- (iii) Arrears which are considered to be irrecoverable or of doubt recovery.
- (iv) No. of individual loanees to whom the loans were advanced and from whom the acknowledgements accepting the balance are due; since received and the balances still due.
- (v) The reasons for which the acknowledgements have not been received from the parties concerned.
- (vi) The action taken to recover the arrears of loans.
- (vii) The amount loans advanced and the recoveries.

This will enable the departments to review their loans position and devise methods for the realisation of the arrears and writing of irrecoverable loans, it has, therefore, been decided that consolidated statement in respect of each loan together with the comments of the Administrative department should be supplied to the A.G. Pb. by the 10th August every year so as to enable him to examine the desirability in incorporating this information in the Annual Finance Accounts.

2. The A.G. Punjab has further pointed out that huge difference exist between the figures of expenditure and receipts relating to loans advanced by the State Government to private parties and individuals looked in the Audit office and those in the department concerned due to their reasons that either the classification given on the challans presented in the treasury

is incorrect or the treasury, sub treasury book this credits under wrong heads of accounts. In order to remove these discrepancies, it has been decided that the following instruction should be carefully observed.

- (a) The treasuries should not accept credits against any sum unless the challans pertains to the same one seen and initiated by the department on whose behalf the amount is to be deposited.
- (b) The loanees should be advised to prepare challans in treasuries in triplicate present the same to the department concerned in the first instance. The departmental officer after checking the challans should note on all the three copies the complete head of account under which the credit should be accounted for with a rubber stamp. He should initial the challans in Token of having done so T.O./Sub T.O. should as usual after receiving money return one copy of the challan duly signed to the token of having received the amount. The loanee should then inform the departmental officer about the credit officer indicating the number of treasury receipt and the date of deposit. The departmental should, therefore, note the number of treasury receipt the name of the loanee and the date of deposit in the treasury in a separate register with a view to reconciling the credits in respect of the loans with the treasury at the close of the month's accounts. He should further strikeout total of such deposit against each kind of loan. At the close of the month's accounts an official of the department should attend the treasury along with register referred to above and should reconcile the receipt figures with the treasury and obtain from it consolidated loan head receipt in respect of the month total credit under a particular in loan head and also one copy of the challan may be retained by the treasury for record. From the copies of the challan the department officers should complete their records and tally the total with the consolidated receipts. The department officer should further particular details of amount realised and the total payment made about a particular loan to the controlling officer (at above a particular loan to the controlling officer at the head quarter) with the consolidated treasury receipt referred to above. The treasury officer should maintain their accounts in such way they are in a position to furnish consolidated receipt in respect of various loans to the departmental officer at the close of the months and can reconcile the discrepancies, if any, without much labour.
- (c) The controlling officer should prepare a consolidated statement of receipts concerning transaction at all the treasuries in the State in respect of that particular loan and submit it in during date to the Audit office monthly. An Assistant should be deputed by the controlling officer for the reconciliation of the figures of receipts and personal collaboration with that of audit office.

It is requested that the above instructions may please the followed scrupulously.

Procedure regarding the grant of leave and disbursement of leave salary to Government employees transferred from one department to another department.— The following procedure is laid down for the grant of leave or extension of leave and disbursement of leave salary to a Government employee transferred from one Department to another department :-

- (i) In cases where a period of leave has already been sanctioned by a Department and the Government employee concerned is transferred to another Department where he has to join on the expiry of leave, the issue of formal orders/notification sanctioned leave and the payment of leave salary shall devolve on the department from which he is transferred.

In case where extension of leave is applied for in continuation of the leave already granted to him by the Department from which he is transferred the issue of formal orders/notification sanctioning leave and the payment of leave salary shall devolve on :-

- (a) the Department where he is to report for duty, if the transfer or reversion of the Government employee to such Department is to take effect from the date of expiry of the original spell of leave, or
- (b) the Department from which he is transferred, transfer/reversion is to take effect from the date of expiry of extension of leave applied for.
- (ii) In cases where the leave is applied for by a Government employee during the period of transit from one Department to another Department, the leave should be sanctioned by the Department, where he has to report for duty and that Department should also make suitable administrative arrangements incumbent on the sanctioning of leave.

The procedure prescribed in paragraph 1 will apply mutatis mutandis in case of grant of leave and the disbursement of leave salary of Government employees transferred from one office to another under the same Departments.

(No. 10935(5)-FR-II-61/15848, dated 8th December, 1961).

These instructions have become obsolete.

No. 11143-3FRI-61/15600

From

SHRI SAPURAN SINGH, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Session Judges and
The Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 8th December, 1961.

Subject : Outstanding Inspection Reports and Clearance of Audit Objections – Fixation of time limit.

Sir,

I am directed to invite a reference to Punjab Government Finance Department letter No. 5334-3FRI-61/7125, dated the 21st June, 1961, on the subject noted above and to state that Government have had under consideration the question regarding the period of audit objections/Inspection Reports which were to be cleared upto 31.12.61. It has now been decided in consultation with the Accountant General, Punjab that all the audit objections pertaining to the period upto 31.12.60 as they stood on 30.9.61 are to be cleared by the end of December, 1961. It is, accordingly, requested that suitable steps may be taken immediately to ensure the disposal of outstanding audit objections by the 31.12.1961, without fail and these instructions may be brought to the notice of all concerned for strict compliance at the earliest. An acknowledgement to the effect that the contents of this letter have since been brought to the notice of all concerned may also be communicated to Government.

Yours faithfully,

Sd/-
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

Endst. No. 11143-3FRI-61/15601,

Dated, the 8th December, 1961.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his letter No. TM.I/12-9/61-62/1719, dated 13.11.1961.

By order,

Sd/-
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the :-

Financial Commissioners, Punjab.
All Administrative Secretaries to Government, Punjab.

Sd/-
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

To

Financial Commissioner, Punjab.
Administrative Secretaries to Government, Punjab.

U.O. No. 11143-3FRI-61,

Dated, the 8th December, 1961.

Copies are forwarded to the Secretaries to the Chief Minister, Finance Minister and Irrigation and Power Minister, Private Secretaries/Personal Assistant to the other Ministers, to Deputy Ministers and the Chief Parliamentary Secretary, for information of the Chief Minister, the Ministers, the Deputy Ministers and the Chief Parliamentary Secretary.

Sd/-
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries to the Chief Minister, Finance Minister and Irrigation and Power Minister, Private Secretaries/Personal Assistant to the Ministers/Deputy Ministers and the Chief Parliamentary Secretary.

U.O. No. 11143-3FRI-61,

Dated, the 8th December, 1961.

***These instructions have been Superseded vide
No. GSR-31/Const./Art-309/2001, Dated 07.12.2001.***

Counting of Special Pay for pension in terms of Clause (d) of Rule 6.19-A of the Punjab Civil Services Rules, Volume II.— It is clarified that a special pay can count in full for pension, if :-

- (a) the special pay has been sanctioned permanently i.e., without limit of time, and
- (b) drawn in a permanent post which is held by the individual concerned in a substantive capacity. However, when certain posts in a cadre have special pay attached to them permanently, it will count in full for pension if the holder of a post to which special pay is attached is permanent in that cadre.

(No. 11896-5FRI-61, dated the 19th/20th January, 1962).

Subject : Prompt disposal of Audit Objections.

Will the Administrative Secretaries to Government, Punjab, kindly refer to the Finance Department U.O. Circular No. 1779-FRI-57/2743, dated the 11th April, 1957, on the subject cited above?

2. According to the instruction contained in the above U.O. reference, Administrative Departments are required to furnish to Audit half-yearly return showing progress in the settlement of Audit objections on the 15th September and 15th March, each year. It is further required in para 3 thereof that the Administrative Departments should maintain registers containing items of outstanding objections indicating progress of action taken on each item. This register is also to be inspected by officers of the Finance Department to ensure that the same is being properly maintained by the Administrative Department. The Accountant General, Punjab has, however, brought to the notice of this Department that in actual practice six monthly returns referred to above are not being sent regularly to Audit. The natural inference is that the above registers of audit objections are either not being maintained at all by the Departments or if maintained are not being kept up-to-date. Consequently during discussions in the Public Accounts Committee regarding outstanding audit objections wide verifications are noticed between the set of figures furnished by the audit and those supplied by the Departments concerned, resulting in considerable embarrassment to both the parties and avoidable deferment of discussions on these items by the Public Accounts Committee. If the instructions already issued in this connection, are strictly observed, there should be no difficulty to present reconciled figures to the Public Accounts Committee. In this context it is once again requested that it may be impressed upon all concerned to furnish the aforementioned six month returns regularly and to maintain the register up-to-date. The branches concerned in the Audit Office have already been directed by the Accountant General, Punjab, to keep the departmental authorities informed about the settlement of objections. Accordingly only these objections have to be considered to have been settled which have been duly communicated by the Audit as settled. If this practice is meticulously observed, registers of audit objections maintained by the Administrative Department, will exhibit correct position and will not show any variation when compared with the records maintained by Audit.

3. It is further requested that six monthly Returns in respect of central audit objections and local Audit Objections may be sent to the Audit Office separately as these objections are being dealt with in different branches of that office. Similarly register required to be maintained by each Administrative Department under para 3 of Finance Department. U.O. dated the 11th April, 1957, for indicating progress of action taken on each outstanding objection should contain both types of objections in separate sections or for sake of convenience, separate registers may be kept for recording Central and local audit objections.

Sd/-

Secretary to Government, Punjab,
Finance Department.

To

Financial Commissioner, Punjab
Administrative Secretaries to Government, Punjab.

U.O. No. 61-3FRI-62/809,

Dated, Chandigarh, the 25th January, 1962.

No. 61-3FRI-62/809,

Dated, Chandigarh, the 25th January, 1962.

A copy is forwarded to the Heads of Departments and the High Court,

Commissioners of Divisions, Distt. & Session Judges and Deputy Commissioners in the Punjab,
for information and compliance.

By order,

Sd/-
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

No. 61-3FRI-62/809

Dated, Chandigarh, the 25th January, 1962.

A copy is forwarded to the Accountant General, Punjab, Simla for information, with
reference to his letter No. OA/NCW.I/I-19/4662, dated 11th November, 1961.

By Order,

Sd/-
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

Supply of copy of Service Book to a Government employee on his quitting Government Service.— With reference to note below rule 12.3 of the Punjab Civil Services Rules, Volume I, Part I, it has been decided that in the case of Departments having a separate receipt Major Head, the amount of Rs. 5 received as copying fee, may be taken to the Minor Head "Collection of Payments for services rendered" and if such a Minor Head does not exist, the recoveries may then be taken to the Minor Head "Miscellaneous" under the Major head of the Department, Recoveries relating to Departments not having a special receipt Major Head should, however, in all cases be taken to the Minor Head "Collection of Payments for services rendered" under the Major Head ICLVI-Miscellaneous".

(No. 296-(5)FR-II-62/1007, dated the 30th January, 1962).

Transfer of State Government employee to Foreign Service – Procedure regarding grant of leave and leave salary during foreign service.—

(1) Instances have come to notice where leave salary was paid by the foreign employers directly to the Government employees without either the verification of admissibility of leave or leave salary by the audit office or the sanction of the competent authority. After payment of leave salary, it was represented by such foreign employers that the amounts paid by them to Government employees while in foreign service, by way of leave salary, should be reimbursed to them by adjustment against leave salary contribution due from them.

(2) According to Note 3 below Rule 10.9 of the Punjab C.S.R. Volume I, Part I, the liability of leave salary in respect of leave taken by a Government employee during foreign service devolves on Government, in return for leave salary contributions which are payable by the foreign employer or the Government employee himself, according to the terms of foreign. Further no leave can be granted or leave salary paid to a Government employee whether gazetted or non-gazetted, while on foreign service, without a certificate of admissibility from the Audit office, vide rules 8.20 and 8.48 *ibid* read with instructions No. 5 under the caption "Certificate of Admissibility" in Annexure B of Chapter 2, Section IV of the Audit Code. The irregular procedure adopted by the foreign employer in this regard is mainly due to the fact that the provisions of the above rules are not brought to their notice by the various authorities while settling terms and conditions of foreign service. It is, therefore, emphasized that while settling terms and conditions of foreign service the provisions of the above rules regulating the grant of leave and leave salary to Government employees should be brought to the notice of the foreign employers.

Instructions contained in Punjab Government circular letter No. 10484-FR-II-60/10613, dated 1st December, 1960, may also be strictly followed issuing in regard to the terms and conditions of the Government employees transferred to foreign service.

(No. 11715-(3)FR-II-61/686, dated the 3rd February, 1962).

These instructions have become obsolete.

Admittance/Regularisation of certain shortcoming in individual pension cases.— The authority competent to fill a post from which a person retires shall have full powers in respect of the followings :-

(No. 836-6FRI-61/1048, dated the 27th/31st January, 1961.)

- (i) to admit medical certificate of Invalidation where not in the proper form
- (ii) to sanction regularisation of premature retirements provided the period does not exceed one year;
- (iii) to sanction preparation of duplicate service books on the basis of local records of collateral evidence. In this connection attention is also invited to the Punjab Government letter No. 5960-FD-49/3163, dated the 23rd November, 1949;
- (iv) to admit options for pension which are not clear or properly dated;
- (v) to determine, in the absence of clear entries in the service books/records the exact period of suspension and whether these would count for pension or not;
- (vi) to determine in the absence of clear entries in the service books/records the exact duration and nature of periods of leave availed of;
- (vii) to determine and certify in doubtful cases whether the service rendered is continuous and pensionable provided the considerations of rule 3.12 of the Punjab Civil Services Rules, Volume II, are fulfilled; and
- (viii) to determine the date of confirmation in accordance with the instructions contained in Punjab Government letter No. 11941-3FRI-60/4650, dated the 18th January, 1961.

(No. 1011-3FRI-62/1256, dated the 8th February, 1962.)

***These instructions have been clarified vide
No. 10868-1FR-I-62/2486, Dated 18.3.1963 and
No. 5523-FR-I-64/12598, Dated 5.12.1964.***

Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview-General instructions regarding the mode of drawal of etc.— Reference Punjab Government, Finance Department letter No. 1090-FR(I)-61/1504, dated the 9th/15th, February, 1961. The expenditure involved on account of payment of travelling allowance to the Scheduled Castes /Scheduled Tribes candidates for interview should be treated as contingent expenditure. Accordingly all the rules regarding the drawal and disbursement of contingent expenditure should apply to these transactions.

The recruiting authority will be the Drawing and Disbursing Officer for the purpose of the orders mentioned above. As far as possible, the payments should be made on the spot, after the interview is over. The Disbursing Officer shall have full discretion in the matter of verifying or satisfying himself as to the correctness of the payments to be made to the candidates. If the amount required for the purpose, is small, it can be met from the Permanent Advance of the Disbursing Officer. Where, however, the permanent advance sanctioned to the Disbursing Officer is not sufficient or the amount required for the payment is heavy, an 'On account' advance may be sanctioned for the purpose by the competent authority. The advance drawn in such cases should, in due course, be accounted for by sending necessary adjustment bill to the Audit Officer, duly countersigned, where necessary. Unutilized portion of the advance, if any, should be refunded to the treasury.

(No. 1380-FR(I)-62/1415, dated the 22nd February, 1962)

These instructions have become obsolete.

Transfer of State Government employees to Foreign Service.— Procedure regarding Punjab Government, Finance Department, circular letter No. 10484-FR-II-60/10613, dated the 1st December, 1960, provides, inter alia, that in order to avoid accumulation of foreign service contributions recoverable from the foreign employer or the Government servant concerned, the “provisional” rates of such contributions should be included in the orders sanctioning the transfer of Government servant on foreign service. In order to ensure that such contributions are paid and that delays in payment do not cause loss to Government, it has been decided as follows :—

- (i) In all cases of transfer to foreign service in which the liability for making contributions on account of pension/C.P. Fund and leave salary rest on the transferee, it shall be necessary to secure a letter from the transferee addressed to the foreign employer to pay to the Punjab Government from his salary a specific monthly sum which would be based on the foreign service contributions, which the employee himself has to pay. The issue of such a letter would enable the foreign employer lawfully to effect the necessary deductions from the Government employee's salary and remit to the Government of Punjab. A provision to this effect may, in future, be incorporated in all cases of foreign service where the transferee is himself liable for payment of foreign service contributions.
- (ii) In order to avoid procedural difficulties and to enable the Accounts Officer to report lapses to Government promptly, the contributions shall in all cases be remitted to the concerned Accounts Officer by means of Demand Drafts.

(No. 1325(3)-FR-II-62/2084, dated the 7th March, 1962).

These instructions have become obsolete.

Scheme for providing immediate relief to the families of non-gazetted Government employees who die while in Service.— Concluding sentence of the sub-para 4 of Punjab Government letter No. 12122-(5)FRI-60/2404, dated the 3rd March, 1961 has been amended as follows :-

"The fact of payment of advance in this behalf should be noted in the Last Pay Certificate sent to the Audit Office with the papers relating to the death-cum-retirement gratuity and similar other payments. In cases where submission of Last Pay Certificate has been dispensed with (e.g., under rule 9.8 of the Punjab Civil Services Rules, Volume II or under the orders contained in the Punjab Government letter No. 1141-5FRI-61/1863, dated the 17th February, 1961, in the case of payments of anticipatory pensions gratuities, etc.), the fact of the payment of the advance should be indicated in the no demand certificate or on page 3 of the pension application or in the letter forwarding the pension papers to the Audit Officer."

(No. 2039-5FRI-62/3799, dated the 4th April, 1962).

These instructions have become obsolete.

Procedure for payment to Inspecting Officers and their establishment.— A reference is invited to Rule 4.171 of the Punjab Subsidiary Treasury Rules regarding the procedure for the payment of the claims of Inspecting Officers and their establishments. According to existing arrangements a Government employee who has to travel on inspection is required to take with him a last pay certificate which enables him to draw from nearest Treasury or office of disbursement within his circle or jurisdiction, such portion of his pay and allowances as has been entered therein. Debits for these payments have accordingly to be raised through exchange accounts by the Accounts Officer in whose circle payments are made against the Accounts Officer on whose books they are finally adjustable. With a view to eliminate the operation on exchange accounts which entails increase in work all round and carries the risk of misclassification of transactions in question, it has been decided in consultation with the Accountant General, Punjab, that such payments should in future, be made by Bank Drafts, or, where it is not possible by Money Order. The revised procedure would apply to the payment of the bills of both Gazetted Officers and non-gazetted staff at the places of their inspection duty. Necessary action to amend Rule 4.171 *ibid*, will be taken in due course. The revised arrangements may be brought to the notice of all concerned.

(No. 1647(7)FRI-62/3960, dated the 9th April, 1962).

These instructions have become obsolete.

Grant of benefits to employees in establishments carrying benefits admissible under the Contributory Provident Fund.— It has been decided that the following benefits should be given with effect from 7th June, 1961 in respect of the categories of employees specified below subject to the conditions indicated in each case :-

I. Employees who are subscribers to the Contributory Provident Fund (Punjab)

- (2) (i) The family of a permanent employee who is a subscriber to the Contributory Provident Fund (Punjab) and who dies while in service before completing 5 years service, will be eligible for gratuity equal to the difference between his 6 months' emoluments and the amount of Government Contribution, together with interest thereon, standing to his credit in the Fund. If, however, such an employee dies in the first year of service, his family will be eligible for gratuity equal to the difference between his two months emoluments and the amount of Government contribution, together with interest thereon, standing to his credit in the fund.
- (ii) If such an employee dies after completing five years service, his family will be eligible for a gratuity equal to the difference between his 12 months emoluments and the amount of Government Contribution together with the interest thereon, standing to his credit in the Fund.
- (iii) The term "Emoluments" for the purposes of this para will mean emoluments as defined in Rule 6.19-A of the Punjab Civil Services Rules, Volume II.

II. Temporary Government employees employed in an Establishment carrying benefits admissible under the Contributory Provident Fund (Punjab), and who on the date of retirement/discharge/invalidment/death had not been admitted to such a Fund.

- (3) (i) Terminal Gratuity.—A temporary employee who retires on superannuation or is discharged on account of retrenchment or is declared invalid for further service, will be eligible for a gratuity at the rate of 1/3rd of a month's pay for each completed year of service, provided he had completed not less than 5 years continuous service at the time of retirement/discharge/invalidment.
- (ii) Death Gratuity.—The family of a temporary Government employee who dies while in service will be eligible for a death gratuity on the scale and subject to the conditions specified below :-
- (a) On death after completion of one year's service but before completion of three years service—gratuity equal to one month's pay.
- (b) On death after completion of three years' service but before completion of five years' service—a gratuity equal to two months' pay.
- (c) On death after completion of five years' service or more a gratuity equal to three months' pay or the amount of the terminal gratuity mentioned in Part (i) of this para, if it is greater.

(No. 2221-5FRI-62/4566, dated the 25th April, 1962.)

These instructions have also been inserted in rules.

Travelling Allowance to Government employees on retirement - time limits for transportation of personal effects.— In Clause (ix) of para 3 of Punjab Government letter No. 9219-FRI-60/1625, dated the 9th February, 1961, the time limits for the conveyance of the members of family of a retiring Government employee on availment of post-retirement travelling allowance concession has been laid down. The question of the time limits applicable for the transportation of personal effects on availment of the concession has been considered and it has been decided that the time limits prescribed in the relevant paragraph of Punjab Government letter, dated the 9th February, 1961, in the case of the members of family namely, one month anterior and six months posterior to the date of the move of the retiring Government employee himself, should apply in the case of transport of his personal effects also.

(No. 2741-(I)-FRI-62/4681, dated the 3rd May, 1962).

Journey to give evidence or to attend a court of Law as Assessor or Juror.— Under Rules 2.53 of the Punjab Civil Services Rules, Volume I, Part I and 2.35 of the Punjab Civil Services Rules, Volume III, a Government employee can travel beyond the sphere of duty only with the special orders of competent authority. A doubt has been expressed in certain quarters whether a Government employee undertaking journey to give evidence in accordance with the Rule 2.80 of the Punjab Civil Services Rules, Volume III, before a Court situated beyond the sphere of his duties, should also be required to undertake such journey with the prior special sanction of the competent authority. The matter has been considered and it is clarified that it is necessary to obtain prior sanction of the competent authority under Rule 2.80 of Punjab Civil Services Rules, Volume III, read with rule 2.53 of the Punjab Civil Services Rules, Volume I, Part I. However, where, in any case, it is not possible to obtain prior sanction, the sanction, may be obtained afterwards but before the T.A. for such a journey is drawn by the Government employees.

(No. 3363-FR-(I)-62/4721, dated the 19th May, 1962).

These instructions have become obsolete.

Admission of Employees who were members of the Contributory Provident Fund to pensionary benefits.— According to rule 14.26 of the Punjab Civil Services Rules, Volume II, the amount of subscriptions to the Contributory Provident Fund and interest thereon standing to the credit of the subscriber of this Fund, shall upon application made by him in that benefit to the Accounts Officer, become payable to him on the events detailed therein. The Accountant General, office awaits the Government orders in this behalf even after the final withdrawal applications have been received by him from the subscribers, and in consequence Government contribution is withheld by him receipt of final orders of Government.

Under rule 14.4, *ibid*, it is the discretion of subscribers to elect to come on the pension scheme or if they do not do so, continue to be governed by the C.P. Fund Rules. The Accountant General, Punjab, cannot, therefore, be expected to take notice of any application by the retired employee for admission to pensionable service at the time of closure of his fund account as conditions of service should have been finalised while the officer concerned was in service or at least before the payment of the amount in the contributory provident fund account became due.

This point has been considered at a great length and it has been decided that the Audit Office will, in future, authorise the payments strictly in accordance with the rules to avoid delay in the settlement of the contributory provident fund cases. The existing instructions and rules may be brought to the notice of all concerned emphasizing upon them that the Accountant General, Punjab, will make payment strictly according to the rules. If there are any cases where the question of extension of pensionary benefits is still under consideration they should be finalised before the Government employee actually retires.

(No. 5221-4FRI-62/7301, dated the 9th July, 1962).

These instructions have become obsolete.

Payment of anticipatory pension, gratuity and commuted value based on anticipatory pension.— Para 3 of the Punjab Government letter No. 1141-(5)FRI-61/1863, dated the 17th February, 1961, provided inter alia that if at the time of sanction of anticipatory pension, anticipatory gratuity or accumulation of a portion of anticipatory pension, any Government dues recoverable from a pensioner remain unassessed and un-realised the instructions contained in para 10 of letter No. 6034-(2)/FRI-59/6941, dated the 2nd September, 1959 and No. 2338-6FRI-60/3692, dated the 19th April, 1960 will apply.

2. In this connection it would be evident that the New Pension Rules already provide for withholding of one-fourth of the amount of anticipatory death-cum-retirement gratuity and that withholding of further amount from it on account of outstanding Government dues is liable to cause hardship and delay in the payment of anticipatory pension etc. It has been suggested that the amount of anticipatory gratuity withheld should be sufficient to cover the risk of overpayment of gratuity as well as any unrealised Government dues.

3. It has accordingly been decided that (i) in cases in which death-cum-retirement gratuity is payable, no amount over and above the amount withheld in accordance with the provisions of New Pension Rules should be withheld on account of outstanding Government dues. (ii) In cases, however, in which the Pension sanctioning authority indicates in the Third page of the Application for Pension an amount which is more than one-fourth of the amount of anticipatory gratuity, to be withheld from the death-cum-retirement gratuity, the amount so indicated should be withheld from the anticipatory gratuity. (iii) In cases in which no death-cum-retirement gratuity is payable the instructions referred to in para 3 of circular letter, dated the 17th February, 1961, will continue to apply.

4. In the interest of uniform interpretation of instructions contained in New Pension Rules it is clarified that one-fourth of the amount of the anticipatory death-cum-retirement gratuity is required to be generally withheld when authorising such payments.

(No. 1698-(5)FRI-62/7340, dated the 9th July, 1962).

These instructions have become obsolete.

No. 7762-3FRI-62/8971

From

SHRI SAPURAN SINGH, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, Punjab High Court,
Commissioners of Divisions,
District and Session Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 27th August, 1962.

Subject : Outstanding Inspection Report and clearance of Audit objections.

Sir,

I am directed to invite a reference to Punjab Government Finance Department Circular letter No. 65-3FRI-61/766, dated the 20th January, 1961, on the subject noted above and to State that it has been observed by Public Accounts Committee in their meeting held on the 16/17th August, 1962, that a large number of Payee's Receipts are still outstanding, some of which even pertain to the years 1951-52 and subsequent years. The Committee has suggested that Payee's Receipts should invariably be obtained as soon as payment is made and it should not take a long time to get the Receipts. It has further been pointed out that a large number of Payee's Receipts can be omitted if payments are made to the firms through Bank Drafts or Cheques and a certificate is obtained from the Bank concerned that necessary payment has been made to the firms concerned. Such a certificate will be acceptable to Audit. Accordingly, in order to prevent inspection reports and audit objections from falling into arrears and to expedite their disposal the above suggestion may be strictly observed.

2. It is, accordingly, requested that these instructions may be brought to the notice of all concerned for strict compliance.
3. The receipt of this letter may kindly be acknowledge.

Yours faithfully,

Sd/-
SAPURAN SINGH,
for Secretary to Government, Punjab,
Finance Department.

No. 7762-3-FRI-62/8972,

Dated, Chandigarh, the 27th August, 1962.

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

By order,
Sd/-
W.S. MONGIA,
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab and all Administrative Secretaries to Government, Punjab for information.

Sd/-
W.S. MONGIA,
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

To

Financial Commissioner, Punjab.
Administrative Secretaries to Government, Punjab.

U.O. No. 7762-3-FRI-62,

Dated, Chandigarh, the 27th August, 1962.

Copies are forwarded to the Secretaries to the Chief Minister, Finance Minister, Home Minister and Agriculture and Forest Minister and Private Secretaries/Personal Assistant to other Ministers and Ministers of State and Personal Assistant to Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary, for information of the Chief Minister, Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
W.S. MONGIA,
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries to the Chief Minister, Finance Minister,
Home Minister and Agriculture and Forest Minister, Private Secretaries/
Personal Assistant to other Ministers and Ministers of State and
Personal Assistant to Deputy Ministers, Chief Parliamentary Secretary
and Parliamentary Secretary.

U.O. No. 7762-3-FRI-62,

Dated, Chandigarh, the 27th August, 1962.

***These instructions have been Revised vide
No. 5072-A-3FR-I-63/4841, Dated 14.05.1963.***

Chandigarh Compensatory Allowance.— A reference is invited to the Finance Department letter No. 8395-3FRI-61/9368, dated the 23rd August, 1961 in which sanction was accorded to the grant of Chandigarh (Compensatory) Allowance to all gazetted and non-gazetted Government employees, including those paid from Contingencies, and work charged establishment, sanctioned at Chandigarh and drawing pay up to Rs. 335 per mensem (inclusive of Dearness Pay) or less, at the rate of 12½ per cent of their pay up to 31st July, 1962. On further consideration it has been decided that on account of the compelling need for general economy, the allowance should continue to be paid as allowed at half the present rates, i.e., at the rate of 6¼ per cent from 1st January, 1963 till the 31st March, 1963, whereafter the allowance should stop together.

(No. 8582-3FRI-62/9605, dated the 14th September, 1962).

Clarification in connection with the application of rule 7.3 of Punjab Civil Services Rules, Volume I, Part I.—

Point raised	Clarifications
(1) Whether the term “proportion” used in rule 7.3(3) of Punjab Civil Services Rules, Volume I, Part I, can be taken to mean “Whole”.	(1) The term “proportion” used in rule 7.3(3) of Punjab Civil Services Rules, Volume I, Part I, does not mean “Whole”.
(2) Where the period of absence is treated as ‘duty’ for all purposes under rule 7.3(5) of Punjab Civil Services Rules, Volume I, Part I, whether it will be in order to limit the Government employees’ pay to the subsistence allowance already paid.	(2) and (3) The decision of the competent authority under rule 7.3 of Punjab Civil Services Rules, Volume I, Part I, is in respect of two separate and independent matters. viz., (a) pay and allowances for the period of absence; and (b) whether or not the period of absence should be treated as duty.
(3) Whether the period of absence is treated as “not duty” under rule 7.3(5) of the Punjab Civil Services Rules, Volume I, Part I, whether the competent authority can pay full pay and allowances for this period.	It is not necessary that the decision on (a) above should depend upon the decision on (b) above. The competent authority has the discretion to pay the proportionate pay and allowances and treat the period as duty for any specified purpose(s) or only to pay the proportionate pay and allowances. It has no discretion to pay full pay and allowances when the period is treated as “non duty”. If no order is passed under rules 7.3(5) of the Punjab Civil Services Rules, Volume I, Part I, directing that the period of absence be treated as duty for any specified purpose, the period of absence should be treated as "non-duty", in such event, the past service (i.e. service rendered before dismissal, removal, compulsory retirement or suspension) will not be forfeited.
(4) How to regulate the pay and allowances and the period of absence. (i) Where a Government employee under suspension is acquitted by a Court of Law and the order reinstating him is passed some time after the date of acquittal; (ii) When the penalty of removal/ dismissal from service imposed upon a Government employee is set aside by a Court of Law on grounds other than non-observance of the procedure required under Article 311 of the Constitution and the order reinstating him is passed some time after the date of acquittal.	(4) Full pay and allowances have to be paid from the date of acquittal to the date of rejoining duty and the period counted as duty for all purposes whereas for the period from the date of suspension/ removal/dismissal to the date of acquittal he is to be allowed pay and allowances as directed by competent authority under rule 7.3(2) of the Punjab Civil Services Rules, Volume I, Part I, or rule 7.3(3) <i>ibid</i> and the period treated as duty or non-duty under rule 7.3(4) <i>ibid</i> or rule 7.3(5) <i>ibid</i> as the case may be.
(5) Whether it is necessary to invoke the law of limitation for restricting the payment to a period of three years prior to the date of re-instatement, while paying the arrears of pay and allowances for the period from the date of dismissal/removal/compulsory retirement/suspensions to the date of reinstatement in respect of persons who are reinstated under rule 7.3 of the Punjab Civil Services Rules, Volume I, Part I, and whose pay and allowances are regulated	(5) As rule 7.3 of Punjab Civil Services Rules, Volume I, Part I, is absolute, the law of limitation need not be invoked at the time of paying the arrears of pay and allowances for the period from the date of dismissal/removal/Compulsory retirement/suspension to the date of reinstatement in respect of cases where the pay and allowances are regulated on reinstatement in accordance with the provisions, contained in rule 7.3(2) <i>ibid</i> or under rule 7.3 (3) <i>ibid</i> as the case may be.

Point raised	Clarifications
either under rule 7.3(2) ibid or under rule 7.3(3) ibid as the case may be.	
(6) Whether the amount earned by a Government employee through an employment during any period between the date of dismissal/ removal/compulsory retirement and the date of reinstatement shall be recovered from the pay and allowances admissible to him under rule 7.3(1) of Punjab Civil Services Rules, Volume I, Part I, or under rule 7.3(3) ibid as the case may for the intervening period on his re-instatement under rule 7.3 ibid.	(6) Where the emoluments admissible under rule 7.3 of the Punjab Civil Services Rules, Volume I, Part I, exceed those earned during such employment, the former shall be reduced by the latter. Where, however, the emoluments admissible under rule 7.3 ibid are equal to or less than those earned during the employment nothing shall be paid to the Government employee.

(No. 7561-FR-II-62/9647 dated, 17th September, 1962.)

These instructions have become obsolete.

Incidence of Pay, Allowance, Leave Salary and Pensions, etc. between the Central and State Government consequent on Reorganisation of States.— The incidence of pay, allowance, leave salary and pension etc. of Government employees on deputation or transfer from Punjab State Government to Governments of Mysore, Madras, Maharashtra, Gujarat, Madhya Pradesh, Rajasthan, Bihar, Andhra Pradesh, Assam, Kerala, West Bengal, Uttar Pradesh and Orissa or vice versa will be regulated on reciprocal basis with effect from 1st November, 1956, in accordance with the procedure laid down in Appendix 3 to Account Code Volume I, issued by the Comptroller and Auditor-General. The incidence in respect of service rendered prior to 1st November, 1956, should be regulated in accordance with the procedure embodied in Government of India, Ministry of Finance Office Memo. No. F.15(17)-B-50, dated the 20th October, 1953, wherever it was applicable prior to that date and liabilities allocated amongst the successor States in accordance with the provision of the States Reorganisation Act, 1956. As a corollary, any contribution recovered from 1st November, 1956 in accordance with the procedure laid down in the Government of India's Office Memo, dated the 20th October, 1953, referred to above would have to be refunded in cases in which the liability is required to be settled otherwise than by payment of contribution under the procedure laid down in Appendix 3 to Account Code, Volume I.

(No. 6835-(3)FR-II-62/1950, dated 20th September, 1962).

***These instructions also incorporated in Rules
App. 20A of CSR Vol. I, Part-II.***

No. 3624-(3)FR-II-62/9900.

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 21st September, 1962

FINANCE
Regulations II

Subject : Terms to be granted to Government servants sent abroad for training under the various training schemes.

Sir,

In supersession of the orders contained in Punjab Government circular letters No. 64-FR-54/576, dated 2nd February, 1954 (since incorporated as Appendix 20-A of Punjab C.S.R., Volume I, Part II), No. 4936- FRI-59/6506, dated the 9th July, 1959, and No. 7247-FR-II-59/10243, dated the 16th October, 1959, I am directed to state that when Government servants are sponsored by the various Departments of the State Governments for training abroad under the various training schemes of the United Nations, the Colombo Plan, the Point Four Programme etc., and the schemes operated through non-official channels (Rockefeller Foundation, Ford Foundation, etc.), the grant of deputation terms will be regulated as follows :-

- (i) **Pay.**— The entire period of the Government servant's absence from his post in India will be treated as period of deputation on the full pay which he would have drawn had he remained on duty in India.
- (ii) **Dearness Allowance.**— During the entire period of training the Government servant concerned may be allowed to draw dearness allowance at the rate at which he would have drawn it had he not proceeded on deputation abroad. Apart from dearness allowance, temporary allowance will also be admissible according to the instructions for the grant of that allowance.
- (iii) **Compensatory allowance.**— This allowance would also be admissible at the same rate as he would have drawn in India but for his deputation abroad, during the first six months of absence from his post in India subject to the fulfilment of the conditions laid down in rules 5.3 (b) and 5.5 of the Punjab C.S.R., Volume I, Part I. No compensatory allowance will be admissible during the training period beyond six months.

- (iv) House-rent allowance/Recovery of rent.— This will be at the same rate as he would have drawn in India but for his deputation abroad, during the entire period of his training subject to the fulfilment of the conditions laid down in rules 5.3 (b) and 5.5 of the Punjab CS.R. Volume I, Part I. If the Government servant concerned is allowed to retain Government accommodation during the period of deputation, the rent there for should continue to be charged at the same rate at which he would have been normally charged had the officer not proceeded on deputation.

2. Since the terms admissible under these orders will be considerably more liberal than those now admissible at present it is more than ever necessary to ensure that the period of deputation of officers sent abroad for training are not longer than absolutely necessary.

3. (i) Further, the training of Government servants abroad under the financially-aided schemes and under the schemes operated through non official channels such as Rockefeller Foundation, Ford Foundation, etc. etc, should invariably be at the instance of the Department concerned. In no Case should the Government servants themselves approach or negotiate direct with the Foreign Governments or organizations for scholarships. Before sponsoring a case for training abroad under the terms mentioned in para 1 above, it is necessary to ensure that the services of the Government servant concerned will be available to Government at least for a reasonable period, say five years, after the completion of training and that the officer should also possess adequate background of the subject or field in which he would be receiving training. The following conditions should, therefore, generally be satisfied for the grant of deputation terms to Government servant sponsored by Government for awards under the training schemes:-

- (a) He should have at least five years to serve after the conclusion of training and is not expected to retire within that period.
- (b) In the case of a Government servant on loan from the Union or a State Government or a quasi-Government body, the lending authority should agree to make him available to the Government of Punjab for a period of not less than five years after the conclusion of training, if required.
- (c) In the case of a Government servant in the temporary employ of the Government of Punjab, there should be reasonable chance of his remaining in service for a minimum period of five years after the conclusion of the training and he should be required to give an undertaking in writing that he agrees to serve the Punjab Government for the like period.
- (d) He should have completed a minimum of 5 years' service. The limit may, however, be relaxed in cases where the very nature of the training does not warrant such a restriction, e.g. cases where individuals are recruited on the condition that they should undergo training before they are posted to regular duties.
- (e) A period of deputation of 18 months at one time should ordinarily be regarded as a suitable maximum in such cases.

(ii) It is clarified that where a particular scheme provides for any specific conditions

to be fulfilled before a person is approved for training, the same should be followed in preference to the general conditions referred to above. For instance, if a scheme prescribes – a maximum age limit for the trainees, the same should be adhered to in preference to the general condition of at least five years service after the conclusion of training laid down in para 3(i)(a) above. Where, however, no specific conditions are laid down by the foreign agency/Government of India, administering the scheme, the general conditions referred to above should invariably be enforced before a person is sponsored for training abroad.

4. The revised forms 'D' and 'E' in which bonds should henceforth be executed by the permanent and temporary Government servants deputed abroad for training are enclosed. The bond should be got executed in all cases of deputation on training, irrespective of the periods of training and irrespective also of the fact whether the Government servant is allowed deputation terms under para 1 above or any other terms.

5. The lump sum amount of refund to be specified in the bond should include all moneys paid to the Government servant concerned or expended on his account, e.g. pay and allowances, leave salary, cost of fees, travelling and other, expenses, cost of international travel and cost of training abroad met by the foreign Government agency concerned.

6. It has come to notice in a number of cases that the trainees take their wives or children or both with them without the prior concurrence of the State Government/Government of India and the aid-giving agencies which has resulted in embarrassment to the latter due to difficulties in regard to accommodation and finances. It has, therefore, been decided that an undertaking to the effect that trainees will not be accompanied by their wives, children or dependents should be obtained from them before they are sponsored.

7. Instances have also come to the notice of State Government that the trainees raise the question of extension/variation of their training on their own initiative immediately on their arrival in the country of training, which causes embarrassment all round. To avoid this state of affairs, it has been decided that an undertaking to the effect that the trainee shall not, on his own initiative, on arrival or during his stay in the country of training, take up the question of extension/variation of his training with the authorities responsible for his training abroad should be obtained from them. He may, however, if he thinks it to be necessary, approach his sponsors for extension/variation of his training abroad who after necessary consultation with the authorities concerned, will decide one way or the other about it.

8. Actual sanctions in individual cases regarding deputation terms mentioned above should be issued only in consultation with the Finance Department in accordance with the existing practice.

9. These orders take effect from 1st July, 1962. The cases of Government servants proceeding on training on or after 1st July, 1962 will be governed by the provisions contained herein.

10. Formal amendment to Appendix 20-A of Punjab C. S. R., Volume I, Part II, will be made in due course.

Yours faithfully,
SAPURAN SINGH
Secretary to Government, Punjab,
Finance Department.

No. 3624(3)-FR-II-2/9901,

Dated, Chandigarh, the 21st September, 1962

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

By order,

ARJAN SINGH,
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to all Administrative Secretaries to Government, Punjab, for information.

By order,

ARJAN SINGH,
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

All Administrative Secretaries to Government, Punjab.

U.O. No. 3624(3)-FR-II-62,

Dated, Chandigarh, the 21st September, 1962

Copies are forwarded to the Secretaries to the Chief Minister, the Home Minister, the Finance Minister and the Agriculture and Forest Minister, Private Secretaries to other Ministers, Private Secretaries/Personal Assistants to Ministers of State, and Personal Assistants to Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary for the information of Chief Minister, other Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary.

Sd/-
(ARJAN SINGH),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries to the Chief Minister, the Home Minister, the Finance Minister, and the Agriculture and Forest Minister, Private Secretaries to other Ministers, Private Secretaries/Personal Assistants to Ministers of State and Personal Assistants to the Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary, for the information of Chief Minister, Ministers, Ministers of State, Deputy Ministers, Chief Parliamentary Secretary and Parliamentary Secretary.

U.O. No. 3624(3)-FR-II-6,

Dated, Chandigarh, the 21st September, 1962.

FORM 'D'

**BOND FOR PERMANENT GOVERNMENT SERVANTS PROCEEDING
ABROAD ON DEPUTATION FOR TRAINING**

KNOW ALL MEN BY THESE PRESENT THAT I _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____ do hereby bind myself and my heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called "the Government") on demand the sum of Rs. _____ (Rupees _____), on account of my having been placed on deputation for training connected with* _____ for the period from _____ to _____ at _____ at the cost of the Government/under a foreign aided scheme in terms of Government circular letter No. 3624-(3)-FR-II-62/9900, dated the 21st September, 1962, together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India.

Dated this _____ day of _____ one thousand nine hundred and _____.

WHEREAS the above bounden _____ is placed on deputation by the Government.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the above bounden _____, resigning or retiring from service without returning to duty after the expiry or termination of the period of training or at any time within a period of five years after his return to duty, he shall forthwith refund to the Government or may be directed by the Government to refund on demand the said sum of Rs. _____ (Rupees _____) on account of his having been placed on deputation as aforesaid together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the above bounden _____ making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden _____ in the presence, of witnesses.

1. _____.
2. _____.

Accepted

For and on behalf of the Governor of Punjab.

‡ _____

*Particulars of the nature of training.

† Names of countries

‡ Designation of the officer.

FORM 'E'

**BOND FOR TEMPORARY GOVERNMENT SERVANTS PROCEEDING
ABROAD ON DEPUTATION FOR TRAINING**

KNOW ALL MEN BY THESE PRESENT THAT WE _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____ (hereinafter called "the obligor") and Shri _____, son of _____ and Shri _____, son of _____, sureties on his behalf, do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called "The Government") on demand the sum of Rs. _____ (Rupees _____) on account of obligor having been placed on deputation for training connected with* _____ for the period from _____ to _____ at _____ at the cost of the Government under a foreign aided scheme in terms of Government circular letter No. 3624-(3)-FR-II-62/9900, dated the 21st September, 1962, together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India.

Dated this _____ day of _____ one thousand nine hundred and _____.

WHEREAS the above bounden _____ is placed on deputation by the Government.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the above bounden obligor Shri _____ resigning from service without returning to duty after the expiry or termination of the period of training or at any time within a period of five years after his return to duty the obligor and the sureties shall forthwith refund to the Government or as may be directed by the Government to refund on demand the said sum of Rs. _____ (Rupees _____), on account of the obligor having been placed on deputation as aforesaid together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon the above bounden obligor Shri _____ and/ or Shri _____ and/ or Shri _____, the sureties aforesaid, making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor before suing the above-bounden sureties Shri _____ and Shri _____ or any of them for the amount due here under.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden _____ in the presence of _____

Signed and delivered by the surety above
bounden_____ in the presence of_____

Signed and delivered by the surety above
Named Shri _____ in the presence of _____

Accepted

For and on behalf of the Governor of Punjab.

‡_____

*Particulars of the nature of the training.

† Names of countries

‡ Designation of the officer.

***These instructions have been Superseded vide
No. 2528-5FR(I)-76/14020, Dated 11.05.1977.***

No. 10508(3)-FR-II-62/508

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government, Punjab.
Finance Department.

To

All Heads of Departments and
Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 28th/31st January, 1963

FINANCE

Regulations II

Subject : Transfer of Punjab Government employees to other Governments, Companies, Corporations, etc. - Grant of Deputation allowance.

Sir,

I am directed to say that the question regarding the grant of deputation allowance to Punjab Government employees transferred on deputation/foreign service to other Governments, Companies, Corporations, etc., has been under the consideration of Government for some time past. It has now been decided that the following orders shall govern the grant of deputation allowance to Punjab Government employees who are transferred on deputation/foreign service to other State Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by the Government PROVIDED that the transfer is outside the regular line and is in public interest :-

- (i) (a) The term 'deputation' will cover only appointments made by transfer on a temporary basis. Appointments of serving Government servants made either by promotion or by direct recruitment in competition with open market candidates whether on a permanent or temporary basis, will not be regarded as deputation. Similarly, permanent appointments made will not also be treated as deputation.
- (b) The transfer of a Punjab Government servant from one Department to another Department under the Punjab Government including Bhakra Nangal Project, Beas Project and Soil Conservation Board will not be considered as on deputation and no deputation allowance will be admissible.
- (c) The transfer of Government employees on foreign service to bodies (incorporated or not) wholly or substantially owned or controlled by the Government, shall be treated as on deputation.

- (ii) The deputation allowance shall be at a uniform rate of 20 per cent of the employee's basic pay and shall be subject to a maximum of Rs. 300 per mensem, provided that the Basic Pay plus the deputation allowance shall, at no time exceed Rs. 3,000 per mensem. This shall equally apply in cases of 'Foreign Service' where at present deputation allowance of 25 per cent of the basic pay is admissible under Serial No. 40 of Rule 15.1 of Punjab C.S.R., Volume I, Part I. 'Basic Pay' for the above purpose shall mean the pay drawn in the scale of pay of the substantive appointment held or the pay in the scale of pay of the officiating appointment in an employees' parent cadre, provided that the officiating appointment so held was not in a tenure post and it is certified by the appointing authority that but for the deputation the employee would have continued to hold the officiating appointment indefinitely.

'Special Pay' drawn in a particular appointment shall be deemed as part of 'Basic Pay' only in the following circumstances :-

- (a) the appointment to which the special pay is attached is not a tenure appointment; and
- (b) the Special Pay has been specifically sanctioned for the post in addition to a scale of pay, in lieu of a separate scale of pay for the post.
- (iii) Any other special pay drawn by an employee in the parent Government should not be allowed in addition to the Deputation allowance.
- (iv) Personal pay, if any, drawn by an employee in his parent Government may be allowed in addition. This will not be absorbed in the deputation allowance, but will be absorbed in other increases in pay, e.g., increments or increase of pay by promotion or for any other reason.
- (v) An employee placed on deputation may elect to draw either the pay in the scale of pay of the new post as may be fixed under the normal rules or his basic pay in the parent Government plus personal pay, if any, under para (iv) above plus deputation allowance. For determining the pay under the normal rules for this purpose in case of deputation to autonomous bodies, it may be assumed that the Government rules apply. The option once exercised shall be final except that on each occasion when such an employee receives proforma promotion in his parent Government under the next below rule or reverted to a lower grade in the parent Government or is appointed to another grade in the borrowing Government a fresh option shall be allowed to him.
- (vi) The deputation allowance admissible under the previous clauses shall further be so restricted that the basic pay of the Government employee in his parent Government from time to time plus the deputation allowance does not exceed the maximum of the scale of pay of the post held on deputation or where the post on deputation has a fixed pay, that fixed pay. Where subsequent to deputation this is not possible by virtue of the basic pay of an employee itself exceeding the maximum of the scale of pay of the post or the fixed pay of the post the deputation of the employee shall be restricted to a period of six months from the date on which his pay, thus, exceeds such maximum and the employee should be reverted to his parent Government. It is obvious that under this clause no deputation allowance will be admissible to an employee from the date of his basic pay either equals or exceeds the maximum of the scale of the post which he holds on deputation pay of the new post.

No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the new post or the fixed pay of the new post shall be deputed to such a post.

- (vii) The employee on deputation may be given the benefit of the 'next below' rule subject to (a) the application of the conditions mentioned in subparagraph (vi) above in regard to the regulation of deputation allowance and (b) the reversion of the employee to the parent Government where his basic pay as fixed under the 'next below rule' exceeds the maximum of the scale of pay of the new post.
- (viii) Any project allowance admissible in a project area may be drawn in addition to the deputation allowance.
- (ix) Where a special rate of deputation allowance is admissible under separate orders in any area on account of conditions of living there being particularly arduous or unattractive, such a special rate being more favourable than that under (ii) above, employees deputed to the area will be given the benefit of the special rate.
- (x) The deputation allowance will be treated as 'pay for purpose of grant of dearness allowance', leave salary and for purposes of calculation of travelling/daily allowance. The deputation allowance will not, however, count as emoluments for purposes of pension unless it is mutually agreed upon between the two Governments that it shall so count as emoluments for purposes of pension in an individual case, and the sharing of additional pensionary liability is also settled before hand.

2. Any relaxation of these conditions and principles will require the prior concurrence of the Finance Department.

3. With a view to ensuring that no employee receives an abnormal pay increase because of his deputation, the authority ordering the deputation will ensure that where an employee is transferred on deputation, the minimum pay of the scale of pay of the post to which such deputation is made is not substantially in excess of his basic pay plus deputation allowance at 20 per cent. Where such minimum substantially exceeds the emoluments admissible under the alternative of drawing deputation allowance at 20 per cent the appointing authorities are expected to apply the provisions of rule 4.16 of Punjab C.S.R., Volume I, Part I and specially restrict the pay of the deputation to a suitable figure below the minimum pay of the post. The deputing authority should watch that an officer on deputation does not get an abnormal increase in pay on account of deputation and should also decide the manner in which pay on deputation should be restricted. In the case of original deputation the exercise of such watch is not difficult. The lending authority can indicate the pay to be given. But difficulty will arise when a person already on deputation is promoted to another post by the borrowing Government. In such case, the borrowing Government should obtain the concurrence of the lending Government prior to the promotion so that the latter may decide how pay in the higher post should be regulated.

4. These orders will also apply to the cases of appointment of employees of other State Governments, including Central Government to posts under the Punjab Government. Where, however, special orders already exist in respect of appointments of a specific category of employees to a specified class of posts, those orders will continue to be applied instead of the orders contained in this circular letter.

5. These orders will apply to cases of deputation commencing hereafter. Past cases already decided otherwise than in accordance with these orders will not be re-opened.
6. These orders will not apply to members of the All India Services and to appointments to posts whose terms are regulated under specific statutory rules or orders.
7. These orders will not also apply to cases of deputation to posts outside India.

Yours faithfully,

SAPURAN SINGH,
Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete.

Administrative sanction in respect of commutation of pension— It has come to the notice of Government that sometimes an administrative approval to the commutation of pension is accorded by the competent authority after the medical examination of the pensioner, which is against the provisions of rule 11.6 of Punjab Civil Services Rules, Volume II. The position in this behalf is that in terms of the provisions of rule 11.4 *ibid*, the Accounts Officer, i.e., the Accountant General, Punjab, is required to complete part II of Form Pen. 12 and transmit it to the authority competent to sanction the commutation. The said authority should then record the administrative approval in Part III of Form Pen. 12, *vide* rule 11.6 *ibid*. The application is then required to be submitted to the Chief Administrative Medical Officer, in original, in Form Pen. 12 along with other documents, under rule 11.7 *ibid*. The Chief Administrative Medical Officer then convenes a medical board or instructs the Civil Surgeon, as the case may be, to examine the retiree. Therefore, the procedure of according administrative sanction after the medical examination is against the letter and spirit of rules. The Codal requirements in general and for commutation of pension in particular should be strictly observed in future.

(No. 12672-(2)-FRI-62/1219, dated the 5th February, 1963).

Treatment of a portion of Dearness Allowance as "Pay" for Class IV employees— Vide Punjab Government Finance Department Circular Letter No. 1556-FRI-58/8580, dated the 27th March, 1958, 50 per cent of the Dearness Allowance was treated as "Pay" for the purposes mentioned therein. The Punjab Government have had under consideration the question of treating the remaining 50 per cent of Dearness Allowance as "Pay" in respect of Class IV Government employees. It has now been decided that the remaining 50 per cent of the Dearness Allowance (viz., *Rs. 15), granted to Class IV Government employees (including work-charged establishment) shall be treated as "Pay" for the purposes already specified in the circular letter referred to above.

To avoid any drop in the emoluments of the Government employees concerned, it is also decided that the amount of Dearness Allowance (viz., *Rs. 15) now to be treated as pay shall not be treated as part of emoluments for the purposes of recovery of rent for Government residence.

These orders shall have effect from the 1st January, 1963.

(No. 1676-3FR-I-63/1284, dated the 7th February, 1963).

Treatment of a portion of Dearness Allowance as "Pay" for Class IV employees— Vide Punjab Government Finance Department Circular Letter No. 1556-FRI-58/8580, dated the 27th March, 1958, 50 per cent of the Dearness Allowance was treated as "Pay" for the purposes mentioned therein. The Punjab Government have had under consideration the question of treating the remaining 50 per cent of Dearness Allowance as "Pay" in respect of Class IV Government employees. It has now been decided that the remaining 50 per cent of the Dearness Allowance (viz., *Rs. 15), granted to Class IV Government employees (including work-charged establishment) shall be treated as "Pay" for the purposes already specified in the circular letter referred to above.

To avoid any drop in the emoluments of the Government employees concerned, it is also decided that the amount of Dearness Allowance (viz., *Rs. 15) now to be treated as pay shall not be treated as part of emoluments for the purposes of recovery of rent for Government residence.

These orders shall have effect from the 1st January, 1963.

(No. 1676-3FRI-63/1284, dated the 7th February, 1963).

*Words and figures in brackets deleted, *vide* Punjab Government Finance Department letter No. 1970-3FRI-63/1483, dated the 15th February, 1963.

(No. 1970-3FRI-63/1483, dated the 15th February, 1963).

These instructions have become obsolete.

Grant of temporary advances out of G.P.Fund Accounts to meet Medical expenses.—

- (a) Rule 13.14 of the Punjab Civil Services Rules, Volume II, inter alia, provides that a temporary advances may be granted to a subscriber from the amount standing at his credit in his G.P.Fund Account at the discretion of the competent authority, subject to certain conditions, one of the conditions being that no advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances, justify it and that it will be expensed on specified objects as for instance paying expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent upon him. In order to guard against the misuse of an advance drawn for this particular purpose, it was urged upon all the sanctioning authorities,—*vide* Punjab Government Department of Finance, letter No. 7994-4FRI-60/11551, dated the 26th December, 1960, that the proposals for the grant of advances for such purpose be examined strictly and that they must before the grant of such an advance, satisfy themselves that the applicant's pecuniary circumstances justify the grant of an advance and further that it would be utilized for the purpose for which it was granted and not otherwise.
- (b) According to Note 1 to rule 13.14 *ibid*, read with Annexure `A', the Fund is designed solely for the protection of a subscriber's family against his sudden death, or, if he survives until retirement to provide both to him and his family with additional resources in his old age. Anything which interferes with a subscriber's normal accumulations detracts from this purpose and tends to defeat the true purpose or object of the Fund. It further provides that every prudent married man, for example, should be prepared to meet certain demands upon his resources on account of doctor's bill and it is only when the burden is exceptionally prolonged or the necessity usually grave and sudden that he ought to think of making use of the Provident Fund for his object.
- (c) It would thus be evident that it is imperative to scrutinize minutely any request for an advance from the Fund. However, a detailed examination of cases received in the Department of Finance for grant of temporary advances for meeting expenses in connection with the prolonged illness of the subscriber or any person actually dependent upon him, has revealed that these cases are not examined properly and most of them are not genuine. The Punjab Government employees, as well as their family members, are entitled to free medical treatment in Government hospitals, where services of highly qualified and specialised doctors are available. Thus all that is required is some money for the diet of the patient and thus the Government employee should normally be able to meet from his other resources. It is only rarely that in the case of prolonged illness, a Government employee may be compelled to draw upon his G.P.Fund for this purpose or for the treatment by private doctor. It is also felt that the doctor alone is competent to recommend and certify what amount would be required for the treatment and the recovery of the patient, It has, therefore, been decided that in future all requests for advances from G.P.Fund for this purpose should be examined minutely and before sanctioning the advance the subscriber should invariably be asked to produce a medical certificate from his authorised Medical Attendant to the effect that the amount of the advance applied for keeping in view any previous advance(s), drawn for

the same purpose, is absolutely necessary for the treatment and recovery of the patient. The cases referred to the Department of Finance for such an advance, in relaxation of rules, should invariably be accompanied by this certificate.

(No. 615-4FR-I-63/1968, dated 5th March, 1963).

The following clarifications of the instructions contained in Finance Department letter No. 1380-FR(I)-62, dated the 22nd February, 1962, regarding payment of Travelling Allowance to Scheduled Caste/Scheduled Tribes candidates have been issued :-

	Points	Clarificatory Instructions
(a)	Since all the rules regarding drawal and disbursement of contingent expenditure should apply to the transactions relating to the payment of T.A. to the candidates, whether the candidates' receipts for amounts exceeding Rs. 50 should be furnished to Audit, as sub-voucher as in the case of normal contingent charges.	Yes. The candidates' receipts for amounts not exceeding Rs. 50 should however, be recorded in the office of the Drawing Officer himself in the manner applicable to sub-vouchers relating to contingent charges and a certificate to that effect furnished to Audit.
(b)	Whether it would be necessary for the Drawing Officer to furnish any certificates in support of the amount disbursed, and, if so, in what form.	A statement and certificates as in the appended <i>pro forma</i> may be furnished by the Drawing and Disbursing Officers.
(c)	Whether it would be necessary for the Drawing Officer to obtain the ticket number or cash receipts from the candidates concerned before the payment.	The Disbursing Officer has full discretion in the matter of verifying the 'bona fide' of the claim. If he desired, he may require the candidates to furnish proof for having actually performed the 'Onward' journey to the place of interview.
(d)	The individuals or local transport authorities should certify whether the distance travelled by road.	The payment may be made on the basis of written application from the candidates containing the relevant details where the Disbursing Officer is unable to verify the same himself independently.
(e)	Whether in cases where the payments cannot be made on the spot and are to be remitted by money order the remittance charges, may be borne by the Government.	If owing the administrative difficulties, the payment is not made on the spot after the interview/written test the amount may be remitted to the candidates at Government cost.

(No. 10868-1FRI-62/2486, dated 18th March, 1963.)

Economy in expenditure - reduction in Ministerial staff etc.— Since the declaration of the National Emergency, the question of effecting the maximum possible economy in expenditure has been under the consideration of the State Government and they have come to the conclusion that inspite of the measures taken in this connection so far, various departments are carrying an excess of ministerial staff which can be reduced in the interest of economy as well as more efficient conduct of work. Government also consider that the Emergency requires that the Government employees should make special efforts and exert themselves more to increase the total Out-turn over and above the work-load norms prescribed hitherto fore. They are further of the view that an essential steps towards streams lining of the present procedure would be the general adoption of the single file system between the Head of Department and the Administrative Secretary. It has, accordingly been decided that action should be taken on the following lines :-

I. Existing Staff

2. The Ministerial staff in the Secretariat and the offices of the Heads of Departments (including the offices of Divisional Commissioners and Chief Engineers) both on the plan and non-plan side, should be reduced by 15 per cent on an *ad hoc* basis subject to the exception indicated below :-

- (i) This reduction should be worked out on the basis of the sanction strength as it stood on the 1st of November, 1962, as well as of posts sanctioned after the 1st November, 1962, whether for work connected with the Emergency or otherwise and will include the reduction made since the 1st November, 1962 in pursuance of the campaign for economy. 15 per cent reduction, it has to be added, has been laid down as the minimum and in case greater reduction is possible in any Department, this should be effected accordingly by the Department concerned.
- (ii) No reduction will, however, be made in the case of members of the Scheduled Castes, Scheduled Tribes and Backward Classes and they will not be retrenched or reverted to lower position, in pursuance of the present economy measures. The extent of overall reduction (15 per cent) would as a result, be less by the number of the posts held by the members of the Scheduled castes; Scheduled Tribes and Backward. Moreover, if any members of these Castes, etc., have already been retrenched or reverted because of the economy measures adopted since the 1st of November, 1962 they should be resorted to their original posts.
- (iii) The reduction of 15 per cent need not, unless it is feasible, be applied to supporting staff like Steno-typists, Stenographers, Personal Assistants, etc., as their strength is determined on the basis of the number of officers and branches.
- (iv) There will be no reduction in the strength of Assistant Section Officers in the Secretariat.
- (v) In respect of Superintendents, Deputy Superintendent, etc., the norm regarding the number of officials to be supervised by them will remain unchanged, as per example a Superintendent in the Secretariat will continue to supervise 5 to 6 Assistants as before. Consequential adjustments to that extent may be carried out immediately.
- (vi) The aforesaid reduction of 15 per cent should be given effect to from 1st April, 1963, the precise extent being finally approved by the Finance Department.

- (vii) The Heads of the Departments should also examine immediately the possibility of reduction in the strength of their subordinate offices and send their reports to the Chief Secretary, in the Emergency Branch, with one month of the receipt of this letter.

II. Retrenchment and Re-absorption

- 3.
 - (i) The reversions or retrenchments which may be necessary as a result of the reduction in the strength of the staff should be carried out strictly on the basis of seniority, namely, the junior most person in any particular organisation should be reverted or considered surplus, as the case may be, subject to the provision of para 2(ii) above.
 - (ii) The services of temporary officials rendered surplus as a result of the proposed reduction should be dispensed with straight away after giving them the usual notice and an intimation about their retrenchment should be sent to the Public Service Commission/ Subordinate Service Selection Board as well as the Chief Secretary within a fortnight.
 - (iii) In case of permanent staff, the pay and grade admissible to them in their substantive capacity will on reabsorption, have to be protected. The permanent staff which becomes surplus (even after adjustments on substantive posts against which they hold a lien) should be allowed to continue and an intimation regarding them should be sent to the Public Service Commission/Subordinate Services Selection Board as well as the Chief Secretary within a fortnight.
 - (iv) It is intended that retrenched staff should be given preference in absorption in new posts. For filling all new vacancies, whether through the Public Service Commission or the Subordinate Services Selection Board, the first priority will, therefore, be given to the permanent officials who are rendered surplus but who continue to be attached to the various offices pending absorption. The second priority will be given to retrenched temporary officials. The Chief Secretary's office will co-ordinate this work and when any vacancy has to be filled, directly or through the Public Service Commission/ Subordinate Services Selection Board, that office should be informed.

III. Work Load Norms for Additional Staff

- 4.
 - (i) For future additional staff, the norm obtaining in the different departments in respect of receipts, per day, to be dealt with by each Assistant/dealing hand should be deemed to have been increased by 50 per cent subject to the condition that receipts requiring less than five minutes to deal with should not be counted. This means that for calculating additional staff, an Assistant in the Secretariat who was previously expected to dispose of 8 fresh receipts per day would now be required to dispose of 12 fresh receipts, the receipts requiring less than five minutes to deal with not being included in these 12 receipts.
 - (ii) The existing staff will also have to give the increased out-turn referred to above before additional staff can be sanctioned.
 - (iii) The Assistant Section Officers in the Secretariat will be required to deal with 18 receipts per day excluding receipts which can be disposed of in less than five minutes.

IV. Single File System

5. (i) Government have decided that, as a basic Principle, the single file system should be fully adopted between the Head of the Department and the Administrative Secretary. Any exception, which is considered to be absolutely essential, should be determined by the Administrative Secretary concerned in consultation with the Chief Secretary. For this purpose a list of essential exceptions should be drawn up immediately by the Administrative Secretary and referred to the Chief Secretary within a fortnight.
- (ii) The switch over to single file system, is also to be given effect to from 1st April, 1963 in respect of departments whose heads are located at Chandigarh. As regards the Heads of Departments whose offices are located outside Chandigarh, arrangements should be made to shift their offices to Chandigarh as far as possible.
- (iii) Any reduction in staff in the Secretariat, which is feasible on account of adoption of single file system, should be effected over and above the ad hoc reduction of 15 per cent, specified in para(2) above.
- (iv) The retrenchment of staff and its consequential re-absorption should be effected in accordance with the procedure laid down in para 3 above. The reduction so effected should be intimated to the Chief Secretary within one month of the receipt of this letter.
- (v) Lastly it has also been decided that the entire position should be reviewed after six months in order to consider whether any changes or modifications are necessary in regard to any of the item specified in this letter.

(F.D. Letter. No. 2295-B&C-63/2831, dated the 22nd March, 1963).

Subject : Disposal of pension cases – regularisation of the period of overstay.

It has come to the notice of the Govt. that pension cases were not being finalised for want of the period of overstay involved therein. After careful consideration it has been decided that these pension cases should be finalised subject to the following conditions :-

- (1) The person may be treated to have retired on pension from the date of superannuation.
- (2) The period of overstay may be treated as that of re-employment and the pension for this period should be kept in abeyance; and
- (3) The payment of pension should be authorised from the date such persons actually quitted.

(No. 1793-2FRI-63/2545, dated 28th March, 1963).

These instructions have become obsolete.

Copy of **No. 2312-3FR-I-62/3075, dated 3rd/4th March, 1963**, from Shri Sapuran Singh, I.A.S., Secretary to Government, Punjab, Finance Department, Chandigarh to all Heads of Departments, Registrar, Punjab High Court, Commissioners of Divisions, District and Sessions Judges and Deputy Commissioner in the State.

Subject : Grant of Children's Education Allowance.

I am directed to state that the Punjab Government have had under consideration for some time past the question of payment of Children's Education Allowance to the Central Government employees who are on deputation with the Punjab Government in various offices in terms of Government of India, Ministry of Finance, O.M. No. F.10(I)-Est.-(Spl.)60, dated the 30th January, 1962 (copy enclosed). It has now been decided by the Government that all the Central Government employees, who are on deputation with the Punjab Government in the various offices, and are drawing their own pay scale plus Deputation Allowance and also Dearness Allowance at Central Government rates shall be entitled to draw Children Education Allowance with effect from 1st March, 1962 in terms of the instructions contained in Government of India, Ministry of Finance, O.M. dated the 30th January, 1962.

***These instructions have been Superseded vide
No. 2528-5FR(I)-76/14020, Dated 11.05.1977.***

No. 10576-(3)-FR-II-62/3576.

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

FINANCE
Regulations II

Dated, Chandigarh, the 4th April, 1963

Subject : Terms of deputation of officers deputed from the Punjab State to the Central Government and other State Governments and vice versa.

Sir,

I am directed to state that at present standard terms of deputation in respect of officers of the Punjab Government to the Central Government and other State Government and *vice versa*, do not exist in a consolidated form and all such cases of deputation are referred to the Finance Department. These terms have, therefore, been consolidated in the Annexure to this letter for your guidance. Further the decisions enumerated in the following paragraphs should also be observed in such cases.

2. The system of filling of posts on deputation basis being an expensive one should be resorted to only in exceptional cases and with discretion. Normally, there should be no cases of deputation of ministerial (except in the case of employees of Accounts Department) and class IV Government servants. The period of deputation should not ordinarily exceed one year at a time and should not normally be extended beyond 3 years.

3. The fixation of pay of Government servants transferred on 'deputation' in the public interest as defined in Punjab Government circular letter No. 10508-(3)FR-II-62/508, dated the 28th/31st January, 1963, will be governed by the terms contained therein. In the case of transfer, which are not in public interest, the pay of the officers will be fixed in the scale of the deputation post, under the operation of the normal rules. In such cases, if the minimum of the deputation post is substantially higher than the emoluments admissible to him in his parent State the provisions of Rule 4.16 of the Punjab C.S.R., Volume I, Part I, should be applied and the pay of the officer should be suitably restricted and the pay so fixed should be indicated in item 2(ii) of the Annexure to this letter.

4. The terms of the employees of the Central Government/other State Governments whose services may be obtained on deputation to the State Government may be settled on the same pattern in consultation with the parent Government concerned.

5. The deputation would only be allowed on the standard terms as given in the Annexure to this circular letter and the cases in which any departure is involved or any relaxation of these principles and conditions is necessary, will be required to be referred to the Finance Department.

Yours faithfully,

Sd/-
A.C.TULI,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

ANNEXURE

Subject : Standard terms of deputation for officers deputed from Punjab State to the Central Government and other State Governments and vice versa.

- (1) Period of Deputation _____ years from _____
(Date to be given).
- (2) Pay (i) (If the transfer is in public interest as defined in P.G. letter No. 10508-(3)FR-II-62/508, dated the 28th/31st January, 1963).
During the period of deputation Shri _____ will have the option either to get his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him in his parent department plus a deputation allowance in accordance with and subject to the conditions laid down in Punjab Government circular No. 10508-(3)FR-II-62/508, dated the 28th/31st January, 1963, as may be modified from time to time.
- (ii) (If the transfer is not in public interest).
During the period of deputation Shri _____ will be entitled to pay in the scale of the post of Rs. _____ due under the operation of the normal rules.
- (3) (a) Dearness Allowance:— Shri _____ will be entitled to dearness allowance under the rules of the parent Government or under the rules of the borrowing Government according as he retains his scale of pay under the parent Government or he draws pay in the scale attached to the post under the borrowing Government.
- (b) Temporary Allowance:-It will be allowed in case Shri _____ draws pay in the scale of the post sanctioned by the Punjab Government and also draws dearness allowance under rules/rates of Punjab Government.
- (4) Local Allowances :- Like Compensatory (City) Allowance and House Rent Allowance to be regulated under the rules of the borrowing Government.
- (5) Joining Time, Pay and Transfer T.A.:- He will be entitled to T.A. and joining time both on joining the post on deputation and on reversion therefrom to the parent Government under the rules of the Government to which he is deputed. The expenditure on this account will be borne by the borrowing Government.
- (6) T.A. for journey on duty during the period of deputation:- To be regulated under the rules of the Government to which he proceeds on deputation.
- (7) Leave and Pension:- During the period of deputation on temporary transfer, he will continue to be governed by the leave and pension rules of the parent employer applicable to him before such transfer.
- The allocation of leave salary and pensionary charges will be regulated under the rules of allocation contained in Appendix 3 to Account Code, Volume I.
- (8) Leave Travel Concession:- He will be entitled to leave travel concession under the rules of the Punjab Government as amended from time to time and the cost thereof will be borne by the borrowing Government.

(9) Medical Concession:- He will be entitled to those concessions under the rules of the borrowing Government. In the case of deputation of a Punjab Government servant to the Central Government including other State Governments, the borrowing Governments concerned may, however, if they so desire apply the Punjab Government rules to such a deputationist.

(10) Residential Accommodation:- He will be entitled to residential accommodation according to the rules of the Government to which he is deputed. No free house or free car will be allowed, nor any conveyance be provided at Government expense, unless such benefits are normally attached as a condition of service to the post to which he is deputed.

(11) The deputation will commence on the date on which he hands over charge of this post under the Punjab Government and end on the date on which he assumed charge of a post under that Government.

<i>These instructions have become obsolete.</i>
--

Submission of Medical Certificates of the non Gazetted Staff to Audit and completion of 'Remarks' column of Established Pay Bill.—

(1) Note 2 to Rule 3 of the Punjab Civil Service Rules, Volume I, Part I, enjoins that medical certificates shall be retained by the Heads of Offices and submitted to the Accountant General, Punjab only with the first pay bill in which the pay of the Government employee concerned, as substantive holder of a permanent post is drawn. It has been brought to the notice of Government by the Audit that in actual practice, the medical certificates are not being submitted to the Audit Office regularly by the Departmental authorities and it becomes difficult for them to watch the receipt of the same in time. This is because of the fact that Audit is required to see that a medical certificate in the prescribed form is attached with the first pay bill of the person concerned drawn after such appointment. The Audit can watch this requirement only when the medical certificate is attached with the first bill and the fact of first appointment is stated by the Drawing Officer in the "Remarks" column of Establishment Pay Bill. The Drawing Officers are not required to state the fact of confirmation after fresh appointment in the Establishment Pay Bills nor Audit is required to watch such events. As Note 2 to Rule 3.1 *ibid*, contravenes the normal procedure of the submission of the medical certificates and obstructs the working of the audit, it has been decided that the medical certificate of a new entrant in Government service will be submitted to the Audit Officer with the first pay bill in which the pay of the Government employee concerned is drawn. Note 2 below rule 3.1 *ibid*, is being amended accordingly.

(2) It was also pointed out by the Audit that most of the Drawing Officers do not follow Instruction No. 2 on the establishment Pay Bill Form (Form S.T.R. 23), which enjoins that all unusual permanent events such as deaths, retirements, permanent transfers and first appointments which find no place in the Increment Certificate or in the absentee Statement should be noted in the 'Remarks' columns of the pay bills. This omission on the part of the Drawing Officers leads to a lot of complication in the Audit Office as some of the important records in that office remain incomplete for want of these particulars. All Drawing Officers should, in future, invariably state the fact of confirmation of an official as substantive holder of a post, after the first appointment and other unusual permanent events in the 'Remarks' column of the Establishment Pay Bills.

(No. 12817(7)-FRI-62/4494, dated 9th May, 1963).

***These instructions have been Revised vide
No. 1522-(3)-FR-(I)-64/1404, Dated 13.02.1964.***

Chandigarh Compensatory Allowance.— A reference is invited to Punjab Government Finance Department Circular letters Nos. 8582-3FRI-63/802, dated the 25th January, 1963 regarding the gradual stoppage of Chandigarh Compensatory Allowance. The matter has been reconsidered by the State Government, and it has been decided to restore Compensatory Allowance in half the original rates with effect from 1st April, 1963, till further orders. In other words the Government employees posted at Chandigarh will be entitled to Compensatory Allowance at the rates obtaining on the 1st January, 1963, viz., 6¼ per cent of their pay inclusive of dearness pay.

(No. 5072-A-3FRI-63/4841, dated the 14th May, 1963).

These instructions have become obsolete.

Elimination of delays in the payment of Provident Fund balances to subscribers, nominees or other claimants.— It has been complained by the Accountant General, Punjab, that in many cases the delay in final withdrawal of Provident Fund balances of retired Government employees, besides other reasons, is attributable to the belated submission of applications for final withdrawal of those balances. In order, therefore, to further minimise such inordinate delays and to ensure prompt settlement of Provident Fund Claims, it has been decided that all Heads of Departments/Offices should furnish to the Accountant General, Punjab, half-yearly list of the subscribers, who are due to retire during the next six months, showing therein the Provident Fund account numbers and the names of the subscribers. Such statements should invariably be sent to the Accountant General, Punjab, by the 15th April and the 15th October each year and should cover cases of all employees, who are to retire during the six months as from the 1st May and the 1st November, next. This may be brought to the notice of all concerned.

(No. 3744-4FRI-63/6116, dated the 27th May, 1963).

Treatment of Deputation Allowance for the purpose of Compensatory Allowance.— It has been decided that the deputation allowance will be treated as 'pay' for the purpose of grant of compensatory allowance in respect of employees of other State Governments as well as Government of India who are on deputation with the Punjab Government.

(No. 5210-3FRI-63/6126, dated the 31st May, 1963).

These instructions have become obsolete.

Continued retention of Provident Fund money in the Fund after retirement.— In terms of Punjab Government, Finance Department circular instructions issued with their letter No. 632-4FRI-58/4967, dated the 18th March, 1958, and their subsequent letter No. 2376-4FRI-61/4635, dated the 10th April, 1961, a subscriber to a Provident Fund is permitted to retain his provident fund money in the relevant Fund for a period of three years from the date of his retirement subject to the conditions specified therein.

(2) In order to mobilize savings, the State Government has now decided that in future the subscribers may be allowed to retain their provident fund money in the fund for a total period of five years from the date of retirement, subject to the same conditions except in respect of withdrawals which will be regulated in terms of sub-paragraphs 3 and 4 below. Subscribers, who have already been permitted to retain their provident fund accumulations in the Fund for a period of three years, may be allowed to retain that money in the fund for a further period of two years, if they so desire. They should exercise their option in this behalf within six months from the date of issue of these orders. In order to enable this class of subscribers to avail of this benefit, it is suggested that this concession may be brought to their notice.

(3) During the period of 5 years, withdrawals will be permitted once a year as before, subject to the condition that the amount of each such withdrawal (except the final withdrawal) shall not exceed 1/5th of the amount standing to the credit of the subscriber, in the Fund on the date of retirement. The other provisions of paragraph 5 of Finance Department letter No. 9106-FRI-58/16385, dated the 24th November, 1958, shall, however, apply *mutatis mutandis*.

(4) The subscribers, who have already been permitted to retain their Provident Fund money in the Fund for a period of three years and opt to retain the balance in the Fund for a further period of two years, shall also be permitted to withdraw the money in accordance with the procedure prescribed in the foregoing sub-paragraph as if these orders applied to them *ab initio*. Such subscribers, who have already resorted to withdrawals during the first, first two or first three years, as the case may be, in accordance with the old orders can withdraw during subsequent year the difference between the amount they could draw these orders and the amount they have already withdrawn.

(No. 4415-4FRI-63/6249, dated the 31st May, 1963).

These instructions have become obsolete.

Grant of additional pay for dual/higher charges.— The Punjab Government letter No. 2650-FR-II-59/3945, dated the 20th/23rd April, 1959, *inter alia* provides that in case a P.C.S. officer is, for administrative reasons appointed, out of turn, to a post in the senior scale of the I.A.S., he should be paid a special pay of Rs. 150 per mensem over and above his basic pay. This provision was made to compensate the officer concerned for his performing duties of a higher responsibility. A case has, however, come to the notice of Government where the above arrangement, when given effect to; entitled an officer to receive more pay than he would have got; had he been appointed to officiate in the senior scale of the I.A.S. in his own turn. After due consideration it has been decided that in such a situation the special pay allowed for out of turn officiation plus basic pay should be restricted to what would be admissible to him if it were a case of appointment in regular turn. This restriction does not apply to any other special pay carried by the post to which an out-of-turn appointment has been made.

(No. 7651(1)FR-II-63/7144, dated the 4th/7th June, 1963) .

Cash deposits to cover outstanding dues.— The question regarding the head of account to which the cash deposits obtained from retiring Government employees to cover the outstanding dues should be credited has been considered by the State Government and it has been decided that the said cash deposits should be classified under a new minor head "Cash Deposits by Retiring Government Employees" opened for the purpose under "850 Civil Advances other Departmental advances".

(No. 4046-6FRI-63/6548, dated the 21st June, 1963).

***These instructions have been superseded vide
No. 5/27/98-1FR-II/(Part-I), Dated 29.7.1998.***

Travelling Allowance to Government employees on retirement.— It has been decided that sub-para (viii) of Para 3 of Punjab Government Finance Department letter No. 9219-FR(I)-60/1625, dated the 9th February, 1961 referred to in Punjab Government, Finance Department letter No. 2741-(I)-FRI-62/4681, dated the 3rd May, 1962 shall be substituted by the following :-

(viii) In the case of a Government employee who availed of the leave travel concession (Punjab Government letter No. 2892-GI-57/6828, dated the 26th April, 1957, as amended and amplified from time to time) during one year preceding the date of retirement or commencement of leave preparatory to retirement, as the case may be, the amount of travelling allowance admissible under these orders will be reduced by the amount reimbursed to him on account of the leave travel concession as above. The amount to be deducted shall be the amount paid to him in respect of only the forward journey(s) to the home town performed by himself and/or the members of his family during the period of one year mentioned above. Also in the case of a Government employee who avails of the leave travel concession for one way journey to home town during his leave preparatory to retirement (para 2(e) of the Ministry of Home Affairs Office Memorandum No. 43/5/57-Ests(A), dated the 4th September, 1957, circulated with Punjab Government letter No. 10192-AS(I)-62/24636, dated the 17th September, 1962), the amount of leave travel concession, if any reimbursed to him shall be deducted from the amount of travelling allowance admissible under these orders. Controlling Officers may at their discretion, waive the condition of recovery in deserving cases of invalidment from service. The recovery may not be made in respect of leave travel concession availed by the Government employee himself during the period of one year stated above, if being to the exigencies of public service, he was not enabled to avail of the concession on the last occasion preceding the said period.

These orders shall be deemed to take effect from the 5th January, 1960, but past cases decided otherwise than in accordance with the above need not be re-opened.

(No. 4769-1FRI-63/6645, dated 29th June, 1963).

Ex-post-facto Sanction.— The Accountant General, Punjab has pointed out that while according ex-post facto sanctions, the authorities competent to accord such sanctions do not indicate in the sanction, the circumstances under which prior sanction could not be accorded before actually incurring the expenditure. The action taken or proposed to be taken against the official(s) at fault, is also not invariably indicated in such sanctions. The present position, therefore, is that the above information has to be called for by him individually from the department concerned entailing thereby a lot of prolonged correspondence and consequent delay in finalising cases besides a lot of un-necessary labour. He has further observed that in certain cases, reasons for regularising the irregularities, which were supplied by the Administrative Department subsequently were generally available with them at the time of according the sanctions. Had these reasons been embodied in the body of sanctions a good deal of labour and unnecessary correspondence on the part both of the departments concerned and the Audit Office would have been avoided.

In view of the above position, it has been decided that in cases involving ex-post facto sanctions the departments should invariably state either in the body of the sanction itself or in an enclosure, thereto, the circumstances under which the sanction could not be accorded before incurring expenditure. Action taken or proposed to be taken against the official(s) at fault may also be indicated.

It is also observed that sometimes an ex post facto sanction issued in order to meet some audit objection raised by Accountant General, Punjab's office. In order to facilitate proper linking of cases, in his office, it is requested that references issued from the Audit Office in each case, should be quoted in the sanction.

(U.O. No. 4721-B&C-63, dated 18th July, 1963).

***These instructions have been superseded vide
No. 2/1(4)-80-2FR-II, Dated 25.5.1989.***

No. 6178-3FRI-63/7747

From

SHRI SAPURAN SINGH, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Session Judges and
Deputy Commissioners in Punjab.

Dated, Chandigarh, the 25th July, 1963

Subject : Pre-audit of arrears claims.

Sir,

I am directed to invite a reference to Note below Rule 2.25 (b) of Punjab Financial Rules, Volume I which enjoins that delay in payment are opposed to all rules and are highly inconvenient and objectionable and, when not satisfactorily explained, should be brought to the notice of the Head of the Department. In accordance with this note all Heads of Offices should ensure the punctual and prompt disposal of the correspondence on the subject amongst their subordinates, delays between the first presentation of a bill and its payment being always avoidable. If the above provisions are strictly observed by all Heads of Offices/Drawing/Disbursing Officers/Heads of Departments etc., the cases of submission to audit office of the personal claims of Government employees for preaudit would be very rare. Actually, however, the provisions of Note below rule 2.25(b) ibid are not being observed by the various authorities. It has further been observed that in the subordinate offices of various Departments, personal claims of Government employees which fall into arrears for one reason or the other, are not generally preferred/drawn in time and action for their disposal is taken when these claims become time barred. More often than not, the attitude in this regard is in different inasmuch as :-

- (a) Annual increments due to Government employees are not sanctioned/drawn on the date due as a matter of course, but are allowed to remain in abeyance for months together.
- (b) cases of Government employees due to cross the efficiency bar are not initiated well in time so as to obtain orders of the competent authority by the due date.
- (c) the leave applied for/availed of by Government employees is not sanctioned in time and the leave salary and allowances of the concerned individuals are not drawn in the regular monthly bills.
- (d) in the event of transfer of Government employees from one institution to another within the same Department, last pay certificates, service books, etc. are not passed on to the new offices for months together after the Government employees concerned are relieved.

- (e) The pay fixation cases of Government employees are not taken up/finalized expeditiously and arrears on this account are not claimed within reasonable time after the finalization of such cases.
- (f) The arrear arising on account of the reinstatement of officials previously dismissed from service or placed under suspension are not drawn for months/years together after orders for reinstatement etc., are passed.
- (g) Action for obtaining sanction of the competent authorities for the investigation of time-barred claims by the Audit office is initiated in a leisurely/incompetent manner and lot of correspondence is sometimes exchanged between the Heads of offices/competent authority before the necessary sanctions are accorded.
- (h) The arrears claims when submitted for pre-audit to the Audit office are not prepared with due care and are left deficient in respect of certain essential requirements with the result that only in rare cases it is possible to pass the bills on their receipt for the first time by the Audit.
- (i) The objections raised by Audit office are not complied with completely/properly and the bills have to be returned time and again for compliance of essential requirements and these are not resubmitted to audit office for months/years together and even then the claims fail to fulfill the prescribed requirements.

The authorities competent to sanction investigation of time-barred claims also accord such sanctions, as a matter of course, without investigating the reasons/justification for inordinate delays in preferring the claims and taking any steps to discourage the tendency on the part of the subordinate offices to delay the claims for long periods un-necessarily and without any valid reasons, contrary to the provision of Rule 2.25(c) of Punjab Financial Rules, Volume I. In a large number of cases, such sanctions do not embody the reason for delay in preferring the claims. The discretion vested in these authority,—vide provisions of Rule 2.25(g) to reject all petty claims more than 3 years old and all such claims for whose delayed submission adequate explanation is not forthcoming is in a actual practice not exercised. This indifference/delay on the part of the subordinate authorities in preferring the claims, well in time, causes avoidable hardship to the Government employees concerned and increases unnecessarily the clerical work all round. I am, therefore, to request you to kindly persuade the authorities/Departments' concerned to initiate effective measures to enforce strict compliance of the provisions of the rules on the subject so that the claims against Government are settled promptly in future.

Yours faithfully,

JOGINDER SINGH,
for Secretary to Government, Punjab,
Finance Department.

No. 6178-3FRI-63/7748,

Dated, Chandigarh, the 25th July, 1963

A copy is forwarded to the Accountant General, Punjab, Simla, for information with reference to his letter No. TMII/1(2)-63-64/520, dated the 7th June, 1963.

By order,
J. N. MEHTA,
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to :-

All Financial Commissioners, Punjab
All Administrative Secretaries to Government, Punjab
for information.

Sd/-
J. N. MEHTA,
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

To

Financial Commissioner, Punjab
Administrative Secretaries to Govt., Punjab.

U.O. No. 6178-3FRI-63,

Dated, Chandigarh, the 25th July, 1963

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistant to other Chief Ministers, Ministers and Chief Parliamentary Secretary for the information of the Chief Minister, Ministers and Chief Parliamentary Secretary.

Sd/-
J. N. MEHTA,
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistant to
Chief Minister, Ministers and the Chief Parliamentary Secretary.

U.O. No. 6178-3FRI-63,

Dated, Chandigarh, the 25th July, 1963.

***These instructions have been superseded vide
No. 11/6/91-4FD-III/226, Dated 13.2.1991.***

Unserviceable (obsolete and surplus stores) - disposal of.— The following questions have arisen in connection with interpretation of rules 15.3 and 19.15 of the Punjab Financial Rules, Volume I :-

- (1) What procedure should be followed in cases of disposal of unserviceable, obsolete or surplus stores and whether formal sanctions for the write off of losses as contemplated in rule 19.15 ibid are required to be issued in such cases?
- (2) How the term 'Values of Stores' should be interpreted for the purpose of the issue of sanctions for the write off of losses of stores/disposal of unserviceable, obsolete or surplus stores?

The matter has been carefully considered in consultation with the Comptroller and Auditor General of India and it has been decided that the following procedure should be followed in dealing with such cases :-

- (i) Whenever stores become unserviceable, obsolete or surplus they should be declared as such and disposed of under the orders of an authority competent to sanction the write off of a loss caused by deficiencies and depreciation equivalent to their value. The powers of the various authorities for sanctioning write off of losses; on account of deficiency or depreciation in the value of stores are given in rule 19.15 of the Punjab Financial Rules, Volume I. This procedure should be followed both in cases of normal wear and tear as well as in cases where wear and tear may be held to be abnormal. The authority competent to order disposal should take into account the circumstances in which stores have become unserviceable, obsolete or surplus. Where the competent authority holds that stores have become unserviceable, obsolete or surplus owing to normal wear and tear no question of loss arises. Where the competent authority holds that stores have become unserviceable, obsolete or surplus owing to negligence, fraud, etc., on the part of individual Government employee, it will be necessary to fix the responsibility for the loss and to devise remedial measures to prevent recurrence of such cases. In either cases, the order of the competent authority declaring the stores in question as unserviceable, obsolete or surplus and directing the mode in which they should be disposed of would be sufficient, to cover the loss to Government, if any, and no separate sanction for the write off of the loss will be necessary. A formal survey report in the form A and B appended should, however, be prepared in all such cases.
- (ii) Each order declaring stores as unserviceable, obsolete or surplus should indicate the causes leading to the stores having become unserviceable, obsolete or surplus. A copy each of such order should be endorsed by the competent authority to the audit.
- (iii) It will be seen from clause (i) above that a Sanction for write off of loss would not be necessary where the stores are bodily present. It is only in such cases where the stores are missing (as in the cases of fire theft etc). that formal sanctions for write off of, losses will be necessary.

- (iv) The term 'value of store' for the purpose of issues of sanction for disposal of unserviceable, obsolete or surplus stores/write off loss of stores should be taken as (a) the book value where priced accounts are maintained and (b) the replacement value that is market value (at the time of issue of sanction for the disposal/write off) of a new article or an article of similar nature, where no priced accounts are maintained. The sale proceeds of unserviceable, obsolete or surplus stores should not be taken into account for determining the value of the stores for the purposes of issue of sanction for the disposal of stores as this amount is to be treated as miscellaneous receipts of the department concerned.
- (v) The procedure already laid down for disposal of unserviceable, obsolete and surplus stores (by auction, by calling for tenders, etc). and for the manner of their disposal (through Controller of Stores etc). may continue.

(No. 5063-3FRI-63/7750, dated the 27th July, 1963).

These instructions have become obsolete.

Authorities competent to grant advances/withdrawals from General Provident Fund.—

- (a) Para 3 of the Fifth Schedule to General Provident Fund (Central Services) Rules, 1960, prescribes that in respect of Central Government employees governed by the above rules and serving in connection with the affairs of a State, the appropriate authority competent to grant advances/withdrawals from their General Provident Fund shall be the State Government.
- (b) The Comptroller and Auditor-General of India in consultation with the Government of India had clarified that the provisions of part 3 *ibid* are not applicable to the Central Government employees on deputation with the State Government in whose case authority competent to grant advances/withdrawals from the Provident Fund will be the Head of Department/Office to which they originally belong.

(No. 6953-(4)-FR-63/8077, dated the 1st August, 1963).

These instructions have become obsolete.

No. 9549(3)-FR-II-63/9059.

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 9th September, 1963

Subject : Transfer of State Government servants to Foreign Service-Procedure regarding recovery of foreign service contributions.

Sir,

I am directed to invite a reference to Punjab Government, Finance Department circular letter No. 1325(3)-FR-II-62/2084, dated the 1st/7th March, 1962, regarding recovery of foreign service contributions and to state that the following may be substituted for sub-para (ii) thereof:

"In order to avoid procedural difficulties, and to enable the Accounts Officers to report lapses to Government promptly, the contributions shall be remitted to the concerned Accounts Officer by means of Demand Drafts. However, where it is not possible to issue Demand Drafts, the contributions may be remitted by means of cheques".

Yours faithfully,

(Sd/-)

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 9549(3)-FR-II-63/9000,

Dated, Chandigarh, the 9th September, 1963

A copy is forwarded to the Accountant General, Punjab., Simla in continuation of Finance Department No. 1325(3)FR-II-62/2088, dated the 1st March, 1962.

By order,

(Sd/-)

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to all Administrative Secretaries to Government Punjab, for information in continuation of Finance Department U.O. No. 1325(3)FR-II-62, dated the 1st/7th March, 1962.

(Sd/-)

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

All Administrative Secretaries to Government, Punjab.

U.O. No. 9549(3)-FR-II-63,

Dated, Chandigarh, the 9th September, 1963

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, Ministers and Chief Parliamentary Secretary, for the information of Chief Minister, Ministers and Chief Parliamentary Secretary in continuation of Finance Department U.O. No. 1325(3)-FR-II-62, dated the 1st/7th March, 1962.

(Sd/-)
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to the
Chief Minister, Ministers and Chief Parliamentary Secretary.

U.O. No. 9549(3)-FR-II-63,

Dated, Chandigarh, the 9th September, 1963.

No. 5454(7)FRI-63/10397

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 4th October, 1963

Finance Regulations

Subject : Fixation of time-limits for the disposal of cases accompanied with the Service Books.

Sir,

I am directed to say that the Punjab Government have had under consideration the question of fixing time-limits for the disposal of cases which are accompanied by Service Books. The Service Books of staff are frequently in demand for drawal of increment, fixation of pay, sanction of pension etc. If the Service Book is held up in one case then claims of the Government employees cannot be settled, giving rise to arrears which increase work all around besides causing hardship to the Government employee. Therefore, as to a measure to check the accumulation of arrears of cases and to avoid unnecessary hardship to Government servants on this account, it has been decided that the cases accompanied by the Service Books should be finalized within the following time limits, which should be observed strictly for the disposal thereof :-

(i)	Investigation of time-bared claims less than three years old.	2 weeks
(ii)	Investigation of lime-bared claims more than three years old.	2 months
(iii)	Pay fixation cases of non-gazetted Government servants.	3 weeks
(iv)	Efficiency bar cases	3 weeks
(v)	Leave cases	2 weeks
(vi)	Ex-India leave	6 weeks
(vii)	Seniority appeal	1 month
(viii)	Pension Case	2 weeks

Besides efforts should be made not to put up Service Books in each and every case unless it is very necessary to do so. If possible, the extracts of the relevant portion may be taken from the Service Books and put up with the case.

2. The above time limits are not applicable in the cases sent to the Office of the Accountant General, Punjab. The Audit has fixed the following time limits for the disposal of cases with which Service Books are attached :-

(a)	Pay fixation cases	10 days
(b)	Pre-audit bills	5 days
(c)	Pension cases in which verification Memo has to issue	10 days
(d)	Cases in which certificate and report has to issue	20 days

These instructions may kindly be brought to the notice of all your subordinates for strict compliance in future.

Yours faithfully,

Joginder Singh,
Deputy Secretary, Finance (G),
for Secretary to Government, Punjab,
Finance Department.

No. 5454-7-(FRI)-63/10398,

Dated, Chandigarh, the 4th October, 1963

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

By order,

J.N. Mehta,
Assistant Secretary, Finance
for Secretary to Government, Punjab,
Finance Department.

It has been brought to the notice of the Finance Department that the administratives of the personal ledger accounts do not follow the above instructions with the result that the complied accounts are not sent to the audit office at all or received too late which leads to wrong classification of transaction appearing in the Personal Ledger Accounts. Not only that the difficulty is experienced by the Audit Office but the Administrators of these personal ledger accounts will also feel inconvenient consequent upon the wrong classification of transactions. It is pertinent to note that in case rules and the instructions on the subject are not acceptance granted by them for the opening of Personal Ledger Accounts. This step is likely to lead to further difficulties, for the administrators of the Personal Ledger Accounts opened for, implementation of some of the schemes. Administrators of the Accounts should initiate effective measures to enforce compliance of the provisions of the rules on the subject so that the monthly complied accounts are self to the audit office on the due date.

(No. 9085-3FRI-63/10415, dated 4th October, 1963).

<i>These instructions have become obsolete.</i>
--

Annual Return of Establishment.— In view of the difficulties experienced in the preparation of the Annual Establishment Returns, it was decided to discontinue their submission to the Audit Office for three years on an experimental basis. The discontinuance of these returns would entail dependence on Service Books and acquittance rolls of non-gazetted staff. It is consequently imperative that the Service Books should be kept up to date in all respects and free from interpolations. It is all the more essential that the Service Books should be properly maintained as in the event of loss it would be extremely difficult, laborious and costly to reconstruct them particularly when the Accountant General, Punjab, has destroyed the relevant records.

2. The Service Books should be kept up to date in all respects and if necessary, immediate steps taken to bring them up to date. The existing instructions regarding Service Books are contained in para 4 of the instructions sent with letter No. 10160-6FRI-60/19441, dated the 9th November, 1960, which may be kept in view.

3. According to the instructions contained in Appendix 6 of Punjab Financial Rules, Volume II, pay-bills and acquittance rolls (where these are maintained separate) of non-gazetted Government employees for whom no establishment returns are submitted are required to be preserved for a period of 35 years whereas, in other cases, these are required to be maintained for a period of six years only. In view of the decision contained above, it will be necessary to preserve the pay bills and acquittance rolls (where these are maintained separately) for all Government employees for a period of 40 years in future.

(No. 6971-3FRI-63/10471, dated the 5th October, 1963).

Note.— *The matter was subsequently reviewed in consultation with the Accountant General, Punjab, and it was decided to discontinue the submission of Annual Establishment Returns to the Audit Office permanently.*

These instructions have become obsolete.

Condonation of break in the service of Government employees under Rule 4.23 of Punjab Civil Services Rules, Volume II.— The Department of Finance received a number of cases from the Departments embodying proposals for the condonation of breaks by relaxing rule 4.23 of the Punjab Civil Services Rules, Volume II, or commuting the period of break into extraordinary leave or leave of the kind due of those Government employees who tendered resignations due to domestic reasons and sought re-appointment. Government view with grave concern the tendency on the part of the Government employees to resign their jobs on flimsy grounds and seek appointment elsewhere in continuation of previous service. This not only hampers smooth working in Government offices, but arises various complications on their re-appointment in Government service, such as condonation of break in service caused as a result of resignation for purpose of maintaining continuity in service in order to get a benefit of their pre-interruption period of service towards pay; leave and pension. The State Government have, therefore, considered the whole matter and would like to stress that the growing tendency on the part of Government employees to resign their jobs and subsequent for re-appointment should be curbed and such cases of re-appointment should be examined with care because resign from public service entails forfeiture of past service in accordance with rule 4.19(a) of the Punjab Civil Services Rules, Volume I. In such cases the condonation of interruption should not be considered as a simple question so as to be regularised by grant of extraordinary leave or leave of the kind due. A lenient view of the matter would encourage the prevailing tendency, even otherwise, regularization in the said manner would run counter to the spirit of Note of rule 4.23 *ibid*.

(2) When it may become expedient to re-appoint the incumbent against the same post it may be done by treating him as a fresh entrant because the previous service already stands forfeited under rule 4.19(b) *ibid*.

(3) The case for the condonation of breaks in service should be examined by the authorities concerned, under rule 4.23 *ibid*. It is further clarified that interruption condoned under rule 4.23 *ibid* would carry with it the benefit of linking the preinterrupted service for purposes of pensionary benefits only without conferring any right for the fixation of pay, accumulation of leaves, etc. Separate orders will, therefore, be require to be issued by the competent authority for purposes other than pension.

(4) The question of break in service should be considered for condonation not at the time of re-appointment but soon after the employee has been confirmed in service after re-appointment for the reasons that temporary service rendered before confirmation counts only if it is followed by confirmation in terms of rule 3.17 *ibid*. In other words, it should not be left over for consideration at the time of retirement for the reasons that such a course would run counter to the Government's policy regarding expeditious disposal of pension cases.

Note :— Also see rule 3.1A of Punjab C.S.R. Vol. II.

(No. 5634-2FR-I-63/10588, dated 8th October, 1963.)

These instructions have become obsolete.

No. 11913(3)FR-II/63/10533

From

Shri Sapuran Singh, I.A.S.
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 14th October, 1963

Subject : Transfer of State Government servants to Foreign Service - Procedure regarding.

Sir,

I am directed to invite a reference to Punjab Government, Finance. Department circular letter No. 10484-FR-II-60/10613, dated the 1st December, 1960 on the subject noted above, which *inter alia* provides that an additional term indicating the provisional rates of contributions be included in the orders sanctioning the transfer of a Government servant on "Foreign Service".

2. It has been observed that these instructions are not being followed by the various Departments with the result that it is not possible for the Accountant General, Punjab to effect recovery of leave salary and pension contributions from the foreign employer/Government employee concerned, as the case may be, and the Government is put to unnecessary loss of interest. I am, therefore, to request that the instructions referred to above may kindly be strictly followed while issuing sanction in regard to the terms and conditions of a Government servant's transfer on "Foreign Service".

Yours faithfully,

(ARJAN SINGH),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 11913(3)-FR-II-63/10534,

Dated, Chandigarh, the 14th October, 1963

A copy is forwarded to the Accountant General, Punjab, Simla, for information with reference to his letter No. Pen.IV/FSI/K/5727A-B, dated 20th September, 1963.

By order,

(ARJAN SINGH),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to Financial Commissioners, Punjab and All Administrative Secretaries to Government, Punjab for information and guidance.

(ARJAN SINGH),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioners, Punjab; and
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 11913(3)-FR-II-63,

Dated, Chandigarh, the 14th October, 1963

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, Ministers and Chief Parliamentary Secretary for the information of Chief Minister, Ministers and Chief Parliamentary Secretary.

(ARJAN SINGH),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to the
Chief Minister, Ministers, and Chief Parliamentary Secretary.

U.O. No. 11913(3)-FR-II-63,

Dated, Chandigarh, the 14th October, 1963.

These instructions have become obsolete.

Imposition of ban on the creation of the posts of Ministerial Staff and class IV Employees.— In suppression of the instructions contained in Finance Department circular letter No. 3482-B&C-63/4519, dated 2nd May, 1963 read with those contained in Finance Department letter No. 7132-B&C-63/12116 dated 28th November, 1962 which provide, inter alia, that no post of ministerial staff and class IV employees should be created without prior approval of the Council of Ministers, it has now been decided that the cases for creation of such posts both for Plan and non-plan need not be referred to the Council of Ministers but these may be created only after securing the concurrence of Finance Department.

The powers of the Departments in regard to the creation of such posts under note 2 below Rule 14.4 of Punjab C.S.R. Vol. I Part I as indicated in the table below rule 15.1 ibid and Rule 19.6 (Serial No. 6) of P.F.R. Vol. I are accordingly withdrawn till further orders.

(F.D. Letter No. 8683-B&C-63/10954, dated the 19th October, 1963).

These instructions have become obsolete.

No. 12297-(3)-FR-II-63/10970

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 24th October, 1963

Subject : Transfer of Punjab Government employees to other Governments, Companies Corporations, etc. – Grant of deputation allowance.

Sir,

I am directed to invite a reference to para 5 of Punjab Government (FD) circular letter No. 10508-(3)-FR-II-62/508, dated the 28th/31st January, 1963, on the subject noted above, which provides *inter alia* that the orders contained therein will apply to cases of deputation commencing hereafter and past cases already decided otherwise than in accordance with those orders will not be reopened. On further consideration it has now been decided that the past cases of the employees who are already on deputation should be regulated as follows :-

- (i) They will all have the option to come over to the revised terms regarding the regulation of deputation allowance etc. as contained in the above referred to circular letter No. 10508(3)-FR-II-62/508, dated the 28th/ 31st January, 1963, with effect from the date of the issue of the present orders provided that the option must be exercised within three months of this date and once exercised shall be final.
- (ii) In respect of those who do not opt for the terms contained in the circular letter referred to above, the same will nevertheless apply in the circumstances and manner indicated as under :-
 - (a) On the expiry of their present term of deputation if the existing term is a specified one and is extended hereafter provided that where the existing term of deputation is for a period of less than three years, the revised orders will apply on the completion of a period of three years from the date of original deputation.
 - (b) On the expiry of a period of three years from the date of original deputation, where the deputation was for an unspecified period.

2. These orders will take effect from the date of issue.

Yours faithfully,

A.C.Tuli,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 12297-(3)-FR-II-63/10971,

Dated, Chandigarh, the 24th October, 1963

A copy is forwarded to the Accountant General, Punjab, Simla, for information in continuation of Finance Department, Endorsement No. 10508(3)-FR-II-62/509, dated 28th/31st January, 1963.

By order,

A. C. Tuli,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to Financial Commissioner, Punjab and all Administrative Secretaries to Government, Punjab for information and guidance in continuation of U.O. No. 10508(3)-FR-II-62, dated 28th/31st January, 1963.

A. C. Tuli,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioners, Punjab; and
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 12297-(3)-FR-II-63,

Dated, Chandigarh, the 24th October, 1963

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, Ministers and Chief Parliamentary Secretary, for the information of Chief Minister, the Ministers and Chief Parliamentary Secretary, in continuation of U.O. No. 10508-(3)-FR-II-62, dated 28th/31st January, 1963.

A. C. Tuli,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to
the Chief Minister, Ministers, and Chief Parliamentary Secretary.

U.O. No. 12297-(3)-FR-II-63,

Dated, Chandigarh, the 24th October, 1963.

Permission to Government employees to work as arbitrators and accept fee/honorarium therefore.— At present no uniform practice is opening followed by various departments of the Punjab Government with regard to the grant of honorarium/ fees to Government employees appointed to act as arbitrators in disputes between the Punjab Government and private parties or between private parties. In order to ensure uniformity in this respect it has been decided as follows :—

- (i) When a Government employee is appointed to act as an arbitrator in a dispute between a Department of the Government of Punjab in which he is working and a private party, he should not be granted any honorarium.
- (ii) If, however, he is appointed as an arbitrator in a dispute between a private party and a department other than the one in which he is working, he may undertake such work and receive honorarium, therefore, on the following conditions :—
 - (a) Before undertaking the work, the officer shall, as required under rule 5.55 of the Punjab C.S.R. Volume I, Part I, obtain the prior approval of the competent authority, who shall decide whether, consistently with his official duties, he may be allowed to undertake the work and receive honorarium for it.
 - (b) The honorarium may be paid to him at the rate of Rs. 30 per day or Rs. 15 per half-day subject to a maximum of Rs. 500 per case. For this purpose, a day means more than two hours continuous work on any day and half-day means work for two hours or less. He shall record a certificate in writing indicating whether he has done a day's work or a half-day's work on a particular day.
- (iii) In either of the above two cases when any costs on account of arbitration are awarded against a private party, the entire amount, on recovery by the Department concerned, shall be credited to Government and shall not be paid to the arbitrator.
- (iv) A Government employee may, with the prior permission of the competent authority, as required under rule 5.57 of Punjab Civil Services Rules, Volume I, Part I, accept the appointment as an arbitrator in a dispute between private parties. At the time of giving such permission, the competent authority shall decide whether consistently with his official duties, he may undertake the arbitration work and also whether he may accept any fees for it from the parties to the dispute. This fee shall be subject to the provisions of rule 5.58 of the Punjab C.S.R. Volume I, Part I.

It has further been decided that cases of Government employees appointed as arbitrators in disputes between private parties and other State Governments or Union Territories will also be governed by the item (ii) in para 1 above.

Note.— *The term 'work' used in para 1(ii) above means only the time spent on reading of the case papers or studying the case.*

(No. 13205-7FR-II-63/11511, dated the 28th October, 1963).

These instructions have become obsolete.

Permanent transfer of a Government employee under the Punjab Government - Exercise of option for the Pension Rules.— (1) According to rule 1.1 (b) of Punjab C.S.R. Volume II, a Government employee transferred to a service or post to which these rules apply, from a service or post to which they do not apply, becomes subject to these rules; provided that it shall be open to him within six months of the date of transfer, or if he is on leave on that date, within six months of his return from leave, to elect to be governed by the pension rules to which he was subject immediately before the date of transfer.

(2) It is possible that cases may crop up on account of the failure of Government employees to exercise option within the prescribed time limit due to the ignorance of the rules on their part. In order that the Government employees are aware of their responsibility on their confirmation as such, it has been decided that the administrative authority concerned should clearly bring, to the notice of the officer concerned, the provisions of rule 1.1(b) *ibid* while issuing the order of confirmation of such a Government employee under the Punjab Government.

(No. 9089(5)-FR-I-63/10927, dated the 29th October, 1963)

These instructions have become obsolete.

Delay in the disposal of pension case due to wrong fixation of pay.— It has been observed that one of the causes of delay is wrong fixation of pay which in some cases relates to many years prior to the date of retirement. It leads to the conclusion that the departments do not exercise proper check at the time of fixation of pay. Refixation of pay in some cases involves large scale recoveries which it is not possible to effect and when, recovery is enforced it causes hardship to pensioners whose income is reduced considerably after retirement. In order to, overcome this difficulty and other shortcomings in service books it has been decided, in consultation with the Accountant General, Punjab, that all the Heads of Departments should send the Service Books of all non-gazetted officials who are due to retire during the next five years, to the Audit Office for check and recording a suitable certificate.

(No. 5945-6FRI-63/11467, dated the 5th November, 1963)

These instructions have become obsolete.

Higher rates of daily allowance admissible for Bombay City – whether admissible in the entire Municipal area.— By virtue of the provision contained in clause (b) of note 1 below Rule 2.27 of the Punjab Civil Services Rules, Volume III (T.A. Rules), a Government employee for halts at Bombay is entitled to draw Daily Allowance at the rates fixed by the Government of India for the Central Government employees. The Government of India have now clarified that the higher rates of Daily Allowance sanctioned by the Central Government in respect of Bombay are applicable only to the portion of the area bounded by the Sion Creek (on the Central Railway) and the Mahim Creek (on the Western Railway). The question has been considered by the State Government and it has been decided that the rates of Daily Allowance admissible under the above mentioned rule shall apply in the area bounded by these Creeks in the City of Bombay. In respect of the areas falling within the municipal limits of the city but beyond these Creeks the rates of Daily Allowance as admissible under clause (c) of Note 1 ibid will apply.

These orders take effect from the date of their issue.

(No. 8544-FRI-63/11504, dated the 8th November, 1963).

***These instructions have been Revised vide
HGPF Rules, 2006.***

Application form for admission to Provident Funds.— The question of drawing out a uniform and standard application form for admission to the Provident Fund has been under consideration and on the analogy of the Government of India's amendment carried out by them,—vide correction slip No. 110 to the Book of Account Forms substituting revised form for the existing form G.P.F. 3, State Government have decided that in future all applications for admission to the Provident Funds, invariably, be submitted in form No. 1 reproduced in this Chapter.

(No. 8377-4FR-63/13200, dated 20th November, 1963).

Contd...

Encl.

FORM 1		Application for submission to the _____ Provident Fund to be submitted in duplicate																					
1	Name of applicant	2	Official designation	3	Office to which attached. It on deputation state the parent department/ Government also	4	Service to which the applicant belongs	5	Whether applicant's service is pensionable or not	6	Whether the applicant is permanent, temporary or reemployed. If temporary give the date of commencement of service	7	Rate of emoluments per mensem	8	Rate of subscription per mensem	9	If subscriber to any other fund, name of such fund	10	Whether the applicant has a family or not	11	Account number to be allotted by the Accounts Office	12	Remarks
Station _____ A Form of Nomination in the prescribed form duly filled in, is enclosed. Date _____ Enclosure. _____ Signature of Applicant _____ Signature of Head of Office, Designation _____ OFFICE OF THE _____ Date of _____ No. _____ Returned with account number allotted. This number should be quoted in all correspondence connected therewith. (Signature) (No. 8377-4ER-IL-63/13200 dated 20th November 1963) Designation																							

These instructions have become obsolete.

No. 12527-3FR-II-63/11769

From

The Secretary to Government, Punjab,
Finance Department.

To

The Finance Secretaries of the Governments of Mysore, Madras, Maharashtra, Madhya Pradesh, Rajasthan, Bihar, Andhra Pradesh, Gujarat, Assam, Kerala, West Bengal, Uttar Pradesh and Orissa.

Dated, Chandigarh, the 21st November, 1963

Subject : Incidence of pay, allowances, leave salary and pension, etc. between the Central and State Governments consequent upon the Reorganisation of the States.

Sir,

I am directed to invite a reference to Punjab Government (Finance Department) letter No. 6835(3)-FR-II-62/9150, dated the 20th September, 1962, on the subject noted above wherein it was stated that incidence of leave salary and pension, etc. of the Government servants on deputation or transfer from the Punjab Government to your Government or vice versa will be regulated on reciprocal basis with effect from the 1st November, 1956, in accordance with the procedure laid down in Appendix 3 of Account Code Volume I, issued by the Comptroller and Auditor-General. It was also stipulated that contributions recovered from 1st November, 1956, in accordance with the procedure laid down in the Government of India's office, Memo No. F-15(17)-B-50, dated the 20th October, 1953, will have to be refunded in cases in which the liability is required to be settled under the procedure laid down in Appendix 3 of Account Code Volume I, otherwise than by payments of contribution. The matter, has, however, been further considered and the Punjab Government have decided that past cases in which the pensions have already been settled or in which period of deputation or temporary transfer has already expired and the leave salary and pensionary liabilities between the Punjab Government and your Government have been settled by recovery or payment of contribution, need not be re-opened. The reciprocal agreement referred to above, would, therefore, be adopted for settlement of cases in which the Government servants are still on deputation and in the cases of future deputations and transfers. I am further to state that the said reciprocal agreement entered with your State Government may be considered to have been modified to this extent and in case no reply is received to the contrary by the 31st January, 1964, it would be presumed that your State Government have agreed to the above modification.

2. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-

A.C.TULI,

Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 12527-(3)-FR-II-63/11770, Dated, Chandigarh, the 21st November, 1963.

A copy is forwarded to the Secretary to Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi, for information and necessary action, with reference to his letter No. FI(33)-B/57, dated 30th September, 1963 and in continuation of Punjab Government, Endorsement No. 6835-(3)-FR-II-62/9151, dated 20th September, 1962.

Sd/-
A.C.TULI,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 12527-(3)-FR-II-63/11771, Dated, Chandigarh, the 21st November, 1963.

Copies are forwarded to all Heads of Departments and the Registrar, High Court, Commissioners of Divisions, District and Sessions Judges and all the Deputy Commissioners in the Punjab, for information and guidance in continuation of Finance Department Endorsement No. 835(3)-FR-II-62/9152, dated 20th September, 1962.

By order,
A.C.TULI,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 12527-(3)-FR-II-63/11772, Dated, Chandigarh, the 21st November, 1963.

Copy is forwarded to the Accountant General, Punjab, Simla, for information, in continuation of Finance Department, Endst. No. 6835-(3)-FR-II-62/9152, dated 20th September, 1962.

By order,
A.C.TULI,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to all Financial Commissioners, Punjab and all Administrative Secretaries to Government, Punjab, for information and guidance, in continuation of Finance Department U.O. Endst, No. 6835-(3)-FR-II-62, dated 20th September, 1962.

Sd/-
A.C.TULI,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

1. All Financial Commissioners, Punjab; and
2. All Administrative Secretaries to Government, Punjab.

No. 12527-(3)-FR-II-63, Dated, Chandigarh, the 21st November, 1963

These instructions have become obsolete.

Delay in the issue of financial sanctions – Rush of expenditure in the month of March.—

In order to avoid rush of expenditure at the fag end of the year, the Departments should undertake suitable effective steps at all levels to ensure regular flow of expenditure throughout the financial year and to curb the tendency of rush of expenditure in the month of March.

(2) It has once more been brought to the notice of Government by the Accountant General, Punjab, that despite repeated instructions to avoid rush of expenditure during the month of March, there was again rush of expenditure at the close of the Financial year, 1962-63, in as much as during the latter half of March, i.e. from 16th March, 1963 to 31st March, 1963, 171 financial sanctions involving a sum of about Rs. 74.67 lakhs were received in his office which included sanctions involving about Rs. 2.39 lakhs for which payment authorities had to be issued by him telegraphically to facilitate drawal of amounts. In a few cases, the sanctioning letters were taken personally to the Audit Office by officials of some Departments.

(3) Owing to the receipt of large number of sanctions towards the close of the financial year very little time is available with the audit office for adequate audit scrutiny. Besides, the Administrative Departments too have to spend the amounts in a hurry and it is likely that the control over expenditure becomes inadequate. In order, therefore, to avoid recurrence of such instances and to ensure regular flow of expenditure throughout the year the following further precautionary instructions are laid down :-

- (i) With a view to avoiding rush of expenditure for purchase of furniture or other such like articles during the closing months of a financial year, orders for the procurement of these articles should in no case be placed after 15th January.
- (ii) No orders/sanctions for grant-in-aid, loans, etc. should be issued after the 15th March.
- (iii) The expenditure on contingencies should be staggered throughout the whole year and should be limited in the month of March so as not to exceed 1/12 of the total provision made in the Budget.
- (iv) All sanctions must reach the Accountant General, Punjab by the 25th March at the latest.
- (v) If for very special reasons it is considered that sanctions to payments must be made before the 31st March and beyond the 15th March, Department should obtain the prior consent of Finance Department with full justification for the exceptional treatment of such cases and mention this fact in the orders to be issued. Such communications should reach the Finance Department well in time so that Accountant General could receive these also by 25th March as he is not willing to entertain any case after that date.

(No. 12817-3FRI-63/369, dated the 10th January, 1964).

These instructions have become obsolete.

Delay in the issue of financial sanctions – Rush of expenditure in the month of March.—

In order to avoid rush of expenditure at the fag end of the year, the Departments should undertake suitable effective steps at all levels to ensure regular flow of expenditure throughout the financial year and to curb the tendency of rush of expenditure in the month of March.

(2) It has once more been brought to the notice of Government by the Accountant General, Punjab, that despite repeated instructions to avoid rush of expenditure during the month of March, there was again rush of expenditure at the close of the Financial year, 1962-63, in as much as during the latter half of March, i.e. from 16th March, 1963 to 31st March, 1963, 171 financial sanctions involving a sum of about Rs. 74.67 lakhs were received in his office which included sanctions involving about Rs. 2.39 lakhs for which payment authorities had to be issued by him telegraphically to facilitate drawal of amounts. In a few cases, the sanctioning letters were taken personally to the Audit Office by officials of some Departments.

(3) Owing to the receipt of large number of sanctions towards the close of the financial year very little time is available with the audit office for adequate audit scrutiny. Besides, the Administrative Departments too have to spend the amounts in a hurry and it is likely that the control over expenditure becomes inadequate. In order, therefore, to avoid recurrence of such instances and to ensure regular flow of expenditure throughout the year the following further precautionary instructions are laid down :-

- (i) With a view to avoiding rush of expenditure for purchase of furniture or other such like articles during the closing months of a financial year, orders for the procurement of these articles should in no case be placed after 15th January.
- (ii) No orders/sanctions for grant-in-aid, loans, etc. should be issued after the 15th March.
- (iii) The expenditure on contingencies should be staggered throughout the whole year and should be limited in the month of March so as not to exceed 1/12 of the total provision made in the Budget.
- (iv) All sanctions must reach the Accountant General, Punjab by the 25th March at the latest.
- (v) If for very special reasons it is considered that sanctions to payments must be made before the 31st March and beyond the 15th March, Department should obtain the prior consent of Finance Department with full justification for the exceptional treatment of such cases and mention this fact in the orders to be issued. Such communications should reach the Finance Department well in time so that Accountant General could receive these also by 25th March as he is not willing to entertain any case after that date.

(No. 12817-3FRI-63/369, dated the 10th January, 1964).

These instructions have become obsolete.

Counting of War/Military Service towards civil pension in respect of war Service candidates permanently appointed to civil posts against vacancies arising after the 31st December, 1947.— With reference to rule 4.6A a question has been raised whether the orders issued on the basis of the recommendations of the Pay Commission, -vide New Pension Rules introduced with Department of Finance letter No. 3022-5FRI-51/3116, dated the 4th July, 1951 and subsequently liberalised with this department notification No. 2656-5FRI-61/2581, dated 9th March, 1961 according to which continuous temporary or officiating service which is followed without interruption by confirmation in the same or any other post shall count in full as qualifying service towards civil pension, will apply to war/military service. The State Government have carefully considered the question and have decided that continuous war/military service will also count in full towards civil pension if such service is followed without interruption by appointment to and eventual confirmation in pensionable post in Civil Service. The grant of the concession will be subject to the conditions laid down in Rule 4.6-A(i).

(No. 9909-5FR-I-64/12769, Dated 25th January, 1964)

***These instructions were superseded vide
No. 67-3FR-II-76/3162, Dated 28.01.1976.***

No. 13556-3FR-63/797

From

SAPURAN SINGH, I.A.S.,
Secretary to Government Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, High Court,
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in Punjab.

Dated, Chandigarh, the 27th January, 1964

Subject : Grant of Compensatory Allowance to Officials/Officers posted at places where conditions of living are difficult.

Sir,

I am directed to say that Punjab Government have had under consideration for sometime past the question of grant of suitable allowance to Officers/Officials posted at places where conditions of living are comparatively difficult. The matter has been carefully considered and it has been decided to grant compensatory allowance to Government servants serving in the Hill Region to whom no such allowance has hitherto been admissible. The list of the area forming this 'Hill Region is given in annexure 1.

2. The compensatory allowance would be admissible to all Government servants whose pay does not exceed Rs. 850 p.m. The rate of this allowance would be 12½ percent of their pay in the Hill Region and 10 percent in the case of Mohindergarh District subject to a minimum of Rs. 10 p.m. and maximum of Rs. 50 p.m.

3. The new rates of compensatory allowance would apply even to places in the 'Hill Region' where compensatory allowance is already being given. In case, however, the existing compensatory allowance is being given at a higher rate than that admissible under the present instructions the existing orders should continue to operate, except in the case of Simla Town, the compensatory allowance should be admissible only at the existing rates and to the categories of employees to whom it was hitherto applicable.

4. It has further been decided that both in the case of areas now included in the 'Hill Region' and district Mohindergarh, such allowance would in the case of the local employees be restricted to 50 percent of that drawn by other Government servants of equal status or category. Local employees shall mean such Government employees, as are inhabitants of the district concerned. (As an example an employee working in any of the Blocks included in the Hill Region of Hoshiarpur district would be deemed as a local employee if he comes from any part of the Hoshiarpur district).

5. These orders would not apply to employees working at Talwara for the Beas Project.
6. The above concessions will come into force with effect from the 1st January, 1964.

Yours faithfully,

Sd/-
(Sapuran Singh)
Secretary to Government, Punjab,
Finance Department.

No. 13556-3FR-I-63/

Dated, Chandigarh, the 27th January, 1964.

A copy is forwarded to Accountant General Punjab.

Sd/-
(Sapuran Singh)
Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to All Financial Commissioners, Punjab, and All Administrative Secretaries to Government, Punjab for information.

Sd/-
Assistant Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

To

- (i) All Financial Commissioners, Punjab; and
- (ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 13556-3FR-I-63,

Dated, Chandigarh, the 27th January, 1964.

Copies are forwarded to the Secretary to the Chief Minister, Secretaries/Private Secretaries/Personal Assistant, to other Ministers and Chief Parliamentary Secretary, for the information of Chief Minister, Ministers and Chief Parliamentary Secretary.

Sd/-
(Mohan Lal Ghakar)
Deputy Superintendent Finance Regulations,
for Secretary to Government, Punjab,
Finance Department.

To

The Secretary to the Chief Minister, Secretaries/Private Secretaries/
Personal Assistant to the Ministers and Chief Parliamentary Secretary.

U.O. No. 13556-3FR-I-63,

Dated, Chandigarh, the 27th January, 1964.

ANNEXURE - I

1. The whole of Mohindergarh district.
2. The whole of Kangra district.
3. The whole of Simla district.
4. Dhar Kalan Block of Gurdaspur district.
5. Nalagarh, Raipur Rani, Naraingarh and Bilaspur blocks of Ambala district.
6. Ambala Garget, Una and Nurpur Bedi Blocks of Tehsil Una and Hajipur Block Tehsil of Hoshiarpur District.

No. 676-(5)-FR-II-64/1013

From

Shri Sapuran Singh, I.A.S,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar of High Court,
Commissioners of Divisions,
Districts and Sessions Judges and
The Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 1st February, 1964

Subject : Extraordinary leave - Bond to be executed by temporary Government servants.

Sir,

I am directed to say that a question has arisen whether the bond required to be executed by a temporary Government servant granted extraordinary leave in relaxation of rule 8.137 of the Punjab Civil Services Rules, Volume I, Part I, in continuation of other regular leave, if any, due and admissible for study in India or abroad in terms of this department letter No. 9382-FR-II-58/1644, dated the 7th February, 1959, No. 255-FR-II-60/3568, dated the 12th April, 1960 and No. 9315-(5)-FR-II-61/10865, dated the 9th October, 1961 should be supported by a contract of guarantee by a surety of more than one surety to discharge the liability of the official in the event of any default on this part.

It has been decided that in order to ensure fulfillment of the obligations under the bond by the Government servant concerned, it should invariably be supported by sureties from two permanent Government servants having a status comparable to or higher than that of the Government servant who is granted extraordinary leave in relaxation of the rules. A revised form of bond in supersession of the one prescribed vide this Department letter dated 7th February, 1959, referred to above is appended hereto.

Yours faithfully,

SAPURAN SINGH,
Secretary to Government, Punjab,
Finance Department.

BOND FOR TEMPORARY GOVERNMENT SERVANTS GRANTED EXTRA-ORDINARY LEAVES IN RELAXATION OF RULE 8.137 OF THE PUNJAB CIVIL SERVICES RULES, VOLUME I, PART I, FOR STUDY IN INDIA OR ABROAD.

KNOW ALL MEN BY THESE PRESENTS THAT WE.....residents of.....in the District of.....at present employed as.....in the Department/Office of.....(herein after called "the obliger") and Shri.....son of.....of..... and Shri.....son of.....of (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab his successor and assigns (hereinafter called "the Government") on demand the sum of Rs..... (Rupees.....) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Government has, at the request of the above-bounden Mr./Mrs./Miss, employed as a granted him/her regular leave, followed by extraordinary leave without pay and allowances, for a period of months days with effect from in order to enable him/her to study at

AND WHEREAS the Government has appointed/will have to appoint a substitute to perform the duties of during the period of absence of Mr./Mrs./Miss on extraordinary leave.

AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with two sureties with such condition as hereunder is written.

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the above bounden, Mr./Mrs./Miss failing to rejoin on the expiry of the period of extraordinary leave, the post originally held by him/her and serve the Government after rejoining for such period not exceeding a period of..... years as the Government may require or refusing to serve the Government in any other capacity as may be required by the Government on a salary to which he/she would be entitled under the rules, Mr./Mrs./Miss or his/her heirs, executors and administrators shall forthwith pay to the Government on demand the said sum of Rs..... together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the obligor Shri.....and or Shri.....and or Shri.....the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them, (whether with or without the consent or Knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor

before suing the sureties Shri.....and Shri.....or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The stamp duty on this deed shall be borne and paid by the Government.

Signed and dated this day of one thousand nine hundred and

Signed and delivered by the obligor above named Shri.....in the presence of.....

Signed and delivered by the Secretary above named Shri.....in the presence of.....

Signed and delivered by the surety above named Shri.....in the presence of.....

ACCEPTED
for and on behalf of the Governor of Punjab.

***These instructions have been Revised vide
No. 7987-3FR-I-64/7470, Dated 07.08.1964.***

Chandigarh Compensatory Allowance.— A reference is invited to Punjab Government Finance Department Circular letter No. 5072-A-3FRI-63/4841, dated 14th May, 1963 and to say that the question has been discussed further and it has now been decided to enhance the Chandigarh Compensatory Allowance from 6¼ per cent to 7½ per cent, with effect from 1st January, 1964. This allowance will be admissible to all Government employees stationed at Chandigarh drawing pay up to Rs. 335 per mensem (inclusive of dearness pay), with marginal adjustments in the case of those drawing a pay of Rs. 350 per mensem (inclusive of dearness pay), will draw an allowance of Rs. 10.12 Paise per mensem only.

(No. 1522-(3)FR(I)-64/1404, dated the 13th February, 1964).

With a view to further ameliorating the lot of Class IV Government Employees, it has been decided to raise their minimum emoluments to Rs. 70 per mensem by allowing an increase of Rs. 5 per mensem in the Dearness Allowance, over and above the additional Dearness Allowance of Rs. 5 per mensem at present admissible to them. The benefit now being given will be admissible to all Class IV Government Employees (including work-charged and contingent-paid establishment) irrespective of their present emoluments and would not be absorbable in their future increments.

(2) It has further been decided that in the case of sweepers the minimum emoluments be raised to Rs. 85 per mensem by increasing the rate of adhoc pay from Rs. 7 per mensem to Rs. 15 per mensem over and above the increase of Rs. 5 per mensem in Dearness Allowance as sanctioned above for the rest of Class IV Government Employees.

(3) The increase in the Dearness Allowance and adhoc pay referred to in paras 1 and 2 above shall not be treated as part of emoluments for the purposes of recovery of rent.

(4) The above increase in respect of Dearness Allowance will be exclusive of Compensatory Allowances of any kind as are admissible at certain places in the State, e.g., Chandigarh Compensatory Allowances, Hill Compensatory Allowance, Special Compensatory Allowance for Mahendragarh Districts etc.

(5) This concession will come into force with effect from the 1st January, 1964.

(No. 1050-FR-II-64/1445, dated 18th February, 1964).

Audit of Grants-in-aid.— Rule 8.14 of Punjab Financial Rules, Volume I, inter alia stipulates that in respect of grants sanctioned by competent authorities with specific conditions attached to their utilisation, the sanctioning authority should satisfy itself that the grant has, as a matter of fact, been applied for the purpose, for which it was intended and a certificate to this effect has to be furnished to the Accountant General, Punjab. While the certification of such utilisation has been left to the departmental authorities, the audit officers normally accept the certificates furnished as adequate for purposes of audit. It has now been decided that the sanctioning order in respect of such grants-in-aid should embody a specific condition that the accounts of the Institutions receiving grants-in-aid shall be open for test-check by the Audit Department.

(2) The question of having monetary limits fixed in respect of the grants sanctioned by the State Government has also been under consideration of Government for sometime past. According to the existing practice the accounts of grantees receiving grants-in-aid over Rs. 1, 000 per annum but not amounting to Rs. 10, 000 per annum are test-checked but those amounting to Rs. 10, 000 and more per annum are audited cent per cent. It has been decided now, in consultation with the Accountant General, Punjab that in the case of "non-recurring" grants the accounts of grantees receiving grants-in-aid in excess of Rs. 2, 000 per annum but not amounting to Rs. 20, 000 per annum will be test-checked and those receiving grants-in-aid amounting to Rs. 20, 000 and more per annum will be audited cent per cent. However, the present limit in respect of recurring grants-in-aid will continue to apply.

(3) The monetary limits prescribed above shall not, however, be treated as in any way, fettering the discretion of the Accountant General, Punjab, in approaching Government, if in any special case, he considers that audit of recipient's books, even when the amount is less, is called for.

(4) Even in respect of unconditional grants-in-aid, the sanction orders would lay down that the institutions receiving grants-in-aid in excess of monetary limits specified in pars 2 above shall be open for test check by the Accountant General at his discretion.

(No. 1297-3FRI-64/166, dated the 19th February, 1964).

These instructions have become obsolete.

Regarding completion of formalities for training abroad.— Instances have come to notice that where the Government employees were allowed to proceed on training within India or abroad without the requisite formalities/conditions having been fulfilled before relieving the officer which resulted in considerable delay in the issue of pay slip by the Accountant General, Punjab, thus causing hardship to the Government employee concerned. With a view to avoiding delay in the issue of pay slips to the officers concerned and consequent hardship to them it is emphasised that the necessary formalities and conditions regarding training should invariably be fulfilled/observed and complied with before relieving the Government employee concerned.

(No. 2315-(3)-FR-II-64/1985, dated the 10th March, 1964).

These instructions have become obsolete.

Verification of Service Books by Audit.

Another main cause of delay is wrong fixation of pay which in some cases relates to many previous years due to lack of proper check at the time of fixation of pay. Re-fixation of pay at a later stage in some cases involves recoveries also which it may not be possible to effect at that stage and when recovery is enforced it causes hardship to pensioners whose income is reduced considerably after retirement. In order to overcome this difficulty and other shortcoming in the service books, it was decided in consultation with the Accountant General, Punjab, that all Heads of Office (except the officers which are subjected to local audit) should send the service books of all non gazetted officials, who are due to retire during the next five years, to the Audit Office for check and recording a suitable certificate. In the case of offices subjected to local Audit, the service books, etc. are checked up to a prescribed percentage by the local audit staff of the audit office and suitable certificate is recoded therein.

(No. 5945-6FRI-63/11467, dated the 5th November, 1963, read with **No. 1646-6FRI-64/2551, dated the 20th March, 1964.**)

Grant of daily allowance to a Government employee for the days on which he avails of casual leave.— Under the provisions of rule 2.42(v) of the Punjab Civil Services Rules, Volume III, a Government employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave. A question has been posed as to whether an employee who enjoys a part of a day as casual leave on a particular day of tour is entitled to draw any daily allowance for that day. The Government have examined this issue in detail and it has been decided that in order to curb the tendency of enjoying frequent short leaves during tour no daily allowance should be allowed to any Government employee who avails of a part of a day as casual leave on any day of the tour. This decision should be followed meticulously and the default thereof should invariably be brought to the notice of Government.

(No. 539-4FR-I-64/2604, dated the 31st March, 1964).

Measures to be adopted to reduce the number of Paras in the Appropriation Accounts.—

The financial irregularities are brought to the notice of each department by the Audit Department through the inspection reports/audit objections and draft paras, before their inclusion in the Appropriation Accounts. If due attention is given to these objections right at that stage, the number of recommendations of the Public Accounts Committee would naturally be reduced because source material available for their consideration would be much less. It has, however, been noticed that in a large number of cases no attention is paid to Audit Objections till the notice for oral examination of the Secretary is received from the Public Accounts Committee. Even during the oral examination, complete information is not made available with the result that the number of the recommendations of Public Accounts Committee requiring action is increased. Some times the information is promised to be supplied but later on is not sent to the Committee within the promised time. The Organisation and Methods Committee in this regard desired that all the officers required to appear before these Committees should be careful about giving any assurance, particularly with regard to production of documents, but once an assurance is given every effort must be made to honour it.

The following steps have been suggested by the Department of Finance to improve position in this regard :-

- (a) A register showing the up-to-date position of total number of audit objections/ inspection reports settled and outstanding may be kept by every department;
- (b) Heads of departments should keep a strict watch over draft paras received from the Audit Department and try to settle the objections with the Accountant-General or in consultation with the Department of Finance, where necessary;
- (c) Superintendents of Administrative Department Branches on receipt of copies of the Appropriation Accounts and Audit Reports should see that each Assistant concerned under them dealing with the concerned grants takes down the relevant extract from the Appropriation Accounts/Audit Reports and initiates action by asking for comments of the quarters concerned.

(F.D. U.O. No. 2713-B&C-64, dated 9th April, 1964)

These instructions have become obsolete.

Copy of letter **No. 3003(3)-FR-II-64/4029, Dated, Chandigarh, the 25th April, 1964** from the Secretary to Government, Punjab, Finance Department to the All Heads of Department, etc.

Subject : Transfer of Punjab Government employees to other Governments/ Companies, Corporations etc. - Grant of deputation allowance.

I am directed to invite a reference to para 3 of Punjab Government, Finance Department circular letter No. 10508-(3)-FR-II-62/508, dated 28th/31st January, 1963 (copy enclosed) for ready reference which inter alia provides that, where the minimum, of the scale of the pay of the deputation post is substantially in excess of the deputationists' basic pay plus deputation allowance at 20 per cent, the appointing authorities are expected to apply the provisions of rule 4.16 of Punjab Civil Services Rules, Volume I Part I, and restrict the pay of the deputationist to a suitable figure, below the minimum pay of the post.

2. It is observed that there has been some lack of uniformity in the application of Rule 4.16 ibid in such cases resulting in anomalies. It has, therefore, been decided that the pay allowed under Rule 4.16 ibid should not exceed the basic pay of the deputationist by more than the amounts shown below :-

(a)	for employees in receipt of basic pay above Rs. 750	25 per cent of basic pay or Rs. 225 whichever is more.
(b)	for employees in receipt of basic pay above Rs. 300 up to Rs. 750	30 per cent of basic pay or Rs. 100 whichever is more.
(c)	for employees in receipt of basic pay of and below Rs. 300	33 $\frac{1}{3}$ per cent of basic pay.

3. These orders will apply to cases of deputation commencing hereafter. In case of employees already on deputation, on the date of issue of these orders, the same will apply from the date of commencement of further extension, if any, of the period of deputation.

These instructions have become obsolete.

Condonation of break in service of Temporary Government employees retrenched from one State Government office and selected for appointment in another such office.— It has been decided that the following concessions shall be granted to the temporary Government employees who are discharged due to reduction of establishment from one Punjab Government office and reappointed in another such office :-

- (i) If the orders of appointment to the new post are received by the Government employee concerned while in his old post, or while on terminal leave.— Joining time with pay and travelling allowance on transfer scale will be admissible in all cases where the appointing authority certifies that the transfer is in the public interest and the previous service rendered under Government is one of the considerations justifying his appointment to the new post. In cases where this certificate is not forthcoming, the Government employee shall be allowed only joining time without joining time pay and transfer travelling allowance.
- (ii) If the orders of appointment to the new post are received by the Government employee concerned soon after discharge from his old post, or after the expiry of terminal leave, and the Government employee joins his new post without delay.—

No travelling allowance will be admissible but the period of break may be converted into joining time without pay by the Head of Department under whom the Government employee concerned is presently employed provided that period of break does not exceed 30 days and the Government employee has rendered not less than three years continuous service on the date of his discharge.

(2) In all cases in which there is no break or the break, if any, is converted into joining time with or without pay, the past service will count for pension and carry forward of leave will also be permissible.

(3) In cases where the period of break in service exceeds 30 days, the question of condoning the break either for purpose of pension or for carry forward of leave will have to be examined under the orders issued on the subject from time to time and may be decided by the Administrative Department in consultation with the Finance Department.

(Note.— See rule 3.17A of CSR Volume II.)

(4) In all cases in which the break in service is condoned, an entry to that effect will be made in the service book of the person concerned, quoting reference to the authority condoning the break.

(5) The benefit of previous service will not be allowed for fixation of seniority in the new post, even if the break in service, if any, is condoned.

(No. 9791-2FR-I-63/4233, dated the 29th April, 1964.)

Expeditious disposal of Pension cases.— As reported by the Accountant General, Punjab, a very large number of pension cases are still pending finalisation. The Pension Rules provide that the payment of pension to every pensioner should start on the date when it becomes due. With a view, therefore, to ensuring timely finalisation of all pension cases detailed instructions have been issued in this behalf for the guidance of the pension sanctioning authorities. It is, however, observed that these instructions are not being scrupulously followed by the various pension sanctioning authorities with the result that the main causes leading to the delayed finalisation of pension cases, such as non-completion of service record, non-settlement of Government dues and delayed initiation of preparation of pension papers continue to persist and most of the pension cases are not finalised before the date of retirement of the Government employees concerned. The necessity of scrupulously observing the various instructions issued on the subject may be once again stressed upon all concerned. The important instructions issued on the subject from time to time are summed up below for ready reference and strict compliance.

COMPLETION OF SERVICE RECORD

Verification of Service by the Head of Office.

One of the commonest causes of delay is the omission on the part of the authorities concerned to verify the service of the employees regularly in terms of rule 7.18 of the Punjab Financial Rules, Volume I, with the result that certain unverified periods of service are detected only at the time of retirement of a Government employees. With a view of avoiding these lapses, the verification of Service Books should be taken up by the Head of the office early every year and after satisfying himself that the service of Government employees concerned are correctly recorded in the Service Book, he shall record in each case a certificate in the following form over his signature :-

"Service verified up to..... date from (the record from which the verification is made)".

(No. 3936-6FRI-64/4160, dated the 6th May, 1964).

These instructions have become obsolete.

No. 3348(3)-FR-II-64/4067

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments, and
The Registrar, High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 4th/6th May, 1964

***Subject :* Calculation of leave salary in respect of Government employees on deputation from a State Government to the Central Government and vice versa.**

Sir,

I am directed to state that the calculation of the leave salary of the State Government employees on deputation to the Central Government and vice versa who have drawn pay partly in a scale of pay in which dearness allowance is kept separate and partly in a scale of pay in which dearness allowance has been merged with pay during the 10 or 12 or 36 months, as the case may be, preceding the commencement of leave will be regulated in accordance with the procedure laid down in paragraph 3(ii) of Government of India, Ministry of Finance office Memorandum No. FI(6)EST-II(B)-60, dated the 2nd August, 1960 (Copy enclosed).

Yours faithfully,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 3348-(3)-FR-II-64/4068.

Dated, Chandigarh, the 4th/6th May, 1964

A copy is forwarded to the Accountant General, Punjab, Simla, for information in continuation of Finance Department Endorsement No. 12865(3) FR-II-63, dated 6th November, 1963.

By order,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to Financial Commissioners, Punjab, and All Administrative Secretaries to Government, Punjab, for information and guidance.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioners, Punjab; and
- (2) All Administrative Secretaries to Govt., Punjab.

U.O. No. 3348-(3)-FR-II-64,

Dated, Chandigarh, the 4th/6th May, 1964

Copies are forwarded to the Secretaries/Private Secretaries Personal Assistants to the Chief Minister, Ministers and Chief Parliamentary Secretary for the information of the Chief Minister, the Ministers and the Chief Parliamentary Secretary.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/private Secretaries/Personal Assistants to the
Chief Minister/Ministers and Chief Parliamentary Secretary.

U.O. No. 3348-(3)-FR-II-64,

Dated, Chandigarh, the 4th/6th May, 1964.

**(Enclosure to P.G. Cir. Letter No. 3348-(3)-FR-II-64,
Dated, Chandigarh, the 4th/6th May, 1964).**

Copy of Office Memorandum No. F.1(6)-Est.11(B)/60, dated the 2nd August, 1960, from the Ministry of Finance (Department of Expenditure). Addressed to all the Ministries of the Government of India, etc.

Subject : Revised rates of Dearness Allowance.

The undersigned is directed to say that the President has been pleased to direct under articles 309 and 148(5) of the Constitution that the rate of dearness allowance admissible to Central Government employees paid from the Civil Estimates shall be revised as follows :-

Pay	Dearness Allowance Rs.
Below Rs. 150	10
Rs. 150 and above but below Rs. 300	20
Rs. 300 and above	The amount by which pay falls short of Rs. 320.

<p>(1) Finance Department O.M. No. F.4 (4)EST(Spl)47, dated the 29th July, 1947, as amended from time to time.</p> <p>(2) M/FO.M.No. F.6(5)EII/53, dated the 9th May, 1963, as amended from time to time.</p> <p>(3) M/F. O.M. No. F.9(18)EST (Spl.)57, dated the 27th December, 1957,</p>	<p>2. The revised rates will take effect from the 1st July, 1959 in supersession of the rates prescribed in the marginally noted orders, and will be applicable to Government servants who elect or are brought on to the revised scales of pay under the Central Civil Services (Revised Pay) Rules, 1960. No portion of the revised rates of dearness allowance will be treated as pay for any purpose. Government servants who elect to retain the existing scales of pay under the G.C.S. (Revised pay) Rules, 1960, will, however, continue to be eligible to draw dearness allowance at the rates in force on the 30th June, 1959, so long as they continue to draw pay in the existing scales. In the case of Government servants who are to be allowed to draw dearness allowance at the old rates, the provisions of this Ministry Office Memorandum No. F.6(5)-EII/53, dated the 9th May, 1953, as amended from time to time treating a portion of the dearness allowance as pay for certain purposes will continue to apply.</p>
--	---

3. The grant of dearness allowance, whether it is drawn at the new rates mentioned in paragraph 1 above, or at the rates in force on 30th June, 1959, will continue to be regulated in accordance with the clarificatory orders contained in this Ministry's Office Memorandum No. F.2(43)-EII(S)/47, dated the 11th September, 1948, as amended/clarified from time to time, except that.—

- (i) Government servants, who are entitled to the concessions of free board and lodging or messing allowance as a condition of service and who elect the revised scales of pay introduced from 1st July, 1959, shall be eligible for dearness allowance at the full rates mentioned in paragraph 1 above. But an amount equal to the amount of dearness allowance at the old rates which was being withheld on the 1st July, 1959, will be deducted monthly from the emoluments actually disbursed every month. As and when changes in emoluments occur and in the case of such Government servant who entered or

enters service on or after the 1st July, 1959, an amount equal to half the amount of dearness allowance that would have been admissible at the old rates on the basis of the pay in the revised scale will be deducted.

- (ii) Dearness allowance will continue to be regulated during leave on the basis of leave salary, at the old rates or the new rates according as the leave salary is based on the old rates or revised rates of pay. In cases, where a Government servant has drawn pay and dearness allowance partly at the old rates and partly at the new rates during the 12 or 36 months preceding the leave, the salary shall be the average of pay plus dearness allowance drawn at the old rates and pay drawn at the revised rates during the 12 or 36 months preceding the leave. The amount of dearness allowance shall then be calculated at the rates mentioned in paragraph 1 above on the basis of the leave salary so arrived at.

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.

These instructions have become obsolete.

Grant of grade increments to the Military/Civil Pensioner re-employed in work-charged posts.— In letter No. 7742-1FR-II-61/9805, dated the 6th November, 1961, it was held that instructions contained in letter No. 1013-FR-II-60/2142, dated 11th March, 1960 were not applicable to retired pensioners on their re-employment in regular work-charged capacity but on reconsideration it has been decided that the Civil/Military pensioners re-employed in regular work-charged post; whether their pay on re-employment has been fixed in accordance with the provisions of the rules or in relaxation thereof, as the case may be, should be allowed to draw annual increments in the time-scale of the posts to which they are appointed, provided that the pay plus gross pension (including the pension equivalent of other retirement benefits) plus the increments thus admissible, taken together, do not exceed the maximum of the time-scale of the posts in which they are re-employed and that the adhoc increases will not be admissible except as in the case of advance increments to be given in consultation with the competent authority.

(No. 2966-2FR-II-64/5046, dated the 26th May, 1964) .

These instructions have become obsolete.

Regarding Penal interest on leave salary and pension contribution.— It is observed that the instructions are not being followed by the various Department with the result that it is not possible for the Accountant General, Punjab, to effect recovery of the leave salary and pension contributions from foreign employer or Government employees concerned, as the case may be, and the Government is put to necessary loss of interest. In some cases, the recovery of the penal interest had to be waived off in favour of the foreign employers on the ground that in the absence of a specific clause in the deputation terms to the effect that they are required to pay the contributions within 15 days from the end of the month in which the pay on which they were based, has been drawn and in case of non-payment the penal interest is to be imposed, the rules of the Punjab Government are not binding on the foreign employer. So the instructions referred to above may kindly be followed strictly while issuing sanctions in regard to the terms and conditions of a Government employer's transfer on foreign service and that it should also be specifically provided in the orders that in case of default, penal interest as laid down in rule 10.12 of the Punjab C.S.R., Volume I, Part I, will be recovered from the foreign employer/ Government employee as the case may be, failing which the Government will be constrained to take a serious view of any default in this behalf and penal interest on the delayed payment of contributions will not be waived off in future.

(No. 5564-3FR-II/64/4591, dated 30th May, 1964).

<i>These instructions have become obsolete.</i>
--

No. 5289-(3)-FR-II-64/4591

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

FINANCE
Regulations II

Dated, Chandigarh, the 30th May, 1964**Subject : Transfer of State Government servants to Foreign Service – Procedure regarding.**

Sir,

I am directed to invite a reference to Punjab Government Finance Department circular letter No. 847-(3)-FR-II-64/1418, dated the 24th February, 1964 on the subject noted above in which it has been stressed that the instructions contained in Punjab Government, Finance Department circular letter No. 10484-FR-II-60/10613, dated the 1st December, 1960, regarding the inclusion of an additional terms indicating the provisional rates of contributions in the orders sanctioning the transfer of a Government servant on "Foreign Service" should be strictly followed and that it should also be specifically provided in the orders that in case of default, penal interest as laid down in Rule 10.12 of Punjab Civil Services Rules, Volume I, Part I would be recoverable from the foreign employer/Government employee, as the case may be.

2. It is, however, observed that as these instructions were not followed by the various departments in the past, the penal interest on delayed payments had to be waived off in some cases. In order to safeguard Government interests and to effect prompt recovery of the contributions from the Foreign employer/Government employee, as the case may be, it is requested that the existing terms of "foreign service" in the past cases including those in which sanctions were issued prior to the issue of Punjab Government circular letter dated 1st December, 1960 referred to above should be revised in the light of the instructions issued in F.D. circular letters, dated 1st December, 1960 and dated 24th February, 1964 referred to above.

Yours faithfully,

Sd/-

(Arjan Singh),

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 5289-(3)-FR-II-64/4592,

Dated, Chandigarh, the 30th May, 1964

A copy is forwarded to the Accountant General, Punjab, Simla for information.

By order,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to Financial Commissioners, Punjab and all Administrative Secretaries to Government, Punjab for information and guidance.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioners, Punjab; and
- (2) All Administrative Secretaries to Govt., Punjab.

U.O. No. 5289-(3)-FR-II-64,

Dated, Chandigarh, the 30th May, 1964

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, Ministers and Chief Parliamentary Secretary for the information of the Chief Minister, the Ministers and the Chief Parliamentary Secretary,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to
the Chief Minister, Ministers and Chief Parliamentary Secretary.

U.O. No. 5289-(3)-FR-II-64,

Dated, Chandigarh, the 30th May, 1964.

These instructions have become obsolete.

Provident Fund Benefits.— A reference is invited to Punjab Government Finance Department Circular letter No. 10576-(3)FR-II-62/3576, dated the 29th March/4th April, 1963 (Para 12.6) on the above noted subject to state that the following clause regarding "Provident Fund Benefits" may be added after clause 7 of the Annexure to the above mentioned circular letter :-

"(7-A) Provident Fund benefits.— During the period of deputation he will continue to subscribe to the Provident Fund of his parent Government to which he may be subscribing when he is placed on deputation in accordance with the rules of such Fund.

In the case of deputation of a Government servant who is governed by Contributory Provident Fund Rules, Government Contributions is payable by the Government to whom he is deputed for the period of his deputation."

[No. 4326-(3)FR-II-64/5224, dated 30th May, 1964.]

***These instructions have been Revised vide
No. 2179-1FR-74/20589, Dt. 11.06.1974.***

Copy of letter **No. 5927(1)-FR-II-64/5302, dated the 30th June, 1964** from the Secretary to Government, Punjab, Finance Department, Chandigarh to all Heads of Departments in the State and others.

Subject : Grant of annual increments to purely temporary Government employees appointed locally against vacant posts.

I am directed to invite to a reference to rule No. 4.9 of the Punjab Civil Service Rules, Vol. I Part I which inter-alia lays down that all duty in a post on a time scale counts for increments in that time scale. It has, however, come to the notice of Government that a large number of periodical increment certificates received in A.G.'s office for pre-audit from various Departmental authorities reflect that temporary Government employees appointed locally against vacant posts has been allowed minimum of the pay irrespective of the length of service put in by them and they had not been allowed annual increments under rule 4.9 ibid till their appointments on regular basis through Subordinate Services Selection Board. This practice, besides being irregular and unauthorized also entails hardship to the officials concerned and all-round unnecessary work in the subordinate office of the State Government. I am accordingly to request you to put an end to this irregular and unauthorized practice and allow annual increments as admissible under rule 4.9 of the Punjab Civil Service Rules, Volume I, Part I.

***These instructions have been modified partly vide
No. 3/2/1PR(FD)-80, dated 24.08.1981.***

Officiating appointment to Selection Grade Posts.— Normally no pay higher than the substantive pay is admissible on an officiating appointment to a selection grade post which does not involve assumption of duties or responsibilities of greater importance except where such a post has been included in the Schedule to rule 4.13 of Punjab Civil Service Rules, Volume I, Part I. It has now been decided in relaxation of the provisions of rule 4.13 *ibid*, that—

- (i) officiating appointments to the Selection Grade may be permitted in such cases;
- (ii) the pay in such cases may be fixed in the Selection Grade under the provisions of rule 4.4 (a) (ii) of the Punjab Civil Services Rules, Volume I, Part I; and
- (iii) the benefit of the "Next below Rule" may be extended in such cases, subject to all the conditions of that rule being satisfied.

These orders take effect from the date of issue.

(No. 3291-(1) FR-II-64/5805, dated 9th July, 1964) .

***These instructions were modified vide
No. 2169-FRI-66/7838, Dated 20/21.4.1966.***

It was decided that sweepers-cum-Chowkidars were not entitled to the enhanced emoluments allowed to sweepers.

(No. 6491-6-FR-II-64/5999, dated 9th July, 1964).

These instructions have become obsolete.

Rectification of discrepancies in the Provident Fund Accounts of non-gazetted Government employees.— In Punjab Government, Finance Department, letter No. 5240-4FRI-60/5607, dated the 28th June, 1960, the necessity of verification of Annual Statements of Provident Fund Accounts by the subscribers within a period of three months was emphasised.

It has been brought to the notice of Government that in a large number of cases the Provident Fund Accounts of Punjab Government employees remain incomplete. It takes a long time to trace the missing credits/debits and set right the discrepancies in these accounts. The question of evolving a procedure for ensuring expeditious location and rectification of items of discrepancies has been examined and it has been decided in consultation with the Accountant General, Punjab, to lay down the following procedure for careful compliance by all concerned :-

- (i) On receipt of the Annual statements of account from the Accounts Officers, the Head of Offices should distribute them promptly amongst the subscribers concerned and obtain their acknowledgments and certificate of verification for transmission to the Accounts Officer concerned.
- (ii) If any subscriber finds that the balance at his credit, as shown in the annual account statement is less than what he has actually subscribed/withdrawn or is otherwise incorrect, he should immediately submit a representation to his Head of Office. While forwarding the representation to the Accounts Officer concerned the Head of Office should record thereon a certificate indicating the month-wise details of the subscriptions recovered from the salary of the subscriber during the year, or withdrawals made together with the particulars of the bills in which the recoveries/withdrawals were made.
- (iii) The acknowledgements together with the certificates of verifications and representations of the subscribers, if any, along with the certificates of deductions should be sent to the Accounts Officer concerned within three months of the date of receipt of the annual account statement. The Accounts Officer will then immediately initiate action to locate the missing credits/debits and to adjust them in the subscribers' accounts in accordance with the procedure prescribed in this behalf by the A.G. Punjab, and send necessary intimation to the head of office.

(No. 6687-4FRI-64/7385, dated 31st July, 1964).

No. 5919(7)FR-II-64/6613

From

Shri Sapuran Singh, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments, and
The Registrar, High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 4th August, 1964

Subject : Termination of lien of permanent Government servants on Foreign Service in the event of their permanent absorption under the foreign employer.

Sir,

I am directed to invite a reference to rule 3.15 (a) of the Punjab Civil Services Rules, Volume I, Part I, which provides that a Government servant's lien on a post may in no circumstances be terminated even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

2. A question has been raised as to what procedure should be followed for terminating the lien of a permanent Government servant who is transferred on Foreign Service and is subsequently absorbed in the service of the foreign employer. In this connection it is hereby clarified that Rule 3.15 *ibid* applies only so long as Government servant remains in Government service. Obtaining of consent of the Government servant to the termination of lien is necessary in certain circumstances where the Government servant is to be confirmed in another post under Government. Such consent is not necessary in cases where the Government servant ceases to be in Government employ. The proper course in such cases, where it is proposed to absorb him in non-Government service in public interest, would be to ask the Government servant concerned to resign his appointment under the Government with effect from the date of such permanent absorption and the lien will stand automatically terminated with the cessation of Government service. Such resignation from Government service will be without prejudice to the entitlement of the Government servants to the retirement benefits admissible under Punjab Government, Finance Department circular letter No. 898(5)FR-I-61/1631, dated the 9th February, 1961 (copy enclosed), provided the transfer to the Public Sector Undertakings or Government or semi-Government Corporations is in the public interest.

3. In all cases where a Government servant is to be absorbed permanently by the foreign employer under his organisation, it would be incumbent on him to consult the parent employer before issuing orders absorbing the Government servant permanently in his service. The orders of permanent absorption should be issued only after the resignation of the Government servant has been accepted by the Government and with effect from the date of such acceptance.

Yours faithfully,

Sd/-

(Arjan Singh),

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 5919-(7)FR-II-64/6614,

Dated, Chandigarh, the 4th August, 1964.

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

By order,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab and All Administrative Secretaries to Government, Punjab, for information and guidance.

By order,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioner's Punjab; and
- (2) All Administrative Secretaries to Govt., Punjab.

U.O. No. 5919(7)-FR-II-64,

Dated, Chandigarh, the 4th August, 1964

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, Ministers and Chief Parliamentary Secretary for the information of the Chief Minister, the Ministers and the Chief Parliamentary Secretary.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to the
Chief Minister, Ministers and Chief Parliamentary Secretary.

U.O. No. 5919(7)-FR-II-64,

Dated, Chandigarh, the 4th August, 1964.

***These instructions have been Revised vide
No. 8416-3FR-69/27577, Dated 25.09.1969.***

Chandigarh Compensatory Allowance.— With reference to Punjab Government Finance Department Circular letter No. 1522-(3)FR(I)-64/1404, dated the 13th February, 1964 that the question has been examined afresh and it has been decided to enhance the Chandigarh Compensatory Allowance from 7½ per cent to 12½ per cent, with effect from 1st July, 1964. This allowance will be admissible to all Government employees stationed at Chandigarh drawing a pay up to Rs. 335 per mensem (inclusive of Dearness Pay) with marginal adjustments in the case of those drawing pay up to Rs. 376.87 Paise. For example, a Government employee drawing a pay of Rs. 350 per mensem (inclusive of Dearness Pay) will draw only an amount of Rs. 26.87 Paise as Chandigarh Compensatory Allowance.

(No. 7987-3FR-I-64/7470, dated the 7th August, 1964).

These instructions have become obsolete.

Provisional Payment of pay on promotion/transfer/leave/resumption of duty, etc.— The following procedure has been laid down for disbursement of pay and allowances to Gazetted Government employees on promotion/transfer and leave :-

- (a) When an Officer is initially appointed to Government service or when he is transferred/granted leave/returns to duty after leave, etc., a copy of the order of appointment transfer/leave/resumption of duties should be endorsed simultaneously to the Accountant General, Punjab by the authority issuing the order. In the case of initial appointment, the order specifying the terms of appointment should be sent to the Accountant General, Punjab. Charge reports should be sent by the Officer concerned to the Accountant General, Punjab, direct as laid down in rule 6.2 of the Punjab Financial Rules, Volume I and a copy of the report should be sent simultaneously to the Treasury Officer and Head of Department or other Controlling Officer concerned. On receipt of these documents, the Accountant General, Punjab will issue a pay slip without waiting for a formal notification. Such a pay slip will be final except in cases in which sanction to the post or L.P.C. is not available. The Accountant General, Punjab will issue provisional pay slip in cases in which sanction to the post is not available, at the request of the Head of the Department or next higher administrative authority in case of Head of Department himself and in cases in which L.P.C. is not available at the request of the officer concerned. The provisional payment will be authorised for a period of 3 months in the first instance and may be extended up to six months at the further request of the Head of Department or the Officer concerned in the case of absence of L.P.C. though occasions to extend the provisional payment beyond 3 months should be very rare. When sanction for the posts is not available it will be the responsibility of the Head of Department to ensure that it is issued quickly with retrospective effect to cover the period of provisional payment. As regards Last Pay Certificate, the officer concerned, in his own interest, should obtain it before proceeding on transfer, as enjoined under the rules. In the absence of L.P.C. the Officer concerned should furnish to the Accountant General, Punjab a certificate about the pay and allowances, advances if any, drawn in the previous post and deductions on account of G.P. Fund, Income Tax, Super Tax, refund of advances etc. The Officer would be personally responsible for the correctness of the information, which should be furnished by him to the Accountant General, Punjab in the form appended below.

(DECLARATION FORM)

I Shri/Shrimati _____ hereby declare that duty pay was last drawn by me at the rate of Rs. _____ (Rupees _____ only) in the scale of Rs. _____ upto and for _____ and my substantive pay is Rs. _____ in the scale of Rs. _____.

I also declare that deductions and recoveries to be made from my pay bill are as detailed below :—

DEDUCTIONS

(1)	Provident Fund	Rs. _____ Per mensem
(2)	P.L.I. premium	Rs. _____ Per mensem
(3)	Income Tax (average monthly rate)	Rs. _____ Per mensem

RECOVERIES

(1)	Installments towards motor car/cycle advance	Rs. _____ Per mensem
(2)	House building advance	Rs. _____ Per mensem
(3)	G. P. Fund advance	Rs. _____ Per mensem
(4)	Advance of pay	Rs. _____ Per mensem
(5)	_____	Rs. _____ Per mensem
(6)	_____	Rs. _____ Per mensem

DESIGNATION

- (b) The provisional pay in the case of transfer if the new post is higher than the previous post, may be the minimum of the scale of the new post plus special pay; if any attached thereto or pay last drawn in the previous post, whichever is more favorable to the officer.
- (c) The Accountant General, Punjab will issue leave salary slips on the basis of the orders sanctioning the leave and the report of handing over charge without waiting for a formal notification.
- (d) At present the Officer cannot draw his duty pay on rejoining duty after the expiry of leave in the absence of a fresh authority from the Accountant General. It has been decided that if the Officer concerned returns/is appointed to the same post from which he proceeded on leave, the pay slip issued for duty pay (before proceeding on leave) will be treated as valid for duty after the leave unless superseded and his pay bills should be passed by the Treasury Officer on receipt of the charge report on resumption of duty. If the leave has been extended but the leave order/leave salary slip have not been issued, the Head of the Office may endorse the charge report to the Treasury Officer in such cases specifying therein that the officer has rejoined duty in the same post after leave and that there has been no break in his service. The Treasury Officer will then allow drawal of duty pay from the date of resumption of charge on the basis of

pay slip issued to the officer for his duty period prior to his leave. Also see note below.

- (e) In the case of leave on average pay/earned leave, in partial modification of the procedure laid down in rule 8.20 of the Punjab C.S.R., Volume I, Part I, the Administrative authority may calculate the amount of leave on average pay/earned leave admissible to the officer and issue provisional sanction without waiting for the admissibility report from the Audit. Such sanction will be subject to verification by Audit. The latter, on receipt of the sanction will issue the leave salary slip in respect of leave on average pay/ earned leave due and for the rest of the period, if any, request the administrative authorities to modify the sanction if necessary. In either case, i.e., where the earned leave sanctioned by the administrative authority is found to be admissible or where the earned leave sanctioned by the administrative authority is not found to be completely admissible and a modified sanction for the period for which the officer is not eligible for earned leave is necessary, the Audit Officer should report on the title to the leave of the officer immediately on receipt of the provisional sanction, besides issuing the leave salary slip as stated above.

In the case of non-gazetted Government employees the problem of delay in payment is one of the administrative control rather than one of procedure. In order to ensure that delay in their cases also is avoided to the maximum extent possible, a monthly report should be put up to the Branch Officer by Establishment Branch reporting cases in which it has taken more than one week after the date of handing over to send the transfer documents to the next office.

(No. 8057-(5)FR-II-64/7511, dated 7th August, 1964).

The Punjab Government have decided to allow an additional Dearness Allowance of Rs. 5.00 per mensem to all Class IV Employees including work-charged and contingent-paid establishments and Sweepers with effect from 1st July, 1964, thus raising their minimum emoluments of Rs. 70 per mensem and Rs. 90 per mensem, respectively.

The grant of this additional Dearness Allowance of Rs. 5.00 per mensem will not be treated as part of emoluments for the purpose of recovery of rent, pensionary benefits, Local Compensatory Allowances, Travelling Allowance and Daily Allowance etc.

(No. 8105-3FR-I-64/7568, dated 10th August, 1964.)

These instructions have become obsolete.

Transfer of Punjab Government employees to other Government, Companies, Corporations, etc., grant of Deputation Allowance.—

(1) With reference to para I(X) of Punjab Government, Finance Department, circular letter No. 10508-(3)-FR-II-62/508, dated 28th/31st January, 1963, the question regarding treatment of 'Deputation Allowance' as 'Pay' for the purposes of grant of 'Temporary Allowance' sanctioned,—vide Punjab Government, Finance Department, circular letter No. 1022-FR-50/1686, dated 1st April, 1950, to Punjab Government employees transferred on deputation/foreign service to other Governments, Companies, Corporation, etc., has been under the consideration of Government for some time past. It has now been decided that 'Deputation Allowance' to Punjab Government employees who are transferred on deputation/ foreign service to other Governments including Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by the Government will be treated as 'Pay' for the purposes of grant of 'Temporary Allowance' as sanctioned in terms of Punjab Government letter referred to above subject to the conditions laid down therein.

(2) These orders will take effect from the date of issue of this letter.

(No. 4313(3)-FR-I-64/7222, dated the 10th August, 1964).

Grant of relief to the Punjab Government pensioners in receipt of small pensions.— The question regarding the grant of some relief to retired Punjab Government pensioners who are in receipt of small amounts of pensions has been engaging the attention of the Government for some time past. It has now been decided that an ad hoc increase on pensions (including family pensions, extraordinary pensions and compassionate allowance) payable in India, up to Rs. 60 per mensem be sanctioned at the following rates until further orders :—

	Amount of pension	Rate of ad hoc increase in Pensions
(i)	Pensions up to Rs. 30 per mensem	Rs. 7.50 per mensem.
(ii)	Pensions above Rs. 30 but not above Rs. 60 per mensem	Rs. 5 per mensem.

Remarks :-

- (a) In case of pensions above Rs. 30 per mensem but below Rs. 32.50 per mensem the temporary increase will be allowed to such an extent as would raise the total pension to Rs. 37.50 per mensem.
- (b) In case of pensions above Rs. 60 per mensem but below Rs. 65 per mensem the temporary increase will be allowed to such an extent as would raise the total pension of Rs. 65 per mensem.

2. These increases will apply to all existing pensioners of the Punjab Government as well as those Government employees who will retire hereafter and will take effect from the 1st July, 1964, i.e., in respect of the pensions for the month of July, 1964, payable in the month of August, 1964.

3. The pensioners who are already in receipt of temporary increase in the pension in terms of Punjab Government letter No. 10144-FRI-58/753, dated the 27th January, 1959, as amended from time to time, will receive the benefits mentioned above in addition.

4. These orders will not apply to pensioners whose pension has been determined ad hoc without reference to the emoluments drawn by them, such as political pension, special pensions, war risk pensions etc.

5. All other orders in force in regard to temporary increase in pensions will mutatis mutandis apply to ad hoc increase also.

(No. 8206-6FR-I-64/7668, dated the 13th August, 1964).

These instructions have become obsolete.

No. 7818(3)FR-II-64/7977

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 27th August, 1964

Subject : Terms of deputation of Officers deputed from the Punjab State to the Central Government and other State Government and vice versa reg. Local Allowances.

Sir,

I am directed to invite a reference to Punjab Government, Finance Department circular letter No. 10576(3)FR-II-62/3576, dated the 29th March/4th April, 1963, on the above noted subject, and to state that the following may be added as a sub-para under Clause 4 of the Annexure to the above mentioned circular letter :-

"In case of deputation of a Punjab Government servant to the Central Government including other State Governments, the borrowing Government may, however, if they so desire, apply the Punjab Government rules to such a deputationist."

Yours faithfully,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 7818(3)FR-II-64/7978,

Dated, Chandigarh, the 27th August, 1964

A copy is forwarded to the Accountant General, Punjab, Simla, for information in continuation of Finance Department Endorsement No. 10576(3)FR-II-62/3577, dated 29th March, 1963/4th April, 1963.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to Financial Commissioners, Punjab, and All Administrative Secretaries to Government, Punjab, for information and guidance in continuation of Finance Department U.O. Endorsement No. 10576(3)FR-II-62/3577, dated 29th March, 1963/4th April, 1963.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioners Punjab; and
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 7818(3)FR-II-64,

Dated, Chandigarh, the 27th August, 1964

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, Ministers for the information of the Chief Minister and the Ministers in continuation of F.D. U.O. Endorsement No. 10576(3)FR-II-62, dated 29th March, 1963/4th April, 1963.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to the
Chief Minister, Ministers and Chief Parliamentary Secretary.

U.O. No. 7818(3)FR-II-64,

Dated, Chandigarh, the 27th August, 1964.

***These instructions inserted in App. 20A of
CSR Vol. I, Part-II.***

Terms to be granted to Government employees sent abroad for training under the various training schemes.— In para 7 of Punjab Government, Finance Department circular letter No. 3624-(3)-FR-II-62/9900, dated the 21st September, 1962, it was, inter alia, stated that a trainee may, if he thinks it to be necessary, approach his sponsors for extension of his training abroad. A question has been raised whether in the case of Government employees whose period of training abroad is extended, a supplementary bond covering the cost of training during such extended period of training is necessary. It has been decided that in all such cases the supplementary bond will be necessary and should be got executed from those Government employees who are granted extension(s) of training. Separate forms of supplementary bonds in respect of permanent and temporary Government employees are given below :-

The lump sum amount of refund to be specified in the supplementary bond should include all the monies paid to the Government employee concerned or extended on his account during the extended period of his training, e.g., pay and allowances, cost of international travel and cost of training abroad met by the foreign Government/agency concerned.

(No. 7957-(3)FR-II-64/7537, dated 29th August, 1964.)

FORM 'D'

[Referred to in letter, dated 29th August, 1964]

Supplementary Bond for Permanent Government Employees granted Extension of Deputation on Training

KNOW ALL MEN BY THESE PRESENTS THAT I _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____ do hereby bind myself and my heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called the 'Government') on demand the sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates, for the time being in force on Government loans, or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India.

Dated this _____ day of _____ One Thousand nine hundred and seventy _____.

Whereas the above bounden _____ was placed on deputation on training by Government for the period from _____ to _____ in consideration of which as bond dated _____ for Rs. _____ was executed by him in favour of the Governor of Punjab.

AND WHEREAS the above bounden _____ is placed on extension of deputation for training from _____ to _____ at _____ (names of countries) at the cost of the Government under the Foreign Aided Scheme, in terms of Punjab Government circular letter No. 3524-(3)-FR-II-62/9900, dated the 21st September, 1962, together with interest thereon;

AND WHEREAS for the better protection of the Government the above bounden has agreed to execute this Supplementary bond with such conditions as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the above bounden _____ resigning or retiring from service without returning to duty after the expiry or termination of the period of training so extended or at any time within a period of five years after his return to duty, he shall forthwith refund to the Government or as may be directed by the Government to refund on demand the said sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the above bounden _____ making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Government have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden _____ in the presence of witnesses.

Signature _____
Date _____
Place _____

1. Signature _____
Name _____
Address _____

2. Signature _____
Name _____
Address _____

Accepted

For and on behalf of the
Governor of Punjab.

Signature _____
* _____

*Designation of Officer
accepting the bond.

Date _____

FORM 'E'

[Referred to in letter, dated 29th, August, 1964]

**Supplementary Bond for Temporary Government Employees
granted Extension of Deputation on Training.**

KNOW ALL MEN BY THESE PRESENTS THAT WE _____ resident of _____ in the District of _____ at present employed as _____ in the Department/Office of _____ (hereinafter called 'the obligor') and Shri _____, son of _____ and Shri _____ son of _____ sureties on his behalf do hereby jointly and severally bind ourselves and our respective, heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called 'the Government') on demand the sum of Rs. _____ (Rupees _____) together with interest thereon from the date on demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India.

Dated this _____ day of _____ One Thousand nine hundred and seventy _____.

WHEREAS THE above bounden _____ was placed on deputation on training by Government for the period from _____ to _____ in consideration of which a bond, dated _____ for Rs. _____ was executed by him in favour of the Governor of Punjab.

AND WHEREAS THE above bounden _____ is placed on extension of deputation for training from _____ to _____ at _____ (names of countries) at the cost of the Government under the Foreign Aided Scheme, in terms of Punjab Government circular letter No. 3624-(3)-FR-62/9900, dated 21st September, 1962, together with interest thereon;

AND WHEREAS for the better protection of the Government the above bounden has agreed to execute this supplementary bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the above bounden obligor Shri _____ resigning from service without returning to duty after the expiry or termination of the period of training so extended or at any time within a period of five years after his return to duty the obligor and the sureties shall forthwith refund to the Government or as may be directed by the Government to refund on demand the said sum of Rs. _____ (Rupees _____) together with Interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon the above bounden obligor Shri _____ and/or Shri _____ and/or Shri _____ the sureties aforesaid, making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue;

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be

impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor before suing the above-bounden sureties Shri _____ and Shri _____ or any of them for the amount due hereunder.

The Government have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden _____ in the presence of _____.

Signature of witness _____

Signature _____ (Obligor)
Date _____

Signed and delivered by the surety above-named Shri _____ in the presence of _____.

Signature _____ (Surety)
Date _____

Signature witness _____

Signature _____
Date _____

Signed and delivered by the surety above-named Shri _____ in the presence of _____.

Signature of witness _____

Accepted
For and on behalf of the Governor of Punjab.

Signature _____
* _____
Date _____

*Designation of Officer accepting the bond.

These instructions have become obsolete.

No. 8675-(3)FR-II-64/8861

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 18th September, 1964

Subject : Transfer of Punjab Government employees to other Government/Companies etc. - Grant of Deputation Allowance.

Sir,

I am directed to invite a reference to paragraph i(vi) of Punjab Government, circular letter No. 10508-(3)FR-II-62/508, dated the 28th/31st January, 1963, which inter alia provides that Deputation Allowance admissible to an officer placed on deputation shall be so restricted that the basic pay of the employee in his parent department from time to time, plus the deputation allowance does not exceed the maximum of the scale of pay of the post held on deputation. A question has, however, arisen as to how the above restriction may be applied in respect of a Punjab Government employee drawing pay in a scale of pay in which the element of Dearness Allowance has not been merged with pay and who is deputed to another Government/Company, etc., where the pay scales have been revised by merging the element of Dearness Allowance with pay in accordance with the recommendations of the Second Pay Commission or on the analogy thereof. It has been decided that in such cases the basic pay of the officer in his parent department from time to time plus deputation allowance plus dearness allowance, if any, admissible should not exceed the maximum of the revised scale of pay of the post held on deputation plus dearness allowance, if any on that maximum.

2. In respect of the cases decided otherwise than in accordance with the above these orders will be applicable in the event of any further extension of the present period of deputation or, where the deputation is for an unspecified period, after one year from the date of issue of these orders.

Yours faithfully,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 8675-(3)FR-II-64/8862,

Dated, Chandigarh, the 18th September, 1964

A copy is forwarded to the Accountant General, Punjab, Simla, for information in continuation of Finance Department Endorsement No. 10508-(3)FR-II-62/509, dated 28th/31st January, 1963.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to Financial Commissioners, Punjab, and All Administrative Secretaries to Government, Punjab, for information and guidance in continuation of Finance Department U.O. No. 10508-(3)FR-II-62, dated 28th/31st January, 1963.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioners Punjab; and
- (2) All Administrative Secretaries to Government, Punjab.

U. O. No. 8675-(3)FR-II-64,

Dated, Chandigarh, the 18th September, 1964

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, Ministers for the information of the Chief Minister and the Ministers in continuation of Finance Department U.O. No. 10508-(3)FR-II-62, dated 28th/31st January, 1963.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants
to the Chief Minister, Ministers.

U. O. No. 8675-(3)FR-II-64,

Dated, Chandigarh, the 18th September, 1964.

Opening of Personal Ledger Accounts.— The question regarding the precise procedure to be adopted for the accounting of transaction of Schemes for which Personal Ledger Accounts have been opened by debit to the Consolidated Fund has been under consideration for sometime past and the following decisions have been arrived at in consultation with the Comptroller and Auditor General of India :-

- (a) In respect of Personal Ledger Accounts opened in the Public Accounts the gross expenditure has to be adjusted under the appropriate Service Head on receipt of compiled accounts, of the transaction from the Administrators of Personal Ledger Accounts.

As regards receipts it would be preferable to strange that the receipts are credited direct into the treasury under the relevant head of account in the Consolidated Fund. In certain exceptional cases, however, where the receipts cannot be credited at the Treasury for one reason or the other, these have to be passed through the Personal Ledger Account. In such cases the receipts are to be credited to the relevant head of account on receipt of the monthly compiled accounts. The adoption of any of these two systems of the accountal if receipts have to be settled in consultation with Accountant General, Punjab, according to the circumstances of an individual case as and when the Personal Ledger Account is authorized.

- (b) For Personal Ledger Accounts opened within the Consolidated Fund itself the gross expenditure has to be adjusted under the appropriate Service head or the Capital head, as the case may be, and the receipts under the corresponding revenue head (in the case of No. 28/8/84-2B&C Schemes within the revenue account) or the minor head deduct receipts and recoveries on Capital Account under the Capital Major Head.

The above decisions may be kept in view while forwarding proposals for the opening of Personal Ledger Accounts by debit to the Consolidated Fund and these may also be brought to the notice of the Administrators of Personal Ledger Accounts.

(No. 8675-3FR-I-64/9076, dated the 21st September, 1964).

These instructions have been revised/modified.

FAMILY PENSION SCHEME, 1964

Family Pension Scheme, 1964.— The Punjab Government have had under consideration, for sometime the question of further liberalizing the Family Pension Scheme contained in the Punjab Government letter No. 686-FRI-58/2138, dated the 10th February, 1958. The position has now been reviewed and a Scheme to be called “The Family Pension Scheme, 1964” has been formulated with a view to provide security to the family of the deceased Government employees.

(2) The Family Pension Scheme, 1964, has been sanctioned for the Punjab Government employees with the following benefits :-

	Pay of the Government employee	Monthly pension of widow/widower/children
(1)	Rs. 800 and above	12 per cent of pay subject to a maximum of Rs. 150.
(2)	Rs. 200 and above but below Rs. 800	15 per cent of pay subject to a maximum of Rs. 96.00 and a minimum of Rs. 60.
(3)	Below Rs. 200	30 per cent of pay subject to a minimum of Rs. 25.

'Pay' for this purpose means the pay as defined in Rule 2.44 of Punjab Civil Services Rules, Volume I, Part I, which the person was drawing on the date of his death while in service or immediately before his retirement. If on the date of his death while in service or immediately before his retirement, a person has been absent from duty on leave (including extraordinary leave) or suspension, 'Pay' means the pay which he drew immediately before proceeding on such leave or suspension.

(3) The above scheme came into force with effect from the 1st July, 1964 and is applicable to all regular employees on pensionable establishment—temporary or permanent who were in service on the 1st July, 1964, or are recruited thereafter.

(4) The scheme will be administered as below :-

- (i) The Family Pension will be admissible in case of death while in service or after retirement on or after the 1st July, 1964, if at the time of death, the retired Officer was in receipt of compensation, invalid, retiring or superannuation pension. In case of death while in service, the Government employee should have completed a minimum period of five years of continuous service, without break.
- (ii) 'Family' for purposes of this Scheme will include the following relatives of the officer :-
 - (a) wife, in the case a male officer;
 - (b) husband, in the case of a female officer;
 - (c) minor sons; and

- (d) unmarried minor daughters.
- Note :- (1) (c) and (d) will include children adopted legally before retirement.
- Note :- (2) Marriage after retirement will not be recognised for purposes of this Scheme.
- (iii) The Pension will admissible—
- (a) in the case of widow/widower up to the date of death or remarriage whichever is earlier;
- (b) in the case of minor son until he attains the age of 18 years;
- (c) in the case of unmarried daughter until she attains the age of 21 years or marriage whichever is earlier

Note :- *In cases where there are two or more widows, pension will be payable to the eldest surviving widow. On her death it will be payable to the next surviving widow, if any. The term 'eldest' would mean seniority with reference to the date of marriage.*

- (iv) Pension awarded under this scheme will not be payable to more than one member of an officer's family at the same time. It will first be admissible to the widow/widower and thereafter to the minor children.
- (v) In the event of re-marriage or death of the widow/widower the pension will be granted to the minor children through their natural guardian. In disputed cases, however, payments will be made through a legal guardian.
- (vi) The ad hoc increase granted under Punjab Government circular letter No. 8206-6FRI-64/7668, dated the 13th August, 1964, will not be admissible on the family pension granted under this scheme.

(5) Every employee eligible to the benefits of the above Scheme will be required to surrender a portion of gratuity, where admissible, equal to his two months' emoluments or pay, as the case may be, subject to a maximum of Rs. 3,600. Where an Officer governed by this Scheme retires, as a bachelor who has not adopted any child, no deduction from his gratuity will be made. In cases where the gratuity admissible is less than two months' pay, the same will be resumed by Government against the family pension benefits admissible under this Scheme. In the case of Government employees retiring without a wife/husband or minor children including adopted children, the deduction of two months' pay/emoluments from the gratuity will not be made, as in the case of bachelors.

(6) Government employees in service on the 30th June, 1964, who are governed by the New Pension Rules wholly or partially, will have an option to elect this scheme in substitution of the existing Family Pension benefits as admissible under the New Pension Rules or retain their existing benefits. The option was required to be exercised by the 31st March, 1965, in the form enclosed (Form A). Persons who fail to exercise option within the stipulated period will be deemed to have elected the Family Pension Scheme, 1964. Option once exercised will be final. The Government employees who were in service on the 30th June, 1964, and retired with effect from the 1st July, 1964, are also eligible to exercise the option and hence the benefits of the Scheme will accrue to them, provided they opt for this scheme.

(7) Those who are governed by the Old Pension Rules in toto will not be entitled to the benefits of this scheme unless they opt in favour of New Pension Rules, wholly or partially as

admissible. It has accordingly been decided to allow those governed by the Old Pension Rules to opt for New Pension Rules (wholly or partially) and to avail the benefit of this Scheme. This option shall also be required to be exercised by the 31st March, 1965, at the latest in the form appended (Form B).

As regards erstwhile Pepsu Government employees attention is invited to para 2 of Punjab Government, Finance Department letter No. 12190-5FRI-62/3706, dated the 4th April, 1963 in which such employees were allowed to opt for the corresponding clause of New Pension Rules of Punjab Government. In view of further liberalisation of the Punjab Pension Rules it has been decided that the employees, who are governed by the Pepsu Pension Rules may also be allowed to exercise option afresh first for the corresponding clause of the Punjab New Rules by the 31st March, 1965, and further exercise option for the Family Pension Scheme, 1964.

(8) The Option,— vide paragraphs 6 and 7 above shall be exercised in writing and shall be communicated by the Officer concerned to the Head of his Office, if he is a non-Gazetted Officer and to the Accountant General, Punjab, if he is a Gazetted Officer. The option when received from a Non-Gazetted Officer should be countersigned by the Head of Office and pasted in the service book of the Officer concerned.

(9) Those who enter service on or after the 1st July, 1964, will automatically be governed by this Scheme.

(10) Widows/Widowers of such Government employees as are governed by this Scheme will not be entitled to family pension under any other rules.

(11) This scheme is not applicable to—

- (a) persons who retired before the 1st July, 1964, but may be re-employed on that date or thereafter;
- (b) persons paid from contingencies;
- (c) work-charged staff;
- (d) casual labour;
- (e) contract officers; and
- (f) persons without a minimum service of five years in the Punjab State.

(12) The procedure to be followed in respect of claims arising out of this scheme is as under :-

Furnishing of 'Family' details

- (i) All non-gazetted employees entitled to the benefit of this Scheme shall be required to furnish details of their 'family' as defined in sub-para (ii) of paragraph 4 of the scheme, i.e., the date of birth of each member with his/ her relationship with the Government employee. This statement shall be countersigned by the Head of Office and pasted in the service book of the Government employee. Government employees will thereafter be required to keep this statement up-to-date. Additions and alterations in this statement will be made by the Head of Office from time to time on receipt of information from the Government employees concerned.
- (ii) All gazetted Officers will furnish the details of their 'family' to the Accountant

General, Punjab. It will be their responsibility to keep these particulars up-to-date. The Accountant General, Punjab, will be required to acknowledge the receipt of these communications.

Cases where death occurs while in Service

- (iii) On receiving information of death of an officer while in service, the administrative authority will send a letter as prescribed in Annexure I to the family of the deceased and ask for the necessary documents mentioned therein.
- (iv) On receiving the documents referred to in the sub-para (iii) above the pension sanctioning authority will sanction family pension as in Annexure III and send all these documents along with the service book of the Government employee to the Accountant General, Punjab, who will then issue the pension payment order to the beneficiary.

Cases where Death occurs after Retirement

- (v) In order to facilitate quick payment of family pension to the widow of the pensioner, pension payment order has been amended so as to provide for the admissibility of the family pension to her under the same pension payment order under which the pensioner was drawing his pension. It has accordingly, been decided that while applying for the grant of pension the Government employee would furnish three copies of his joint photograph with wife; one of which will after having been attested by the pension sanctioning authority be henceforth pasted in the pension payment order, pensioner's portion. The amount of family pension admissible will be mentioned in the pension payment order. The Treasury Officer will start paying family pension to the widow /widower on receipt of death certificate of the pensioner and the Form of Application (Annexure II) for the grant of family pension to her/him under intimation to the Accountant General, Punjab. If the widow /widower is also not there and the family pension is payable to the minor children through their natural guardian, the guardian will apply on behalf of the children with two copies of his photograph and the other necessary documents to the administrative authorities on surrendering the First Pension Payment Order. Fresh Pension Payment Order will have to be issued in such cases.

(13) Effect of Commutation of Pension on the Quantum of Family Pension.— The commutation of pension has no effect on the quantum of family pension as the rate of family pension is based on the pay which the Government employee was drawing immediately before his retirement and not on the pension sanctioned to him,

(14) Payment of family pension in cases where both Husband and Wife are Government employees, and in the event of their death to their minor children.— The scheme does not debar a Government employee/pensioner from drawing family pension in addition to his/her pay or pension. In the event of death of the father and the mother, who were both Government employees, the minor children will be eligible to draw two family pensions subject to a total of Rs. 150 per mensem, provided both the employees were governed by the Family Pension Scheme, 1964.

(15) Grant of Option to Persons who are on Contributory Provident Fund benefits to come over to Pensionable Service.—

- (i) Government employees who were otherwise declared eligible to come on to the Pensionary Scheme on the day their services were provincialised but retained the Contributory Provident Fund benefits are allowed another

opportunity to opt up to the 31st March, 1965, for the New Pension Rules including the benefits of the Family Pension Scheme, 1964. The option now exercised will be final. They will, however, have no option to elect the New Pension Rules without the benefit of the Family Pension Scheme, 1964.

- (ii) An officer who does not exercise an option within the prescribed period or quits service or dies without exercising option or whose option is incomplete or conditional or ambiguous shall be deemed to have opted to remain under the existing Contributory Provident Fund benefits.
- (iii) In the case of an officer who elects to be governed by the New Pension Rules, the 'Government Contribution' with interest thereon standing to his credit in the Contributory Provident Fund shall be credited to the State Government, the Government employee's subscriptions together with interest thereon in that Fund shall be transferred to his General Provident Fund account which he shall be asked to open and to which he shall subscribe under the rules of the Fund.

(16) Minimum pension for Government employees.— In all cases of retirement occurring on or after the 1st July, 1964, where the amount of pension together with the benefit of ad hoc increase as admissible under Punjab Government, Finance Department, circular letter No. 8206-6FRI-64/7668, dated the 13th August, 1964, thereon comes to less than Rs. 25 per mensem the same shall be raised to Rs. 25 per mensem.

(17) Immediate steps may kindly be taken to bring the above decisions to the notice of all Government employees working under you or in subordinate offices, including those on leave or foreign service and employees who retired on or after the 1st July, 1964.

(No. 7856-7FRI-64/9692, dated the 16th October, 1964).

Contd...

Encl.

FORM 'A'

(To be used by those who are governed by the
New Pension Rules wholly or partially).

Having fully understood the comparative advantages and disadvantages of the Family Pension Scheme, 1964, as applicable in my case :-

- (i) I opt for the scheme as introduced,— vide Punjab Government letter No. 7856-7FRI-64/9691, dated the 16th October, 1964, in substitution of the existing Family Pension benefits as now admissible under the New Pension Rules.
- (ii) I opt to retain the existing Family Pension benefits under the New Pension Rules.

Witness :-

Signature _____

*Signature _____

Date _____

Name in full _____
(In block letters)

Name in full _____
(In block letters)

Designation _____

Designation _____

Office _____

Office _____

***Left-hand thumb-impression in the case of those who are not literate enough to sign their name.**

Note:- Strike out Item (i) or (ii) as per option.

CERTIFICATE

(Applicable in the case of class IV and illiterate employees and to be signed by a, responsible officer of the office concerned).

The rules were explained to Shri _____ in my presence.

Signature
Name _____
(In Block letters)
Designation _____

ACKNOWLEDGMENT

Received from Shri _____ Designation _____
Office _____ an option, dated _____.

- *(1) For the Family Pension Scheme, 1964.
- (2) For retaining the existing Family Pension benefits under the New Pension Rules.

Signature _____
Designation _____
Office _____

* strike out which is inapplicable.

FORM 'B'

(To be used by those who are governed by the
Old Pension Rules, in toto).

Having fully understood the comparative advantages and disadvantages of the Family Pension Scheme, 1964, as applicable in my case:-

- (i) I opt to be governed by the New Pension Rules wholly including the benefit of the Family Pension Scheme, 1964.
- (ii) I opt to be governed by the New Pension Rules, partially as per paragraph 9(i)(c) of the Punjab Government, Finance Department's letter No. 3022-FR-51/3116, dated the 4th July, 1951, together with the benefit of the Family Pension Scheme, 1964.

Witness :-

Signature _____

*Signature _____

Date _____

Name in full _____
(In block letters)

Name in full _____
(In block letters)

Designation _____

Designation _____

Office _____

Office _____

*Left hand thumb-impression in the case of those who are not literate enough to sign their name.

(Note:- Strike out item (i) or (ii) as per option.)

CERTIFICATE

(Applicable only in the case of illiterate employees and to be signed by a responsible officer of the office concerned.)

The rules were explained to Shri _____ in my presence.

Signature _____

Name _____
(In Block letters)

Designation: _____

ACKNOWLEDGEMENT

Received from Shri _____ Designation _____
Office _____ an option, dated _____.

*(1) For the New Pension Rules wholly including the benefit of Family Pension Scheme, 1964.

(2) For the New Pension Rules partially together with the benefit of the Family Pension Scheme, 1964.

Signature _____

Designation _____

Office _____

***Strike out which is inapplicable.**

ANNEXURE - I

FORM OF FAMILY PENSION

No. _____

Punjab Government,
Department of _____

Dated the _____

Subject : Payment of family pension in respect of Late Shri/Smt. _____

The undersigned has learnt with regret the death of Shri/Smt. _____
a _____ (designation) in this office/department _____
and is directed to inform you that under provisions of Finance Department's letter No. 7856-7FRI-64/9691, dated the 16th October, 1964. you are entitled to Family Pension for life/till attaining the date of majority*.

I am accordingly to suggest that formal claim of the grant of family pension may be submitted by you in the enclosed Form along with the following documents :-

- (1) Death Certificate.
- (2) Two copies of a passport size photograph duly attested by a gazetted officer.
- (3) Guardianship Certificate where pension is admissible to the minor children.

(Designation)

To

***Where family pension is admissible to the minor children,**

ANNEXURE - II**FORM OF APPLICATION (FAMILY PENSION SCHEME 1964)**

Application for a family pension for the family of late Shri/Smt. _____
 a _____ (Designation) in the Office/Department of _____.

1. Name of the applicant
2. Relationship to the deceased Government employee/pensioner
3. Date of retirement, if the deceased was a pensioner.
4. Date of death of the Government employee/pensioner
5. Names and ages of surviving kindred of the deceased
 Name _____ (date of birth by Christian era)
 widow/widower _____
 Sons _____
 Unmarried Daughters _____
6. Name of Treasury/Sub-Treasury at which payment is desired
7. Signature or left-hand thumb-impression (in the case of those who are not literate enough to sign their name)
8. Descriptive roll of _____ widow/widower/guardian of the minor children of late Shri _____.
 - (i) Date of birth (by Christian era).
 - (ii) Height
 - (iii) Personal marks, if any, on hand or face
 - (iv) Left-hand thumb and finger impressions

Small Finger	Ring Finger	Middle Finger	Index Finger	Thumb
--------------	-------------	---------------	--------------	-------

9. Full address of the applicant Attested by :

Attested by :	Witness :
(1) _____	(2) _____
(1) _____	(2) _____

Note.— The descriptive roll (column 8) and signature of left-hand thumb and finger impressions accompanying application for family pension should be in duplicate (in two separate sheets), and attested by two gazetted Officers or persons of respectability in the town, village or Pargana in which the applicant resides.

ANNEXURE - III**FORM FOR SANCTIONING FAMILY PENSION**

1. Name of the Government employee
2. Father's name (and also husband's name in the case of a woman Government employees)
3. Religion and Nationality
4. Last appointment held including name of establishment
5. Date of beginning of service
6. Date of ending service
7. Substantive appointment held
8. Pension Rules opted/eligible
9. Length of continuous qualifying service prior to death
10. 'Pay' as per paragraph 2 of the Finance Department's letter No. 7856-7FRI-64/9691, dated the 16th October, 1964
11. Amount of family pension admissible
12. Date from which pension is to commence
13. Place of payment (Government Treasury or Sub-Treasury)

The undersigned having satisfied himself of the above particulars of late Shri/Smt. _____ hereby orders the grant of a family pension of Rs. _____ P.M. to Shri/Smt. _____ which may be accepted by the Accountant General, Punjab as admissible under the rules.

Signature and Designation of
the Sanctioning Authority.

No. 8709-(3)FR-II-64/9821

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in Punjab.

Dated, Chandigarh, the 22nd October, 1964

FINANCE
Regulations II

Subject : Procedure for the selection of Graduate Training or Technical abroad – Execution of Bond.

Sir,

I am directed to invite a reference to Punjab Government, Finance Department circular letter notifications noted in the margin¹ and to state that the question affixing the period of Service Bond on rational basis in respect of Government employees who proceed abroad for training under the various Training Schemes has been considered. It has been decided that the period of Service Bond in such cases should be fixed/determined on the following basis and the necessary bonds executed accordingly:

- (a) Basic minimum period applicable in all cases... One year.
- (b) Add to this twice the period of training, e.g., if the period of training is two years, add four years, if it is six months, add one year.
- (c) Maximum period applicable in all cases ... Five years,

2. The above orders in regard to the determination of the period of Service Bond are equally applicable in respect of Government employees.

- (a) Who proceed abroad for higher studies on study leave terms or by taking extraordinary leave in relaxation of rules; and
- (b) Who proceed for training within India and in whose case the period of training is treated duty/study leave/extraordinary leave.

¹ (1) Circular letter No. 235-FR-II- 60/ 3568 dt. 12.4.60
(2) Circular letter No. 9315-(5)FR-II- 61/ 10865 dt. 9.10.61
(3) Circular letter No. 3624-(3)FR-II- 62/ 9900 dt. 21.9.62
(4) Circular letter No. 676-(5)FR-II- 64/1013, dt. 1-2-64.
(5) Notification No. 14241-(5) FR-II-63/ 533, dt. 30-12-63.
(6) Notification No. 6716 (5)FR-II-64/ 5898, dt. 25-6-64.
(7) Circular letter No. 7957-(3) FR-II-64/ 7537, dt. 29-8-64.

3. These orders take effect from the date of issue of this letter and the past cases will not be re-opened.

Yours faithfully,

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 8709-(3)FR-II-64/9822,

Dated, Chandigarh, the 22nd October, 1964

A copy is forwarded to the Accountant General, Punjab, Simla, for information

By order,
Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to Financial Commissioners, Punjab, and All Administrative Secretaries to Government, Punjab, for information and. Guidance.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioner's Punjab; and
- (2) All Administrative Secretaries to Government, Punjab.

U. O. No. 8709-(3)FR-II-64,

Dated, Chandigarh, the 22nd October, 1964

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, the Ministers and the Chief Parliamentary Secretary, for the information of Chief Minister, the Ministers and the Chief Parliamentary Secretary.

Sd/-
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to the
Chief Minister/Ministers, Chief Parliamentary Secretary.

U.O. No. 8709-(3)FR-II-64,

Dated, Chandigarh, the 22nd October, 1964.

These instructions have become obsolete.

Retention of Government-owned houses allotted to Government employees at Chandigarh on their transfer on Foreign Service.— In accordance with the instructions contained in the Punjab Government letter No. 644-E(1)-61/13642, dated the 17th April, 1961, a Government employee can retain a Government-owned house allotted to him for two months after his transfer from Chandigarh with the permission of the Head of his Department. It has been brought to the notice of Government that such a permission had also been accorded by the Heads of Departments where an employee proceeded on foreign service, on payment of the usual rent applicable to Government employees under rule 5.29 read with 5.23 of Punjab Civil Services Rules, Volume I, Part I. In this behalf it is pointed out that those Government employees only who are paid by the State Government, are entitled to occupy Government residences and those sent on foreign service do not remain entitled to Government accommodation as they are not paid out of the State Revenues. The matter has been considered and it has been decided that it is not within the competence of the Heads of Department stationed at Chandigarh to permit a Government employee to retain the Government-owned house after his deputation on Foreign Service. This practice should cease forthwith

(2) It may be brought to the notice of all Government employees that in case Government employee, in occupation of Government accommodation, is seconded for foreign service, he should vacate the same immediately. In case the Government accommodation is retained, he will be liable to pay rent as payable by the non-Government employee under rule 5.15 read with rule 5.23 *ibid*.

(3) These instructions are applicable to all Government employees whether stationed at Chandigarh or elsewhere but this decision does not affect the past cases already decided.

(No. 7747-FCW-64/9867, dated 24th October, 1964.)

Retention of Government-owned houses allotted to Government employees at Chandigarh on their transfer on Foreign Service.— In accordance with the instructions contained in the Punjab Government letter No. 644-E(1)-61/13642, dated the 17th April, 1961, a Government employee can retain a Government-owned house allotted to him for two months after his transfer from Chandigarh with the permission of the Head of his Department. It has been brought to the notice of Government that such a permission had also been accorded by the Heads of Departments where an employee preceded on foreign service, on payment of the usual rent applicable to Government employees under rule 5.29 read with 5.23 of Punjab Civil Services Rules, Volume I, Part I. In this behalf it is pointed out that those Government employees only who are paid by the State Government, are entitled to occupy Government residences and those sent on foreign service do not remain entitled to Government accommodation as they are not paid out of the State Revenues. The matter has been considered and it has been decided that it is not within the competence of the Heads of Department stationed at Chandigarh to permit a Government employee to retain the Government-owned house after his deputation on Foreign Service. This practice should cease forthwith

(2) It may be brought to the notice of all Government employees that in case Government employee, in occupation of Government accommodation, is seconded for foreign service, he should vacate the same immediately. In case the Government accommodation is retained, he will be liable to pay rent as payable by the non-Government employee under rule 5.15 read with rule 5.23 *ibid*.

(3) These instructions are applicable to all Government employees whether stationed at Chandigarh or elsewhere but this decision does not affect the past cases already decided.

(No. 7747-FCW-64/9867, dated 24th October, 1964.)

These instructions have become obsolete.

Local verification of entries in Service Book of the Employees of erstwhile Punjab.— Rule 7.18 of the Punjab Financial Rules, Volume I, requires Heads of Offices to record annual certificate of verification in Service Books of the non-Gazetted Government employees after satisfying themselves that the services of the Government employees concerned are correctly recorded in each Service Book and to say that at the time of verification of title of non-Gazetted Government employees to pension by the Accountant General, Punjab, it has inter alia, to be seen that necessary certificates of annual verification of entries in service books are duly made by Heads of offices. In addition, the departmental officer preparing the pension case is also required to attach with each pension case a statement of service showing interruption, if any, and indicate herein the manner in which the entries made in the statement of service have been verified with the original records.

(2) The Pension parties while reviewing the pending pension cases in various districts brought to the notice of Government in that case of erstwhile Punjab State Employees certificates of verification of service for pre-partition period (viz. before 15th August, 1947) has not been recorded in the service books concerned. The retirees concerned in most cases are not in a position to furnish a statement supported by collateral evidence of two contemporaries as required under Rule 9.10 (a) (iv) of Punjab C.S.R. Volume II, at this belated stage with the result that the finalisation of pension cases is held up. In order to dispose of such pension cases expeditiously Government have decided that requirements of annual verification in such cases in respect of service rendered up to 15th August, 1947, the date of partition of Punjab should be dispensed with subjects to the following conditions :-

- (i) that the entries should have been made in service books contemporaneously and in the ordinary course of business;
- (ii) that there are no reasons to doubt the genuineness of the entries and that there is no evidence of interpolations, erasures, over-writings, alterations, etc., which render any entries suspicious or of doubtful authenticity; and
- (iii) that the entries in service books were properly authenticated

(No. 9121-3FRI-64/9562, dated the 6th November, 1964).

These instructions have become obsolete.

Letting out Government buildings to Private Welfare Institutions at a nominal rent of Re. 1 per mensem.— Instructions contained in the Punjab Government, Finance Department's letter No. 7829-FCW-61/13918, dated 8th November, 1961, and further reiterated with No. 9981-FCW-62/12405, dated the 10th December, 1962 enjoin the recovery of full rent as assessable under the rules, from the private welfare institutions concerned, for the buildings let out to them and the payment of the corresponding concessional amount to them in the form of grant-in-aid.

2. With a view to simplifying the cumbersome procedure, the question has been re-examined Departments are advised that there is no legal or constitutional bar to the giving of Government buildings to such institutions on rent free basis or on a nominal rent. It has, therefore, been decided that in such cases where the Government decide to give a Government building free of rent or on a nominal rent, it will not now be necessary to charge the full rent and give to the institution concerned grant-in-aid equal to the concession proposed to be given. The new procedure shall take effect from the 1st April, 1965.

3. It would, however, be necessary to bring such cases to the notice of the State Legislature. It has, therefore, been decided to incorporate a paragraph in the Memorandum Explanatory of the Budget Estimates giving a list of such cases. Since the information would not be available in the Finance Department at the time of preparing the budget, the Heads of Departments concerned are requested to forward to the Finance Departments concerned by the 15th January, every year a complete list of all such cases giving a brief history of each case, the rent payable under the rules, the rent proposed to be charged and the difference between the two.

(No. 6992-5FCW-64/10510, dated 7th November, 1964).

Classification of Payments made by Government to a Government employee for work assigned him on behalf of non-Government Organisation.— Sometimes Government Departments undertake work on behalf of non-Government Organisation on payment of an agreed amount. The Government Department then assign that work to Government employees working under them and make payments to them. A question has arisen whether such payments to Government employees should be treated as "fees" or "honorarium". According to Rule 2.18 of the Punjab C.S.R., Volume I, Part I, all payment to a Government employee from a source other than the Consolidated Fund of India or the Consolidated Fund of the State, whether made directly to him or indirectly through intermediary of Government are to be treated as 'fees'.

Accordingly when a work is assigned to a Government employee by a non-Government party, the payment received by him, therefore, has to be treated as 'fees' irrespective of whether it is received direct from that party or through his employee. But when a Government Department undertakes the work for a non-Government Organisation and, in its turn assigns the work to its officials suited for the purpose, the payment, therefore, is made to the Department in the first instance and forms a part of the revenues of Government. The subsequent payments to the officials concerned are, therefore, payments from the Consolidated Fund of Government and should accordingly be classed as "honorarium."

While deciding cases for the grant of "fees" or "honorarium" to Government employees, the above clarification regarding correct classification may be kept in view.

[No. 11082-FR-II-(7)-64/10790, dated 24th November, 1964].

Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/written test.— With reference to Punjab Government letter No. 1090-FRI-61/1504, dated the 9th/15th February, 1961, the question of grant of Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview and written tests recommended by the Employment Exchanges for appointment to Class III and Class IV posts recruitment to which is made departmentally after the Departments had notified these posts to Employment Exchanges, has been engaging the attention of the Government. It has been decided that when Scheduled Castes/Scheduled Tribes candidates are called for interview on the recommendation of the Employment Exchanges for appointment to Class III and Class IV posts recruitment to which is made departmentally, shall also be paid T.A. according to the above mentioned letter.

(No. 10717-FRI-64/12847, dated the 30th November, 1964).

Deputation Allowance as Pay for Compensatory Allowance.— 'Deputation Allowance' to Punjab Government employees, who are transferred on deputation/foreign service to other Governments including Central Government or bodies incorporated or not wholly or substantially owned or controlled by the Government will be treated as 'pay' for the purposes of grant of 'Compensatory Allowances' subject to the condition laid down in Para 1(X) of letter No. 16508-(3)-FR-II-62/508, dated 28th/31st January, 1963.

(No. 8795-3FR-I-64/11067, dated 30th November, 1964).

T.A. to Scheduled Castes/Scheduled Tribes candidates called for interview – General instructions regarding the mode of drawal of.— Punjab Government Finance Department letter No. 1380-FRI-62/1415, dated the 22nd February, 1962 provides inter alia that where the permanent advance sanctioned to a Disbursing Officer is not sufficient to meet the expenditure on account of payment of T.A. to Scheduled Castes/Scheduled Tribes candidates called for interview or the amount required for payment is heavy an 'On Account' advance may be sanctioned for the purpose by the competent authority. Under rule 2.8 of Punjab Financial Rules, Volume I, the amount of Advance can be sanctioned only by the Administrative Department in consultation with the Accountant General, Punjab/Finance Department. It may not be possible to get such a sanction in time, particularly when the payment is to be made on the spot. It has, therefore, been decided that, in such cases the amount required may be drawn on an abstract bill and the adjustment bill in respect thereof may be furnished by the Drawing and Disbursing Officer direct to the Audit authorities. The adjustment bill will not require the countersignature of any higher authority.

The provisions contained in rule 8.3 of Punjab Financial Rules, Volume I, in so far as they relate to the drawal of money on abstract contingent bills by Heads of Departments and other controlling authorities, will not apply in the case of amounts required for the purpose indicated in the preceding paragraph.

(No. 5523-FR-I-64/12598, dated the 5th December, 1964).

***These instructions have been superseded vide
No. 2528-5FR(I)-76/14020, Dated 11.05.1977.***

No. 11829-(3)-FR-II-64/12543

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 18th December, 1964

Subject : Transfer of Punjab Government employees to other Governments/ Companies, Corporations, etc. - Grant of deputation allowance.

Sir,

I am directed to invite a reference to Punjab Government, Finance Department circular letter No. 3003-(3)-FR-II-64/4029, dated the 25th April, 1964 on the above subject and to state that as the appointments of serving Government employees made either by promotion or by direct recruitment on the recommendations of the Public Service Commission, etc., in competition with open market candidates whether on permanent or temporary basis are not to be regarded as "deputation" within the meaning of Punjab Government, Finance Department, circular letter No. 10508(3)-FR-II-62/508, dated 28th/31st January, 1963, the provisions contained in these circular letters will not apply in such cases and their pay is to be fixed according to the recommendations of the Public Service Commission Selection Board, etc.

2. I am further to state that the rules of incidence regarding leave salary and pension contributions, etc., as laid down in Appendix 3 to Account Code, Volume I, should continue to apply in cases where a permanent Government servant is appointed under a different Government through open competition provided he is not required to resign his previous appointment and the Government under whom he was employed prior to his appointment under a different Government through open competition, agree to retain his lien until he is finally absorbed by the latter Government.

Yours faithfully,

Sd/-

(Arjan Singh),

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 11829-(3)-FR-II/64/12544,

Dated, Chandigarh, the 18th December, 1964

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

By order,

Sd/-

(Arjan Singh),

Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete.

Clarifications regarding Compensatory Allowance—

Point No. 1	Clarification
Whether Local, Government employees who are already getting allowance at 12 per cent at certain places will now get compensatory allowance at half the rate, i.e., 6 per cent.	No
Point No. 2	
The minimum rate of Compensatory Allowance has been fixed at Rs. 10 per mensem but it is not clear whether it applies to hilly region or to Mohindergarh District or to both. Likewise the maximum rate of Compensatory Allowance has been fixed at Rs. 50 per mensem but it is not clear whether it applies to hilly region or to Mohindergarh District or to both areas.	These limits apply both to Mohindergarh District as well as the Hilly Region. For local employees in Hilly Region and Mohindergarh District, these limits will not apply. For them the limits will be reduced by 50 per cent, i.e., the maximum limit is to Rs. 25 per mensem, and the minimum limit to Rs. 5 per mensem.
Point No. 3	
Whether the Compensatory Allowance is admissible to contingent/work-charged employees.	Yes. (The concession will be allowed with effect from the date of issue of this letter).
Point No. 4	
Whether in cases where the existing Compensatory Allowance is being given at a higher rate than that admissible under the new instructions, the existing higher rates should continue.	Yes.
Point No. 5	
Whether officers drawing pay in excess of Rs. 850 per mensem but less than Rs. 900 per mensem will also be entitled to Compensatory Allowance subject to marginal adjustments.	Yes. (This concession will be allowed with effect from the date of issue of this letter).
Point No. 6	
Whether comparison between the existing rates and those sanctioned now has to be made not only in respect of rates but also in respect of the two sets of instructions as a whole, i.e., the existing Pay ceilings, and marginal adjustments, etc., have also to be taken into account.	The applicability of instructions is to be decided area wise and either a set of instructions as a whole will apply to a particular area or not at all, depending upon the hire rates already admissible in a particular area/station or not vis-a-vis the new rates of Compensatory Allowance announced in Punjab Government Finance Department Circular letter No. 13556-3FRI-64/797, dated 27 th January, 1964. It is not permissible for employees of different categories or in different income groups but posted in the same area/place to choose different sets of instructions.
Point No. 7	
Whether persons to whom the existing rates are at present beneficial can be allowed to charge new rates if the new rates become beneficial to them on some subsequent date.	No.

Point No. 1	Clarification
Point No. 8.	
Whether the instructions contained in Punjab Government Finance Department letter No. 13556-3FRI-63/797, dated 27th January, 1954, are also applicable in Kullu District which previously formed part of Kangra District.	No. The employees posted in Kullu Sub Division of Kangra District are already in receipt of higher rates,— vide Punjab Government Finance Department letter No. 5700-FR-49/3411, dated 12th December, 1949. Also see note 2 below.

2. In order to safeguard against the irregular drawal of Compensatory Allowance by Government employees serving at places not included in the Blocks listed in the Annexure to Punjab Government Finance Department letter, dated 27th January, 1964, and also to ensure that Compensatory Allowance at full rates is not drawn by the local employees, it has been decided that the following certificate should be furnished in support of the bill in which the allowance is drawn :—

"Certified that the Government employees for whom Compensatory Allowance has been drawn in this bill during the period from _____ to _____ at _____ (station of duty) is included in _____ Block and the allowance has been drawn in accordance with the rates and conditions laid down in the Punjab Government Finance Department letter No. 13556-3FRI-64/797, dated 27th January, 1964 as modified from time to time.

It is also certified that the Compensatory Allowance drawn in the case of the local employees is restricted to 50 per cent of that drawn by other Government employees of equal status or category.

[No. 7933-3FRI-64/13235, dated the 5th January, 1965.]

***These instructions have been Revised vide
No. 4/7/86-3FR-II, Dated 07.05.1986.***

House Rent Allowance is not admissible to the staff paid from contingencies.

(No. 10165-FCW(5)-65/557, dated 20th January, 1965).

These instructions have become obsolete.

The import of the orders contained in Para 1(d) of circular letter No. 8057(5)FR-II-64/7511, dated 7th August, 1964 is that the treasury officer should receive the charge certificate for resumption of duty on the expiry of leave which will be sent to the Treasury Officer direct by the Gazetted Officer himself in all cases where his leave has been sanctioned. In respect of extension to leave pending sanction as well, if any, where an officer rejoins duty in the same post before the leave applied for by him is sanctioned the charge report for rejoining duty should be sent to the Treasury Officer through the Head of the office so that the latter may make an endorsement to the effect that the officer has rejoined duty in the same post after leave and that there has been no break in service.

(No. 513(5)-FR-II-65/867, dated 27th January, 1965)

Settlement of pensionary terms in respect of Government employees transferred to an autonomous organisation consequent on the conversion of a Government Department into an autonomous body.— The following decisions have been taken regarding settlement of pensionary terms in respect of Government employees, who are transferred to autonomous organisation consequent on the conversion of the Government Department into such a body :-

- (i) Permanent Government employees so transferred will be given the option to either retain the pensionary benefits available to them under the Government rules or be governed by the rules of the autonomous body. In case of the former option, they will be entitled to the benefit of the liberalisations in pension rules introduced on Government side subsequent to their transfer. This option will also be available to quasi-permanent and temporary employees after they have been confirmed in the autonomous body.
- (ii) Where a Government employee has opted to retain the service conditions as under Government which provide for the pensionary benefits and the autonomous body has no pension scheme on their side, Government would undertake to pay them pension, but will recover the capitalised value (commuted value of pension plus the proportionate death-cum-retirement gratuity) of autonomous body's share of pension from that body on the retirement of the individual concerned determined on the basis of service rendered with that body.
- (iii) In the event of death of an optee of Punjab Government rules while in service of the autonomous body, family pension/D.C.R. gratuity to the family of the deceased will be admissible under the Punjab Government rules and the liability thereof apportioned as in sub-para (ii) above.
- (iv) In cases where the Government employee transferred to the autonomous body elects to be governed by the rules of the autonomous body and the rules of the autonomous body provide for Contributory Fund benefits, the Government would pay to the body Contributory Provident Fund contributions and interest thereon for the period of service under them in terms of Finance Department, letter No. 898-(3)-5-FRI-61/1631, dated 9th February, 1961. If the rules of the autonomous body provide for pension the pension on retirement from the autonomous body would be payable to them by that body. The pensionary liability will however, be allocated between the Government and the autonomous body on service share basis. The Government will liquidate in share by paying the capitalised value of their share of pension to the autonomous body.

(No. 11751-5FRI-64/59, dated the 30th January, 1965).

***These instructions have been Revised vide
No. 2528-5FR(I)-76/14020, Dated 11.05.1977.***

No. 603-(3)FR-II-65/1413

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 16th February, 1965

Subject : Transfer of Punjab Government employees to other Governments/Companies, Corporations, etc. - Grant of Deputation Allowance.

Sir

I am directed to invite a reference to Punjab Government, Finance Department circular letter No. 3003-(3)FR-II-64/4029, dated the 25th April, 1964, on the above subject and to state that a doubt has been raised whether the provisions of the said circular letter would apply only where the appointing authority want to invoke the provisions of Rule 4.16 of Punjab Civil Services Rules, Volume I, Part I, and whether in other cases, the minimum of the scale of pay of the deputation post would be given. In this connection, it is hereby clarified that wherever the minimum of the scale of pay of the deputation post exceeds the basic pay of the deputationists by more than the percentages laid down in the above mentioned circular letter, dated 25th April, 1964, the pay in such cases should invariably be regulated under Rule 4.16 *ibid* in accordance with the provisions contained in the above circular letter.

Yours faithfully,

(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 603-(3)-FR-II-65/1414,

Dated, Chandigarh, the 16th February, 1965

A copy is forwarded to the Accountant General, Punjab, Simla, in continuation of Finance Department Endorsement No. 3003-(3)-FR-II-64/4030, dated the 25th April, 1964.

By order,
(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab, and All Administrative Secretaries to Government, Punjab, for information and guidance in continuation of Finance Department U.O. No. 3003-FR-II-64, dated 25th April, 1964.

(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Financial Commissioners, Punjab; and
All Administrative Secretaries to Government, Punjab.

U.O. No. 603-(3)-FR-II-65,

Dated, Chandigarh, the 16th February, 1965

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, Ministers and Chief Parliamentary Secretary for the information of the Chief Minister, the Ministers and the Chief Parliamentary Secretary in continuation of Finance Department U.O. No. 3003-(3)-FR-II-64, dated 25th April, 1964.

(Arjan Singh),
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistants to the
Chief Minister, Ministers and Chief Parliamentary Secretary.

U.O. No. 603-(3)-FR-II-65/1415,

Dated, Chandigarh, the 16th February, 1965.

No. 1012-3FR-65/1511

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 18th February, 1965.

Subject : Relief to Government employees in the employ of the State Government.

Sir,

I am directed to state that Punjab Government have had under consideration for some time past the question of affording some relief to Punjab Government employees and it has been decided as under :—

Treatment of Dearness Allowance as Pay for certain purposes

It has been decided that the remaining 50 per cent of the Dearness Allowance should be treated as 'Pay' for the purposes already specified in Punjab Government, Finance Department letter No. 1556-FRI-58/8580, dated the 27th May, 1958.

It has been further decided the entire Dearness Allowance shall also be treated as 'Dearness Pay' even for those Government employees who are in receipt of pay exceeding Rs. 750, but not exceeding Rs. 1,000 including those officers whose pay plus Dearness Pay does not exceed Rs. 1,100 in all for the purposes specified in Punjab Government, Finance Department letter referred to above :-

Dearness Allowance

Further Dearness Allowance (to be termed as such) is hereby sanctioned to Government employees as indicated below :-

Basic Pay Range	Rate of Additional D.A.
Below Rs. 51	Rs. 7.50 P. per mensem
Rs. 51 to Rs. 100	Rs. 10.00 per mensem
Rs. 101 to Rs. 300	Rs. 15 per mensem (with marginal adjustment up to Rs. 315)

Remarks :—

- (1) This concession of Dearness Allowance would not be admissible to the police personnel whose pay scales were revised on the basis of the recommendations of the Police Commission.

- (2) After taking into consideration the above concession, if the emoluments (Pay plus Dearness Pay Plus Dearness Allowance) of the Class III Employees are less than Rs. 97.50 P. per mensem the rate of Dearness Allowance should be enhanced in such a manner so as to ensure that the total emoluments are not less than Rs. 97.50 P. per mensem.
- (3) This concession will also be admissible to work-charged/contingent paid employees.

Chandigarh Compensatory Allowance

As a result of treatment of the remaining 50 per cent Dearness Allowance as 'Pay' the Chandigarh Compensatory Allowance will henceforth be payable to all Government employees stationed at Chandigarh drawing pay up to Rs. 370 per mensem (inclusive of Dearness Pay) with marginal adjustment in the case of those drawing pay up to Rs. 416.25 P. per mensem. For example a Government servant drawing pay of Rs. 400 per mensem (inclusive of Dearness Pay) will draw only an amount of Rs. 16.25 P. as Chandigarh Compensatory Allowance.

These orders will take effect from 1st January, 1965.

Yours faithfully,

Sd/-
(H. K. Jain),
Deputy Secretary, Finance (D) (II),
for Secretary to Government, Punjab,
Finance Department.

***These instructions have been partly Revised vide
No. 1605-FCW-65/2185, Dated 23.03.1966 &
No. 2607-2FICW-80, Dated 11.09.1980.***

No. 956-FCW-65/1548

From

Shri K. S. Narang, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioner of Divisions,
Deputy Commissioners and
Distt. and Session Judges in the Punjab.

Dated, Chandigarh, the 20th February, 1965.

Subject : Grant of House Rent Allowance to Govt. employees.

Sir,

I am directed to address you on the subject noted above and to say that the question of the grant of House Rent Allowance to the State Government employees, not provided with Government accommodation, has been engaging the attention of Government. To mitigate the hardship of the Government servants in this behalf, the Governor of Punjab is pleased to sanction House Rent Allowance at the following rates to all the State Government employees stationed in the localities mentioned below :-

(i)	First Class cities Chandigarh, Amritsar, Ludhiana, Jullundur, Patiala & Ambala.	7% of Pay subject to minimum of Rs. 5% P.M.
(ii)	Second Class cities - Bhiwani, Hisar, Rohtak, Karnal, Panipat, Hoshiarpur, Yamunanagar, Bhatinda, Batala, Hansi, Sirsa, Sonipat, Rewari, Faridabad, Kaithal, Jagadhri, Simla, Jagraon, Ferozepur, Moga, Fazilka, Abohar, Muktsar, Pathankot, Gurdaspur, Nabha, Malerkotla, Phagwara, Nangal, Gurgaon, Palwal, Faridkot, Kotkapura, and Sangrur.	5% of Pay
(iii)	Delhi Pay upto Rs. 54 Pay exceeding Rs. 54 but not exceeding Rs. 100 Pay exceeding Rs. 100 but not exceeding Rs. 200 Pay exceeding Rs. 200	Rs. 7 per mensum Rs. 10 per mensum Rs. 15 per mensum 7% of pay

Definitions

2. For the purpose of these orders :
- (a) This term 'Pay' shall include—

- (i) In the case of re-employed pensioner in addition to the emoluments mentioned in clause (ii) below the amount of pension equivalent of gratuity as originally sanctioned but exceeding such portion of the pension as may be held in abeyance in the course of his re-employment.
 - (ii) In the case of others, pay as defined in rule 2.44 of the Punjab C.S. Rules, Vol. I, part I and dearness pay.
- (b) Accommodation for the purpose of claiming house rent allowance means and unfurnished house not provided by Government.
 - (c) Controlling officer 'Means' the officer who draws the pay & allowances of the non-gazetted Government servant.
 - (d) Family 'Means' a Government servant's wife, children and step children residing with him and wholly dependent upon him. If the Government servant is a woman her 'family' will include her husband also.
 - (e) Rent means rent paid for any unfurnished accommodation and such taxes as attendant does not normally have to pay i.e. house tax, ground tax and property tax, the water and electricity charges will as usual, be the responsibility of the Government servant concerned and will not be taken into consideration.
3. (a) The limits of the locality in which these orders apply shall be those of the named municipality or corporation, and include such of the sub-urban municipalities notified areas or cantonment as are contiguous to the names municipality or corporation and such other areas as the State Government may from time to time notify.
- (b) The eligibility for the allowance shall be determined with reference to the place of duty of the individual concerned.
- (c) At Chandigarh the limits of the locality shall be the qualified limits of the city.
4. Further the grant of the house rent allowance will be subject to the following conditions :-
- (i) The House Rent Allowance shall not be admissible to a Government servant who is in occupation of accommodation offered by Government or who leaves such accommodation without the approval of the competent authority. Government servants who are at present sharing accommodation in the Government built houses will be granted house rent allowance at the rate mentioned in para (i) above provided they shall vacate premises, under intimation to the house allotment committee through proper channel.
 - (ii) Those Government servants who are eligible for Government, accommodation will cease to get House Rent Allowance when Government accommodation is allotted to them.
 - (iii) Government servant will give certificate in the form attached to this letter to indicate that the sum actually spend by him as house rent is not less than

10 percent of his pay plus the amount of house rent allowance paid to him in accordance with the scale laid down in para (i) above.

Example : Government servant residing at Chandigarh in receipt of pay at the rate of Rs. 800 per mensem is paying rent at the rate of Rs. 135 per mensem for the private accommodation hired by him. He will meet the expenditure on rent to the extent of Rs. 80 per mensem i.e. Rs. 60 at the rate of 7½ percent of pay.

The Government servant will also certify that no portion of accommodation for which the rent is assessed and claimed is sublet.

- (iv) The allowance is admissible to married as well as unmarried Government servant and the grant during leave, temporary and joining time will be regulated by the provision in the Punjab Civil Services Rules, Vol. I, Part I the allowance will also be admissible during absence from headquarters on tour.
- (v) If both the husband and his wife are Government servants, the house rent allowance will be payable to only one of them. Where more than one member of the family is an employee of the State Government and is occupying the same accommodation only the head of the family will be entitled to draw house rent allowance.

5. In the case of a Government servant living in a house owned by him, the rent of the house shall be the one as assessed in the property tax register of the Excise and Taxation Department or in its absence, the one assessed in the relevant municipal records. In officer of P.W.D. Building and Roads Branch; Capital Project Admn. not below the rank of an Executive Engineer. The Controlling Officer, in the case of a non-gazetted employee, the Head of the Department in the case of a Gazetted Officer or if the officer is himself the Head of Department the concerned Administrative Department of Government will determine the amount to be taken as rent paid in each case on the above basis.

The Head of Department may, however, delegate his powers in this behalf to any officer of the Department concerned. Administrative Department of Government will determine the amount to be taken as rent paid in each case on the above basis.

The Head of Department may, however, delegate his powers in this behalf to any officer of the Department concerned. A copy of the delegations order may be endorsed to the Accountant General Punjab and the Finance Department.

6. The controlling officer will be required to record the following certificate on the bills every month :-

"Certificate"

"Certified that House Rent Allowance claimed in this bill is in accordance with the rates and conditions laid down in the Punjab Government Finance Department's letter No. _____ dated _____.

In the case of gazetted officers, similar certificate will be attached to the bills duly signed by themselves:

7. For minimising chances of fraudulent drawal of House Rent Allowance, it has been decided to carry out a periodical check of the rent receipts of all the Government employees

(except Class IV employee) at regular intervals. The Controller Officers, will, therefore, have to undertake half-yearly checks of the receipts in the months of January and July each year and record certificate in the following form on the bills pertaining to these months after having verified the claims for the preceding six months on the basis of the actual rent receipts.

Certified that the certificates as prescribed by the Punjab Government Finance Department No. 956-FCW-65 dated 20-2-1965 have been obtained and placed in the record of this office.

In case of gazetted officers, the bills for the months of January and July each year in which House Rent Allowance is claimed should be verified by the Controlling Officers after having verified the claims with reference to the rent receipts.

8. Government servant entitled to House Rent Allowance in lieu of rent free quarters will not eligible for any House Rent Allowance under these orders but will continue to draw allowances in accordance with the existing orders.

9. Various certificates proposed to be signed by a Government servant are annexed to this letter.

10. The House Rent Allowance is payable with effect from 1st January, 1965 i.e. in respect of the salary for the month of January, 1965 paid on 1st February, 1965. The expenditure may be debited to a new primary unit of appropriation. "House Rent Allowance" which may be opened for the purpose.

11. The orders issued with the Finance Department letter No. 5827-FCW-64/1 251 dated 1st December, 1964 read with letter No. 507-FCW-65/525, dated 23rd January, and letter No. 8449-5FCW-64/11083 dated 25th November, 1964 are hereby cancelled.

Sd/-
Financial Adviser & Deputy Secy. (I)
for Secretary to Government, Punjab,
Finance Department.

No. 956-FCW-65/1549

Dated, Chandigarh, the 20th February, 1965.

A copy is forwarded to the Accountant General Punjab Simla for information.

By Order

Sd/-
Financial Adviser & Deputy Secy. (I)
for Secretary to Government, Punjab,
Finance Department.

No. 956-FCW-65/1550

Dated, Chandigarh, the 20th Feb, 1965.

A copy is forwarded to the Secretary to Government Punjab Capital Project Administration, for information and necessary action.

2. It is requested that the work of assessment of the rental value of the house in terms of para 5 above may be entrusted to the Executive Engineer as prescribed therein. It may kindly be ensured that there is no delay at any level so that the Govt. servants are not put to any

hardship. Since the houses at Chandigarh, especially those with an area of 5 marlas, 7½ Marlas and 10 Marlas conform to the standard design on the Capital Project Administration, efforts should be made to involve a formula for the purpose of assessment.

By Order

Sd/-

Superintendent Finance Civil Works
for Secretary to Government, Punjab,
Finance Department.

ANNEXURE

- (1) I certify that I have not been provided with any Government accommodation nor have I refused any such accommodation during the period in respect of which house rent allowance is claimed.
- (2) I further certify that I have paid Rs. _____ as rent for the month(s) of - _____ 197 ____ for house No. _____ Street _____ Sector _____ and that no portion of accommodation for which house-rent allowance is claimed was sublet and that the rent paid was exclusive of water and electricity charges.

OR

- I certify that I am residing in a house owned by me/my wife/my husband and that no portion of accommodation for which House Rent Allowance is claimed was sublet.
- (3) I certify that I am not sharing any accommodation for which House Rent Allowance has already been claimed.

(Score out the certificate not applicable.)

No. 776(3)FR-II-65/1636

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 20th/22nd February, 1965

FINANCE
Regulations II

Subject : Procedure for the selection of candidates for Post-Graduate training or Technical Training in India or abroad - Execution of Bond.

Sir,

I am directed to state that according to the instructions issued by the Finance Department, from time to time, on the above subject, the Government employees who proceed for Post-Graduate Training or Technical Training in India or abroad, are required to execute a service bond for a specified period before proceeding for such training. Instances have come to notice in which this essential formality regarding the execution of service bond by the Government employees before proceeding for training has not been observed thus resulting in wastage of Government funds and other complications. It is, therefore, requested that the Government employees who proceed for training in India or abroad should invariably be made to execute the required service bond before they are allowed to proceed for training, failing which the Government will be constrained to take a serious view of any default in this behalf.

Yours faithfully,

Sd/-
(Arjan Singh)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 776-(3)FR-II-65/1637,

Dated, Chandigarh, the 20th/22nd February, 1965

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

By order,

Sd/-
(Arjan Singh)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to Financial Commissioners, Punjab, and all Administrative Secretaries to Government, Punjab, for information and guidance.

Sd/-
(Arjan Singh)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To
Financial Commissioners, Punjab; and
All Administrative Secretaries to Govt., Punjab.

U.O. No. 776-(3)FR-II-65/

Dated, Chandigarh, the 20th/22nd February, 1965

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, the Ministers and the Chief Parliamentary Secretary, for the information of Chief Minister, the Ministers and the Chief Parliamentary Secretary.

Sd/-
(Arjan Singh)
Assistant Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To
The Secretaries/Private Secretaries/Personal Assistants to the
Chief Minister/Ministers, Chief Parliamentary Secretary.

U.O. No. 776-(3)FR-II-65/

Dated, Chandigarh, the 20th/22nd February, 1965.

***These instructions have been Revised vide
No. 1605-FCW-65/2185, dated 23rd March, 1966.***

Rant of House Rent Allowance to Government employees.— House Rent Allowance has been sanctioned at the following rates to all the State Government employees not provided with Government accommodation stationed in the localities mentioned below :-

(i)	First Class Cities.— Chandigarh, Amritsar, Ludhiana, Jullundur and Patiala	...7½ per cent of pay subject to minimum of Rs. 5 per mensem.
(ii)	Second Class Cities.— Hoshiarpur, Bhatinda, Batala, Jagraon, Ferozepur, Moga, Fazilka, Abohar, Muktsar, Pathankot, Gurdaspur, Nabha, Malerkotla, Phagwara, Nangal Township, Kotkapura.	...5 per cent of pay.

(iii) Delhi.— All Punjab Government employees stationed at Delhi be allowed House Rent Allowance at the following rates which are the same as have been sanctioned by the Government of India for its employees at Delhi:-

	Pay	House Rent Allowance
(i)	Below Rs. 75	... Rs. 10.
(ii)	Rs. 75 and above but below Rs. 100	... Rs. 15.
(iii)	Rs. 100-499	...15 per cent of pay, subject to a minimum of Rs. 20.
(iv)	Rs. 500-999	... 12½ per cent of pay.
(v)	Above Rs. 999	... 10 per cent of pay.

(No. 1765-FCW-65/2221, dated 5th March, 1965)

***These instructions have been Revised vide
No. 6/1/80-3FR-II, Dated 20.05.1980.***

Copy of letter **No. 2219-3FR-I-65/2209, dated the 5th March, 1965** from Shri K.S. Narang, I.A.S. Secretary to Govt., Punjab, Finance Department, Chandigarh to All Heads of Departments, Registrar, Punjab High Court Commissioner of Divisions, District and Sessions Judges and Deputy Commissioners in the Punjab.

Subject : Grant of Delhi Compensatory Allowance to the Punjab Government employees stationed at Delhi at the rates sanctioned by the Government of India for its employees.

I am directed to invite a reference to Punjab Government Finance Department Circular letter No. 2443-3FRI-64/3270, dated the 3rd April, 1964, on the subject noted above and to say that the matter has been considered further and it has been decided that Delhi Compensatory Allowance henceforth be allowed to all Punjab Government employees stationed at Delhi at the rates sanctioned by the Government of India for its employees.

2. These orders shall take effect from 1st April, 1965.

Travelling Allowance to Government employees on retirement.— In para 3(iv) of Punjab Government letter No. 9219-FRI-60/1625, dated the 9th February, 1961 it has been stated that the travelling allowance on retirement is not admissible to Government employees who quit service by resignation or who may be dismissed or removed from service. It has been decided that the concession will also not be admissible to persons who are compulsorily retired as a measure of punishment.

(No. 725-1FRI-65/1788, dated the 8th March, 1965).

These instructions have become obsolete.

With reference to Finance Department letter No. 7856-7FRI-64/9691, dated the 16th October, 1964, and as a result of the decision contained therein certain new issues have cropped up, for which following decisions have been taken :-

- (i) The term (five years) continuous service used in para 4(i) of the circular letter under reference is inclusive of permanent/temporary service in a pensionable establishment but does not include periods of extraordinary leaves, boy service and suspension period unless that is regularised by the Competent authority.
- (ii) In the cases of persons who are transferred to Punjab State from the Central Government or other State Governments and in whose cases it has been agreed to count their previous service for pension, the Family Pension Scheme would be applicable in the event of their death/ retirement without putting in five years' continuous service under the State Government; if their total service at the time of death (inclusive of service rendered under the previous Government) exceeds five years.
- (iii) In respect of cases of persons who die while in service after 1st July, 1964, but before 30th September, 1965 without exercising any option, these are to be dealt with on merits and the beneficiaries are to be allowed the benefit of rules favourable to them. Those Government employees who have retired or may retire after the 1st July, 1964, but before 30th September, 1965, without exercising option up to 30th September, 1965, in all such cases gratuity equal to two months emoluments may be withheld till the official exercises the option for the scheme, when the amount so withheld can be resumed to Government, and in case he opts out of the scheme, the gratuity previously withheld can be released. In respect of cases of retirement falling after 1st July, 1964, where full amount of death-cum-retirement gratuity has already been paid to the retiree, he will have to be asked to deposit the gratuity equal to two months emoluments or pay as the case may be, if he opts for the scheme before 30th September, 1965.
- (iv) In terms of Finance Department letter No. 12190-5FRI-62/3706, dated the 4th April, 1963, the employees governed under clause 8(i)(b) of Pepsu New Pension Rules can opt for corresponding clause 9(i)(b) and then clause 9(i)(a) of Punjab New Pension Rules. The same concession has further been extended along with the benefit of the Family Pension Scheme,—vide letter No. 7856-7FRI-64/9691, dated the 16th October, 1964. The employees governed under para 8(i)(b) can opt for clause 9(i)(b) and then for clauses 9(i)(c) or 9(i)(a) of Punjab New Pension Rules and can further avail the benefit of this scheme. Secondly, on the basis of the provisions contained in F.D. circular letter No. 12190-5FRI-62/3706, dated 4th April, 1963, the employees governed by clause 8(i)(c) are not only allowed to opt for clause 9(i)(c) but they can also further exercise an option for clause 9(i)(a) *ibid*. Similar concession has been allowed,—vide Finance Department Circular letter No. 7856-7FRI-64/9691, dated 16th October, 1964. Such employees can opt for clause 9(i)(c) and then clause 9(i)(a) *ibid* and can further avail the benefit of the scheme.

- (v) Class IV Government employees of erstwhile Pepsu may not be required to opt for the corresponding clause as contained in Finance Department circular letter No. 7856-7FRI-64/9691, dated the 16th October, 1964, but they should opt for clause 9 (i)(a) of Punjab New Pension Rules in terms of F.D. circular letter No. 10392-FRI-58/1154, the 7th February, 1959 in case they wish to avail the benefit of the scheme.
- (vi) So far as the procedure for the communication of option in para 8 of the Finance Department circular letter under reference is concerned, the position is already clear in respect of gazetted and non-gazetted Government employees. With regard to the non-gazetted officers who are officiating as gazetted officers they may be required to exercise their option like non-gazetted officers.
- (vii) In the Finance Department circular letters under reference option had only been given to those Punjab Government employees who are governed by entirely Old Pension Rules, viz., 9(i)(b) to opt for 9(i)(a) *ibid*. It has now been decided that those Government employees who are governed by para 9(i)(c) may also be allowed to exercise their option for 9(i)(a) *ibid*. The final date for the exercise of option in terms of F.D. circular letter under reference, which was of 31st March, 1965, is hereby extended to 30th September, 1965.
- (viii) The Family Pension Scheme, 1964, will automatically apply to those persons who fail to exercise their option for the retention of the existing Family Pension benefits as admissible under the Punjab New Pension Rules, up to the 30th September, 1965.

(No. 2253-7FRI-65/2475, dated the 12th March, 1965).

These instructions have become obsolete.

Earmarking of funds for grant of various advances to Government employees.— Rule 10.20(1) of Punjab Financial Rules, Volume I, which lays down that an authority empowered to deal with an application for the grant of an advance shall not issue order of sanction until the Accountant General has certified that funds are available in the year in which payment of the advance will be made. Further, if the advance in respect of which a certificate of availability of funds has been issued by the Accountant General, Punjab, is not drawn within three months from the date of issue, it will be treated as cancelled and a fresh certificate of availability of funds will be insisted upon by the Accountant General, Punjab. The Accountant General, Punjab, is further empowered to extend the period of availability of funds.

It has been observed that in most cases funds are got earmarked for house building and motor conveyance, etc., early in the year even though these are not actually required to be utilized within a period of three months from the date of earmarking. Sometimes the funds earmarked are not drawn at all and are surrendered at the close of the year. This results in the blocking of funds and unavoidable savings in the grant at the end of the year besides depriving the employees who are actually in need of money for these purposes. It is, therefore, requested that the instructions for the grant of loans to Government employees should be duly complied with so as to avoid non/mis-utilisation of funds.

(No. F.D. Loans-3(1)-65/3161, dated the 29th March, 1965)

***These instructions have been Revised vide
No. 1489-FD(Pen)-69/26924, Dt. 29.09.1969.***

Expeditious disposal of Pension Cases - Issue of 'No Demand Certificate'.— It has been noticed that outstanding recoveries of house-rent and water charges on account of Government accommodation provided to Government employees are seldom made known till an individual retires. This leads to delay in the finalisation of pension cases in as much as the entire record is checked by the Estate Office/Executive Engineer(s) concerned at the last moment. In some cases resort is taken to the provisions contained in the Punjab Government letter No. 9735-6FRI-61/1368, dated the 31st October, 1961, so as to expedite the disposal of pension cases. With a view to curtailing the time lag in the issue of 'No Demand Certificate' on this account Government decided that clearance certificate in respect of all the Government employees occupying Government accommodation should be issued to the concerned employees annually by the 31st March, following the calendar year to which it relates. Such a certificate, it will be appreciated would obviate checking of the entire record at the time of issue of a final 'No Demand Certificate' in so far as the pension cases are concerned. The certificates shall be issued by the concerned Assistant Accounts Officer/Executive Engineer within one month of the receipt of the communication where such requests are made. If the requisite certificate is not issued within this period, the concerned office shall take it for granted that nothing is due against the official concerned and shall proceed with the finalisation of the pension case on that assumption.

(No. 1830-6FRI-65/3692, dated the 3rd April, 1965.)

<i>These instructions have become obsolete.</i>
--

Regarding grant of HRA.— The grant of the House Rent Allowance will be subject to the conditions :-

- (i) The House Rent Allowance shall not be admissible to a Government employee who is in occupation of accommodation provided by the Government, or who refuses accommodation offered by Government, or who leaves such accommodation without the approval of the competent authority. Government employees, who are, at present, sharing accommodation in the Government-built houses will be granted House Rent Allowance at the rate mentioned in para 1 above provided they vacate said premises under intimation to the House Allotment Committee through proper channel.

Note 1.— For Chandigarh-The competent authority referred to in the aforesaid paragraph, shall be the Head of Department, in consultation with the House Allotment Committee concerned at Chandigarh, and, in the case of the Head of a Department being the applicant, the Secretary of the Department in consultation with the said Committee. In the case of the Chief Secretary, the competent authority shall be the Chief Minister, in consultation with the said committee.

For stations other than Chandigarh-The Competent authority referred to in the aforesaid sub-paragraph shall be the Controlling Officer in consultation with the House Allotment Committee, where it exists or the Officer-in-Charge of the P.W.D. responsible for the allotment of Government-owned accommodation.

Note 2.— To obviate any loss of rent to Government, care shall be taken to see that the Government accommodation does not remain unnecessarily vacant

(No. 2896-FCW-65/3791, dated 6th April, 1965).

Regarding production of receipt for HRA who resides in his parents' house.—These orders have been deleted to the extent that production of the rent receipt in the case of a Government employee who resides in a house owned by his parents is not necessary. The claimant will however, be required to give a certificate to the effect that the accommodation being occupied by him is in excess of the rental value of 10 per cent of pay.

(No. 8901-FCW-(5)-65, dated the 15th April, 1965).

No. 3323-(3)FR-II-65/4226

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 22nd/27th April, 1965

Subject : Terms to be granted to Government servants sent abroad for training under the various training Schemes.

Sir,

I am directed to invite a reference to para 5 of Punjab Government, Finance circular letter No. 3624-(3)FR-II-62/9900, dated the 21st September, 1962, and para 2 of Punjab Government, Finance Department Circular letter No. 7957(3)FR-II-64/5737, dated the 29th August, 1964, on the subject mentioned above, wherein it is stated that the lump-sum amount of refund to be specified in the bond/supplementary bond should include all the monies paid to the Government servant concerned or expended on his account during the period of training, i.e., pay and all allowances, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the foreign Government/Agency concerned.

2. As regards the lump sum amount to be specified in the bonds, it has been decided that since the bond is required to be executed before an Officer proceeds abroad for training, the lump sum amount to be mentioned in the bond, should include estimated expenditure in respect of the items mentioned in paragraph 1 above to be incurred on the Officer's deputation both by the Punjab Government and foreign Government/ Agency. In case the expenditure to be incurred by the foreign Government/Agency is not known, it should be ascertained from the Ministry/ Department of the Government of India who sponsors the Officer's training abroad.

Yours faithfully,

Sd/-

(A. C. Tuli)

Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 3323-(3)FR-II-65/4227,

Dated, Chandigarh, the 22nd/27th April, 1965

A copy is forwarded to the Accountant General, Punjab, Simla, for information in continuation of endorsement No. 7957-(3)FR-II-64/7538, dated the 29th August, 1964.

Sd/-

(A. C. Tuli)

Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to all Administrative Secretaries to Government, Punjab, for information, in continuation of U.O. No. 7957-(3)FR-II-64, dated the 29th August, 1964.

Sd/-
(A. C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

All Administrative Secretaries to Government, Punjab.

U.O. No. 3323-(3)FR-II-65,

Dated, Chandigarh, the 22nd/27th April, 1965

Copies are forwarded to the Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, the Ministers and Chief Parliamentary Secretary for the information of Chief Minister, other Ministers and Chief Parliamentary Secretary,

Sd/-
(A. C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistant to the
Chief Minister, other Ministers and Chief Parliamentary Secretary.

U.O. No. 3323-(3)FR-II-65,

Dated, Chandigarh, the 22nd/27th April, 1965.

Revision of Daily Allowance of Class IV employees.— The question of grant of daily allowance to Class IV employees of Punjab State for halts at Delhi/Bombay/Calcutta/Madras at par with rates fixed by the Government of India for their Class IV employees has been engaging the attention of Government. It has now been decided to allow them daily allowance for halts at the above-mentioned places at the rates fixed by the Government of India for their employees, with effect from 1st January, 1965. The orders conveyed,—vide Punjab Government letter No. 10363-FRI-60/9741, dated 9th/10th November, 1960, are hereby withdrawn from 1st January, 1965. In view of this decision all categories of Government employees shall draw daily allowance, with effect from the above date for halts at Delhi/Calcutta/Madras/Bombay in accordance with note 1(b) below rule 2.27 of the Punjab Civil Services Rules, Volume III, as amended,—vide Punjab Government notification No. 7472-FRI-60/6951, dated the 12th August, 1960.

(No. 4123-1FRI-65/6922, dated the 7th May, 1965).

These instructions have become obsolete.

Counting of purely temporary military service in the Army, Navy and Air Force towards civil pension.— It has been decided that continuous military (non-regular/purely temporary) service not rendered in conjunction with war service in the Army, Navy and Air Force, will count in full towards civil pension if such service is followed without interruption by appointment and eventual confirmation in a pensionable post in Civil Service. The grant of this concession is subject to the following conditions :-

- (i) The officer concerned should not have earned a pension under the Military rules in respect of the service in question.
- (ii) In case of the services of posts in respect of which a minimum age is fixed for recruitment, no military service rendered below that age shall be allowed to count for pension.
- (iii) If the officer has been granted any retirement gratuity in respect of such service, such gratuity shall be refundable.

(2) It has also been decided that as in the case of civil service, the provisions of Note 7 below rule 4.3 of Civil Services Rules, Volume II, shall also apply to persons who have rendered temporary or non-regular military service and have secured civil pensionable employment with an interruption between the military and civil service, provided this break is considered justified by the department.

(3) It has also been decided that in such cases the pensionary liability in respect of military service shall be borne by the Defence authorities and the Government employee will be required to refund the service gratuity, if any received by him in respect of the military service rendered by him, before he is allowed to count that service towards civil pension.

(No. 7442-5FRI-65/7270, dated the 12th May, 1965).

These instructions have become obsolete.

Condonation of break in service of temporary Government employees retrenched from one State Government office and selected for appointment in another such office.— In Finance Department notification No. 84(5)FR-II-65/97, dated the 4th January, 1965, it had been decided that a temporary Government employee continues to be in service during that part of terminal leave only which runs concurrently with the notice period and that the leave to the extent it goes beyond the notice period is treated as a terminal benefit only. Consequently, the question has arisen as to what extent the concession of joining time with or without pay and travelling allowance contemplated in para 1 of this Department's circular letter No. 9791-2FRI-63/4233, dated the 29th April, 1964, should be allowed to Government employees who receive the orders of appointment to the new post while on terminal leave.

It has been decided that if the orders of appointment to the new post are received by the Government employee concerned.—

- (i) during the period of notice which runs concurrently with terminal leave, his case should be regulated under para 1(i) of the letter dated the 29th April, 1964, and, if they are received,
- (ii) after the expiry of the period of notice which runs concurrently with terminal leave, his case should be regulated under para 1(ii) of the said letter.

(No. 4127-2FRI-65/7270, dated the 12th May, 1965).

Copy of letter **No. 4122-FRI-65/7278, Dated, Chandigarh the 17th/24th May, 1965**, from Secretary to Government, Punjab, Finance Department, to the All Heads of Departments.

FINANCE
Regulations I

Subject : Grant of out of pocket allowances to the Officers deputed to various courses of training.

Sir,

I am directed to address you on the subject noted above and to State that rule 2.88 of the Punjab Civil Services Rules, Volume III (T.A. Rules) inter alia provides that when a Government servant or a student not already in Government service is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw T.A./D.A., for undertaking journeys in connection with the training concerned.

According to the present practice if the period of training exceeds six weeks the trainee is not allowed any D.A., though he is allowed transfer T.A. for self only both ways the original journey to and the last journey from the place of training.

2. It has, therefore, been felt that while officers go on training and where the period of training is more than 6 weeks duration, they are not as a matter of fact entitled to either daily allowance or any compensatory allowance. Here and there some officers do get some relief as in the case of I.A.S. Officers but that relief is not uniformly applicable. The need of for a uniform and systematic procedure for straight application to individual cases without reference to Finance Department has since long been felt. Keeping this in view it has now been decided that the T.A./D.A. of this category of Trainees may be regulated as under :-

- (i) An out of pocket allowance equal to 20 per cent of pay as if the trainees were in the nature of deputation subject to a maximum of Rs. 200 per mensem where free food is not available. This amount may be reduced to half, i.e., 10 per cent subject to a maximum of Rs. 100 in case free food is provided at Government expenses. The bachelor officers should be allowed this allowance at the rate of 10 per cent subject to a ceiling of Rs. 100.
- (ii) T.A. may be allowed at tour rates without any D.A.

Copy of Endorsement No. 4122-FRI-65/7277, of even date from the same Officer.

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

These instructions have become obsolete.

Grant of good service reward/bonus.— The question of grant of good service reward/bonus to Punjab Government employees, who are on deputation or foreign service to the various companies or Corporations out of the funds of the foreign employers has been under consideration. It has been decided that this concession cannot be allowed to the Punjab Government employees who are on deputation or foreign service to the various Corporations or Companies, since it is not in keeping with the terms of their deputation with the foreign employers.

(No. 4060-FR-II-65/7799, dated 18th May, 1965).

Regarding creation of posts prior approval of FD.— A certain Head of Department created ministerial posts without the approval of the competent Authority. He was accordingly advised to cancel his orders for the creation of the posts. The Department, however, while cancelling the orders for the creation of all the posts allowed to continue one such post and came up for the regularisation of the same. The Finance Department did not agree to regularize the action of the Department for want of adequate justification. The matter was, therefore, referred to the Council of Ministers, who while regularising the creation of the post in question, decided that all Departments should exercise strict check in such cases so that Government is not called upon to give ex-post facto sanction in such circumstances. The decision of the Council of Ministers referred to above may be daily complied with.

(No. 3606-B&C-65/7775, dated 20th/21st May, 1965).

Handing over and taking over charge by a Government employee availing of regular leave in combination with quarantine leave.— A question has been raised as to the date from which a Government employee availing of regular leave in continuation of quarantine leave, or quarantine leave in between two spells or regular leave, should be required to hand over or take over charge of his post under the Government. It is clarified that as during quarantine leave, a Government employee is not treated as absent from duty, nor his pay intermitted, the charge should be handed over on the forenoon of the date of commencement of regular leave, where such leave is availed of in continuation of quarantine leave. However, in case where quarantine leave is availed of in continuation of regular leave, the Government employee should take over charge of his post on the expiry of quarantine leave, subject to Audit Office being informed in the case of gazetted Government employees, that the officer was granted quarantine leave in continuation of regular leave.

Where quarantine leave is sandwiched between two spells of regular leave, the charge should be handed over on the forenoon of the date of commencement of first spell of regular leave, and the Government employee should take over charge of his post on the expiry of the second spell of regular leave subject to Audit being informed in case of gazetted officers that the officer was granted quarantine leave in continuation of first spell of regular leave.

(No. 3485-7FR-II-65/8750, dated the 27th May, 1965.)

These instructions have become obsolete.

Grant of refused leave under rule 8.21 of the Punjab Civil Services Rules, Volume I (Part I).— Date of retirement, grant of pensionary benefits and payment of leave salary.— Clarifications regarding Note 4 under rule 3.26 of the Punjab Civil Services Rules, Volume I, Part I, provides that Government employees proceeding on refused leave under rule 8.21 *ibid*, after the date of compulsory retirement, shall cease to retain a lien on the permanent post or any other post during the period of such leave, and to convey the following clarifications in regard to certain points which have been raised in this behalf.

	Points raised	Clarification
(1)	Whether a Government employee who avails himself of the refused leave immediately after the date of compulsory retirement or on the expiry of extension of service, as the case may be, will retire from service with effect from the date of commencement of the refused leave and become eligible for all pensionary benefits from that date.	The Government employee who is granted refused leave, under rule 8.21 <i>ibid</i> , extending beyond the date of compulsory retirement or the expiry of an extension of service, shall be deemed, for purposes of pensionary benefits, to have retired from service on the date of his compulsory retirement or on the expiry of the extension of service, as the case may be, and shall become eligible for all pensionary benefit from such date. The leave salary admissible in such cases during the period of refused leave will be the same as admissible in the normal course but reduced by the amount of pension and pension equivalent of other retirement benefits. The calculation of pension equivalent of gratuity by which the leave salary is required to be reduced should be based on the full amount of death-cum-retirement gratuity admissible under the liberalised pension rules and not on the amount of gratuity reduced as a result of the provision contained in paragraph 5 of Punjab Government. Finance Department, letter No. 7856-7-FRI-64/9691, dated the 16th October, 1964.
(2)	Leave salary payable during the period of refused leave if it is enjoyed immediately after the date of compulsory retirement, or on the expiry of extension of service and Government employee takes up re-employment concurrently with such leave,	The leave salary that is payable when refused leave is availed of concurrently with re-employment shall be regulated in accordance with Rule 8.41-A of the Punjab Civil Services Rules, Volume I, Part I.
(3)	Leave salary payable when refused leave is availed of during the period of re-employment but not concurrently with re-employment.	The leave salary in respect of the refused leave which a Government employee may avail of in full or part during the period of re-employment but not concurrently with re-employment shall also be calculated in accordance with Rule 8.41-A <i>ibid</i> .

The above clarification will take effect from the date of issue and past cases will not be reopened.

(No. 4605(5)-FR-II-65/9135, dated 1st June, 1965).

Criterion for the classification of works expenditure within the revenue and capital accounts.— According to the existing procedure the expenditure on new works satisfying the definition of capital expenditure is Rs. 20, 000 in the case of individual works and Rs. 1, 00, 000 for works of the same character and forming part of a scheme, having a continuity of time, space and purpose. These limits, keeping in view the present day conditions are on the low side. It has accordingly been decided by the Government of India in consultation with the Comptroller and Auditor-General of India that these limits be enhanced from Rs. 20, 000 in the case of individual works and Rs. 1, 00, 000 for the works of the same character and forming part of a scheme, having a continuity of time, space and purpose, to Rs. 1, 00, 000 and Rs. 5, 00, 000, respectively. It has been decided to adopt the criterion as decided by the Government of India. This revised classification will have effect from the year 1966-67. It would also apply to works or schemes in progress which will be carried over to the year 1966-67. It is requested that these instructions may be kept in view while framing the Budget Estimate for the year 1966-67.

(No. 1846-B&C-65 /9004, dated 3rd June, 1965).

***These instructions have been Superseded vide
No. 2607-2FICW-80, Dated 11.09.1980.***

No. 4086-FCW-65/9523

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments stationed at Chandigarh,
The Registrar, High Court, Punjab.

Dated, Chandigarh, the 18th June, 1965.

Subject : Grant of House Rent Allowance to Govt. employees stationed at Chandigarh.

Sir,

I am directed to invite a reference available to Punjab Government Finance Department letter No. 5827-FCW-64/1245 dated the 1st December, 1964, as amended from time to time on the subject noted above and to say that a doubt has been expressed as to the mode of assessment of rent of a house owned by a Govt. servant for the grant of house rent allowance with effect from 1.12.64. It is hereby clarified that the rent thereof shall be assessed in accordance with the procedure laid down in para 5 of Punjab Government letter No. 956-FCW-65/1548 dated the 20.2.65.

Yours faithfully,

Sd/-
Assistant Secretary Finance (W),
for Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete.

No. 4557-(3)-FR-II-65/9861

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 19th/21st June, 1965

Subject : Transfer of Punjab Government employees to other Governments/Companies, Corporation, etc. - Grant of Deputation Allowance.

Sir,

I am directed to invite a reference to the instructions contained in para 3 of Punjab Government, Finance Department circular letter No. 3003(3)-FR-II-64/4029, dated the 25th April, 1964 (Copy enclosed for ready reference) on the above subject, and to state that where the deputation is for an unspecified period the orders contained in the said circular letter, dated the 25th April, 1964, will be applicable after one year from the date of issue of the present letter.

Yours faithfully,

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 4557-(3)-FR-II-65/9862,

Dated, Chandigarh, the 19th/21st June, 1965

A copy is forwarded to the Accountant General, Punjab, Simla, in continuation of Finance Department Endorsement No. 3003-(3)-FR-II-64/4030, dated the 25th April, 1964.

By order,

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab, and all Administrative Secretaries to Government, Punjab, for information and guidance in continuation of Finance Department U.O. No. Endorsement No. 3003-(3)-FR-II-64, dated the 25th April, 1964.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) The Financial Commissioners, Punjab; and
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 4557-(3)-FR-II-65,

Dated, Chandigarh, the 19th/21st June, 1965

Copies are forwarded to the Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary, for the information of Chief Minister/Ministers/Ministers of State/Deputy Ministers, and Chief Parliamentary Secretary, in continuation of Finance Department U.O. No. Endorsement No. 3003(3)-FR-II-64, dated 25th April, 1964.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries to Chief Minister/Ministers/
Ministers of State/Deputy Ministers/Chief Parliamentary Secretary.

U O. No. 4557-(3)-FR-II-65

Dated, Chandigarh, the 19th/21st June, 1965.

These instructions have been Revised.

Subject : Conditions regulating Dearness Allowance.

(Copy of F.D. Pb. No. 1869-3FR-II dt. 19th/25th June, 1965)

The Following explanations were circulated regulating the grant of "dearness allowance" issued with Punjab Government letter No. 700-FR-47/5425, dated 1st November, 1947, in suppression of all previous instructions on the subject referred to in paragraph (2) of that letter :-

(i) Definition of term "pay" .- Subject to the provision of items (xv) and (xvi) below, the term "pay" for the purpose of grant of dearness allowance includes only the pay, personal pay and special pay as defined in Fundamental Rules, 9(21)(a) (i), 9 (23) and 9(25), respectively, and rules 2.44 (a) (i), 2.47 and 2.52 of the Punjab Civil Services Rules, Volume I, Part I respectively. The monthly pay of a daily rated worker will be reckoned at 26 times his basic daily wages.

Note :- Additional pay granted for holding additional charge shall not be treated as part of pay for the purpose of determining admissibility of dearness allowance.

(ii) Admissibility and incidence of the allowance during leave.-

(a) The allowance may be drawn during any period of leave, other than extraordinary leave, in or outside India, except that, in the case of leave preparatory to retirement, it will be admissible only during the first four months of the leave spent in India. The allowance will not be admissible during any portion of leave preparatory to retirement spent out of India.

(b) The allowance during leave will be based on the leave salary actually drawn, both for the purpose of monetary limits within which the allowance is admissible and for calculation of amount of the allowance. Leave salary for the purpose will comprise only those elements of pay which have been specified in item (i) above. For example, the portion of leave salary which represents the element of sterling over-seas pay, or the categories of pay (other than the basic, special or personal pay) which are excluded for the purpose of the allowance shall not be taken into account for calculating the amount of the allowance admissible during leave.

Note :- The expression "leave salary actually drawn" appearing in the above clause if interpreted literally gives rise to anomalous position in determining the rate of dearness allowance where the rate of leave salary varies during a month. It has accordingly been decided that in cases where the rate of leave salary during a month varies, dearness allowance should be determined in accordance-with the rate of leave salary per mensem and not on the basis of leave salary actually drawn for a part of month as indicated in the following example:

Example : A Government Servant was on earned leave for one day on the 1st July, 1953, and the rate of his leave salary was Rs. 62 per mensem. He drew Rs. 2 for that day. The leave continued with half pay leave for 20 days from the 2nd July, 1953 to the 21st, July, 1953 and the rate of leave salary for this period was Rs. 31 per mensem. During this period, he earned Rs. 20.

The rate dearness allowance for 1st July, 1953 should be determined with reference to the rate of his leave salary per mensem for that period, viz., Rs. 62 per mensem and for the

period of his half pay leave, the rate of his dearness allowance should be determined with reference to the rate of his leave salary, viz., Rs. 31 per mensem, and not on the basis of leave salary actually drawn during different parts of a month. (F.D. Pb., Letter No. 6693-FR 1568, dated 29th March 1954)

(c) The allowance shall not form part of the leave salary for purposes of determining the maxima laid down in Fundamental Rules 89 and 90 and rules 8.78 and 8.79 of the Punjab Civil Services Rules, Volume I, Part I.

(d) No dearness allowance will be admissible to Officers on study leave, whether in India or abroad.

(e) The allowance drawn during leave will be charged to the head "Allowances, Honoraria, (now salaries)" under the relevant demand (***) .

(f) A Government servant who is entitled to free board and lodging concession as a condition of his appointment shall be entitled to dearness allowance at 50 per cent of the rate which would be applicable to him on the basis of his pay.

(iii) Admissibility of allowance during joining time.—During joining time, as defined in Fundamental Rule 105 or rule 9.1 of the Punjab Civil Services Rules, Volume I, Part I, the allowance will be based on the joining time pay admissible under Fundamental Rule 107 or 9.15 of the Punjab Civil Services Rules, Volume I, Part I, except that in cases falling under Clause (b) of Fundamental Rule 105 or Clause (b) of Rule 9.1 of the Punjab Civil Services Rules, Volume I, Part I, the allowance will be drawn at the same rate at which it was drawn before the commencement of the joining time.

(iv) Admissibility of Allowance during suspension.—A government servant under suspension may be granted dearness allowance of which he was in receipt on the date of suspension to such extent and subject to such conditions as the suspending authority may direct, provided that the amount of dearness allowance does not exceed the amount admissible as such on the subsistence allowance paid from time to time.

(v) Admissibility of the Allowance during Deputation abroad.—Government servants on deputation out of India for not longer than six months at a time, and drawing pay, not exceeding the prescribed limits may be allowed to draw dearness allowance at the rate at which the allowance would have been drawn had the officer not proceeded on deputation. The allowance may also be granted in case of deputation out of India, extending over a period exceeding six months: provided the deputation is to more than one country and the period of the officer's stay on deputation in any one country does not exceed six months. The allowance will not be admissible to Officers posted ex-India to specific posts' i.e., consular posts abroad.

Note :- Deputation to Pakistan will be treated as deputation out of India for the purpose of this clause.

(vi) Admissibility of the Allowance During Foreign Services.— Subject to the sanctioned terms of the appointment of the Government servant on foreign service he may draw the allowance on the basis of his pay in foreign service (excluding overseas pay).

(vii) Admissibility of the Allowance to person paid at Special Rates.— The following classes of Government servants will be eligible for the allowance; provided their pay does not include in element of compensation for the increased cost of living :-

- (a) Officers appointed on contract.
- (b) Officers appointed on 'ad hoc' or Personal rates of pay.
- (c) Work-charged Establishment.

(d) Staff paid at daily or piece work rates borne on regular establishment (and not merely employed as casual workers) irrespective of whether their wages are disbursed at the end of the month or at shorter intervals.

(e) Whole-time staff paid from Contingencies. The amount of dearness allowance of a daily rate worker for a part of the month will be calculated by dividing the rate of dearness allowance admissible to him on the basis of his monthly pay, as defined in paragraph (i) above by 26 and multiplying the result by the number of days on which he was actually employed during the month.

(viii) Allowance admissible to persons appointed or discharged or drawing varying rates of pay in the course of a month.—Since under this Department letter no. 700-F-47/5425, dated 1st November, 1947, the eligibility of the dearness allowance is dependent on the pay as defined in Fundamental Rule 9(1) or Rule 2.44 (a) of the Punjab Civil Services Rules, Volume I, Part I, and not on the amount of pay actually drawn during any particular period of a month, the allowance in respect of any such broken period in cases of this type will be drawn for the actual days of duty at the rate appropriate to the monthly rate of pay during such period or periods.

(x) Admissibility of the Allowance to Female Government Servants.—Omitted, vide Punjab Government, Finance Department. Letter No. 6693-FR-53/7299, dated 8th September, 1953. (The intention of omitting this paragraph was to remove the distinction between male and female Government Servants).

(xi) Regulation of the Allowance in cases where both husband and wife are in service of Punjab Government.—Cancelled, vide Punjab Government, Finance Department Letter No. 2787-FR-49/819, dated the 25th May, 1949, with the result that both will draw dearness allowance.

(xii) Admissibility of Dearness Allowance of Military Officers in Civil Employee.—Military Officer in Civil Employ, drawing civilian rates of pay are eligible for dearness allowance in terms of the letter of 1st November, 1947 (at rates admissible to other State Government Civilian employees while those drawing military rates of pay will be governed by the rules or orders on the subject applicable to the Personnel of the Defence Forces).

(xiii) Grant of Dearness allowance to Re-employed pensioners.—Retired Government servants who have been or may be re-employed and who are allowed to draw their pension in addition to pay will be eligible to draw the allowance if the pay plus pension (including pension equivalent of gratuity) does not exceed the monetary limits prescribed. In such cases the allowance will be calculated as follows:-

(a) In the case of Officers whose pay plus pension (including pension equivalent of gratuity) exceeds the sanctioned maximum pay of the post, the allowance will be calculated at that maximum.

(b) In other cases, the allowance will be calculated on the pay plus pension (including pension equivalent of gratuity).

(c) In the case of Officers on leave during such re-employment the allowance will be calculated on leave-salary alone (excluding pension and pension equivalent of gratuity).

For the purpose of these orders, the amount of "Pension" will be the amount originally sanctioned, (*i.e.* before commutation, if any), less the amount of pension, if any held in abeyance as a condition of re-employment.

(xiv) Grant of Dearness Allowance to persons in receipt of emoluments from foreign Governments.—Government servants in receipt of any emoluments of the nature of pay, leave salary or pension from Foreign Governments, (*i.e.* Burma, Ceylon, Pakistan, etc.), in addition to pay from the Punjab Government, will subject to the total emoluments not exceeding the limits

prescribed for eligibility for dearness allowance, draw the allowance on the basis of their pay from Punjab Government. For the purpose of this paragraph pension as originally sanctioned, i.e., before commutation, if any, should be taken account.

(xv) Grant of Dearness Allowance to Punjab Government Servants in receipt of special pay from the Central Government for part-time work or vice-versa.—The allowance in such cases will be regulated under the relevant rules of Pb. Govt. as if the special pay was payable by that Government and the Central Govt. will be liable, in addition to the special pay, to the excess, if any, of the dearness allowance so paid, over the allowance that would have been admissible if the Officer had not been in receipt of the special pay from the Central Govt. The reverse will hold good in the case of the Central Govt. servants receiving special pay from Punjab Government.

(xvi) Liability of Dearness Allowance to Income Tax.—The allowance is liable to income Tax. The deduction will be made at source as in the case of salaries.

(xvii) Non-inclusion of the Allowance in emoluments for the purpose of recovery of house rent.—The allowance will be excluded from the term “emoluments” as defined in Fundamental Rule 45(c)(ii) or Rule 5.33(ii) of the Punjab Civil Services Rules Volume I, Part I for the purpose of recovery of house rent.

(xviii) Dearness allowance for a month should be paid in terms of Rupees and Paise, as arrived at on actual calculation.—This will take effect from 4th April, 1960, and cases already decided need not be re-opened. Substituted for original para, vide-Secretary, Memo. No. 2550-A-3-FRI-60/3088, dated 4th April, 1960). (F.D. Pb. Letter No. 1653-FR-48/64439, dt. 4.11 1948.)

Note 1. :- Under the provisions of Rule 5.2(a) of Punjab Civil Services Rules, Volume I, Part I, no compensatory allowance is admissible to a Punjab Government servant who proceeds on leave preparatory to retirement even if the period of such leave does not exceed four months. The title to compensatory allowance, however, remains intact,-

(i) When the original leave not exceeding 4 months is not subsequently extended, or “if extended, the total does not exceed four months throughout the period;”

(ii) When the original or extended leave not exceeding four months referred to in (i) above is subsequently extended and the total period exceeds four months, upto the date of expiry of the original or extended leave not exceeding four months or the date of sanction to the first subsequent extension which causes the total period of leave to exceed four months, whichever is earlier. The position regarding the grant of dearness allowance is that this allowance is drawn during any period of leave, other than extraordinary leave, in or outside India, except that, in case of leave preparatory to retirement it is admissible only during the first four months of the leave spent in India. This allowance is not admissible during any portion of leave preparatory to retirement spent outside India.

Certain cases have occurred in which Government servants who were originally granted leave on medical certificate exceeding four months had ultimately, to retire from Government Service on grounds of invalidity, the entire leave thus turning out to be leave preparatory to retirement. The question has arisen whether in such cases the amount of compensatory and dearness allowance already drawn by them in accordance with the normal rules relating to leave other than leave preparatory to retirement should be recovered from them.

It has been decided that in such cases if the retirement is compulsorily thrust upon an officer by reason of ill health incapacitating him further service, no recovery of compensatory allowance already drawn or of dearness allowance already drawn in excess need be effected. (F.D. Pb. Letter No. 7752-FR-1-57/3038, dt. 26.2.1958).

Note 2. :- A question has been raised whether re-employed military pensioner whose pay on re-employment in a civil post is fixed without taking into account the military pension under note (1) below Rule 7.20 of Punjab Civil Services Rules, Volume II, should be allowed dearness allowance on the basis of pay alone or on the basis of pay plus pension. After careful consideration it has been decided that in the case of such re-employed military pensioners the allowance shall be granted on the basis of pay alone. This procedure should also be adopted in the case of re-employed civil pensioners whose pay on re-employment is fixed without taking into account pension upto Rs. 10 (now Rs. 50/- p.m.) per mensem under Rule 7.18 *ibid*.

The orders will take effect from the date of issue and past, cases decided otherwise shall not be re-opened.

A doubt has been raised whether in the case of re-employed pensioner in receipt of pension upto Rs. 10 per mensem (for fixation of pay on re-employment) temporary increase should be allowed on such pensions. The position is that so long as a pensioner remains re-employed, he should not be eligible for any temporary increase in his pension. (F.D. Pb. Letter No. 8290-FRI-58/16013, dt. 14.11.1958, and no. 2247-FRI-61/2748. dt. 22.3.1961).

Note 3. :- In partial modification of orders contained in letter No. 378-FR-II-60/909, dated 27th/29th January, 1960 it has been decided the "Deputation Allowance" drawn by Government servants while in foreign service should be treated as pay for purposes of calculation of Travelling/ Dearness Allowance. (F.D. Pb. Letter No. 6983-FR-II-62/8747, dt. 23.8.1962).

Note 4. :- With a view to further ameliorating the lot of class IV Government employees, it has been decided to raise their minimum emoluments to Rs. 70 per mensem by allowing an increase of Rs. 5 per mensem in the Dearness Allowance, over and above the additional Dearness Allowance of Rs. 5 per mensem at present admissible to them. The benefit now being given will be admissible to all Class IV Government employees (including work charged and contingent paid establishments) irrespective of their present emoluments and would not be absorbed in their future increments.

It has further been decided that in the case of sweepers the minimum emoluments be raised to Rs. 85 per mensem by increasing the rate of adhoc pay from Rs. 7 per mensem to Rs. 15 per mensem over and above the increase of Rs. 5 per mensem in Dearness Allowance as sanctioned above for the rest of Class IV Government employees.

The increase in the Dearness Allowance and adhoc pay referred to in paras 1 and 2 above shall not be treated as a part of emoluments for the purposes of recovery of rent.

The above increase in respect of Dearness Allowance will be exclusive of Compensatory Allowance of any kind as are admissible at certain places in the State, e.g., Chandigarh Allowance, Special Allowance; Hill Compensatory Allowance for Mahendragarh District, etc.

This concession will come into force with effect from the 1st January, 1964. (F.D. Pb. Letter No. 1030-FR-II-64/1445, dt. 18.2.1964)

Note 5. :- It has been clarified that for the purpose of grant of additional dearness allowance, the term "Basic Pay" would mean pay as defined in Rule 2.44 of Pb. Civil Services Rules Vol. I, Part I, excluding dearness pay.

(Copy of FD. Pb. No. 1869-3FRI-65/9797, dt. 19th/25th June, 1965).

These instructions have become obsolete.

Revision of Travelling Allowance and Daily Allowance.— As a result of the decision contained in letter No. 1090-1FRI-65/1425, dated the 16th February, 1965 certain new issues have cropped up for which following decisions have been taken :—

DAILY ALLOWANCE (PLAINS)

(i) The term Class IV mentioned at serial No. 1 includes all Grade IV employees in terms of Rule 2.15(4) of the Punjab Civil Services Rules, Volume III. They will, therefore, get Daily Allowance on the rates fixed against Class IV employees.

RATES OF INCIDENTAL CHARGES

(ii) As regards admissibility of half Daily Allowance instead of incidental charges on tour to all categories of employees, it may be pointed out that this (Half Daily Allowance) is only admissible in cases of short distance travels which the majority of the State Government employees have to perform within the limits of the District or a Division. These short journeys with frequent halts are pecuniarily disadvantageous to Government employees and cause hardship. Keeping this in view, Government decided to give incidental charges subject to the minimum of Half Daily Allowance only in case of places connected by rail and where a Government employee either returns to his headquarters on the same date or continues his journeys by covering short distance to a number of places provided in each case the incidental so worked out both for outward journey or both for outward and return journeys are lesser than the half Daily Allowance to which one might be entitled.

(No. 3883-1FRI-65/dated the 26th June, 1965.)

***These instructions have been Revised vide
No. 4/4(29)/78-2FR-I, Dated 19.7.1983.***

Disbursement of Provident Fund moneys to persons on behalf of minors.— In Punjab Government, Finance Department letter No. 7805-4FRI-59/13956, dated the 12th November, 1959, it was decided that payment of Provident Fund money on behalf of minor can be made to his natural guardian, or where no natural guardian exists, to the person considered fit by the Head of Office to receive payment on his behalf without requiring him to produce a guardianship certificate when each minor's share does not exceed Rs. 500 subject to the condition that the total amount payable to all the minor in a particular case does not exceed Rs. 1,000.

The position has been reviewed and it has been decided in supersession of the orders contained in the letter mentioned above, that the payment of provident fund money to the extent of Rs. 5,000 (or the first Rs. 5,000 where the amount payable exceeds Rs. 5,000) on behalf of the minor(s) can be made to his/their natural guardian or where no natural guardian exists to the person considered fit by the Head of Office to receive payment on behalf of the minor(s) without requiring him to produce a guardianship certificate. The person receiving payment on behalf of the minor(s) should be required to execute a bond signed by two sureties agreeing to indemnify Government against any subsequent claim. The balance in excess of Rs. 5,000, if any, would be paid in accordance with the normal rules.

It is essential, however, that in the absence of natural guardian there should be a adequate prima facie ground for making payment to the person claiming it. Such, ground, can exist only if he/she is shown by a sworn declaration to be defacto guardian and his/her bona fides have been ascertained, even if the guardian has not yet been appointed by the Court. If the minor and his property are in the custody of some person such person is in law a defacto guardian. The authorities making payment should, therefore, require the person, who comes forward to claim payment on behalf of the minor to satisfy them by an affidavit that he is incharge of the property of the minor and is looking after it or that if the minor has no property other than the Provident Fund money, is in his custody and care. The affidavit is to be produced in addition to the indemnity bond with suitable sureties.

(No. 4801-4FRI-65/11300, dated the 30th June, 1965).

These instructions have become obsolete.

No. 5564-(3)FR-II-65/11803

From

Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 5th July, 1965

FINANCE

Regulation II

Subject : Transfer of State Government servants to Foreign Service - Procedure regarding.

Sir,

I am directed to invite a reference to Punjab Government, Finance Department, circular letter No. 10484-FR-II-60/10613, dated the 1st December, 1960 (copy enclosed for ready reference) on the subject noted above, which inter alia provides that an additional term indicating the provisional rates of contributions be included in the orders sanctioning the transfer of a Government servant on foreign service.

2. It is observed that these instructions are not being followed by the various Departments with the result that it is not possible for the Accountant General, Punjab, to effect recovery of the leave salary and pension contributions from foreign employer/ Government employees concerned, as the case may be, and the Government is put to unnecessary loss of interest. In some cases, the recovery of the penal interest had to be waived off in favour of the foreign employers on the ground that in the absence of a specific clause in the deputation terms to the effect that they are required to pay the contributions within 15 days from the end of the month in which the pay on which they were based, has been drawn and in case of non-payment the penal interest, is to be imposed the rules of the Punjab Government are not binding on the foreign employers. I am, therefore, request that the instructions referred to above may kindly be followed strictly while issuing sanctions in regard to the terms and conditions of a Government servant's transfer on foreign service and that it should also be specifically provided in the orders that in case of default, penal interest as laid down in rule 10.12 of the Punjab Civil Services Rules, Volume I, Part I, will be recovered from the foreign employer/Government employees as the case may be, failing which the Government be constrained to take a serious view of any default in this behalf and penal interest on the delayed payment of contributions will not be waived off in future.

Yours faithfully,

Sd/-

(A.C. Tuli)

Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 5564-(3) FR-II-65/11804,

Dated, Chandigarh, the 5th July, 1965

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his Endorsement No. Pen/FS-6/9/1537-39, dated 21st May, 1965 and No. Pen. 4FS-4/2633, dated 24th June, 1965.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to all Financial Commissioners and Administrative Secretaries to Government, Punjab, for information and guidance.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

All Financial Commissioners, Punjab, and Administrative Secretaries to Government, Punjab.

U.O. No. 5564-(3)-FR-II-65,

Dated, Chandigarh, the 5th July, 1965

Copies are forwarded to the Secretaries/Private Secretaries to the Chief Minister, Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary, for information of Chief Minister, Ministers, Ministers of State, Deputy Ministers and the Chief Parliamentary Secretary.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries, Private Secretaries to the Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary.

U.O. No. 5564-(3)-FR-II-65,

Dated, Chandigarh, the 5th July, 1965.

***These instructions have been Superseded vide
No. 2607-2FCW-80, Dated 11.09.1980.***

No. 4879-FCW(5)-65/12201

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar Punjab High Court,
Commissioner of Divisions,
Deputy Commissioners and
District and Sessions Judges.

Dated, Chandigarh, the 12th July, 1965

***Subject :* Grant of house rent allowance to Government employees.**

Sir,

I am directed to say that a doubt has been expressed in certain quarter whether a Government employee residing in the house owned by his wife or her husband was eligible for the grant of house rent allowance in terms of the instructions contained in Punjab Government letter No. 956-FCW-65/1548, dated 20.2.65, on the subject noted above. It is clarified that the benefit of house rent allowance is admissible in such cases.

Yours faithfully,

Sd/-

Assistant Secretary Finance (W),
for Secretary to Government, Punjab,
Finance Department.

Permanent Advance.— The Government had under consideration the question of streamlining the procedure relating to the fixation of permanent advances to meet emergent petty contingent expenditure in various offices, as the amount of emergent petty expenditure has registered a marked increase since these permanent advances were last sanctioned.

2. Under the existing procedure as laid down in rule 2.8 of Punjab Financial Rules, Volume I, the application for the grant or revision of the permanent advance are accompanied by a statement showing month by month for the preceding twelve months the amounts of contingent bills cashed with classified details of items of expenditure and are submitted to the sanctioning authority through the Accountant General, who advises as to the appropriate amount of the advance.

3. In the past, the Accountant General, Punjab, has been adopting "Average fortnightly expenditure" on items of emergent petty contingent expenditure as the basis for assessing the amount of permanent advance. As, however, there is likelihood of permanent advances fixed on this basis running short frequently and thus being recouped very often, the matter was further discussed with the Accountant General, Punjab, who agreed to recommend the amount of permanent advance on the basis of "average monthly expenditure (instead of fortnightly expenditure) on emergent petty contingent expenditure" in all cases, in future and also where the existing permanent advances are, in actual practice, found to be inadequate so that payments which are usually met out of permanent advance, are not unnecessarily delayed.

4. It has further been decided that in cases where the existing permanent advances are considered to be substantially inadequate to the Disbursing Officers may make fresh applications accompanied by a statement showing emergent petty contingent expenditure for the preceding twelve months and working out the average monthly expenditure and also certifying that the existing permanent advance is inadequate and has led to unnecessary inconvenience in the vast. These application should be submitted to the Accountant General, Punjab, though the respective controlling officer before being submitted to the Sanctioning authority.

5. A list of petty items of contingent expenditure ordinarily paid out of permanent advance is appended for guidance. This list is, however, only illustrative and not exhaustive, since there may be certain other items, or some of these items may even differ from department to department, according to the nature of the activities.

LIST

Petty items of contingent expenditure paid out of permanent advances.

- (1) Cooliage Charges.
- (2) Rickshaw charges.
- (3) Rehra charges.
- (4) Deliveries of consignments received through R.Rs. by road, transport or by V.P.P.
- (5) Petty bills on account of cost of Publication.
- (6) Petty bills of repairs and service of typewriters.
- (7) Petty bills on account of repairs of furniture.
- (8) Petty bills of washing charges.
- (9) Petty bills of local purchases of stationery.

- (10) Petty bills on account of purchase of articles other than stationery, e.g., rubber, stamps, earthen pitchers, surahis and glass tumblers etc.
- (11) Purchase of fountain pens for Stenographers.
- (12) Petty bills on account of petrol charges.
- (13) Petty bills on account of servicing of automobiles.
- (14) Petty bills on account of stitching of liveries.
- (16) Petty bills on account of telephone/rental charges.
- (17) Bearing charges.
- (18) Demurrage charges.
- (19) Cost of postage on letters to foreign countries.
- (20) Cost of light refreshment served in meetings outside headquarters.
- (21) Bank Commission on R.T.Rs.
- (22) M.O. Commission,
- (23) Electric Charges.
- (24) Petty bills of coal and fire-wood.
- (25) Painting and polishing of sign boards.
- (26) Cost of newspapers.
- (27) Cost of Railway Time Table and Telephone Directories.
- (28) Repairs of wall clocks and time-pieces.
- (29) Repairs of cycles.
- (30) Repairs of confidential boxes, Godrej almirahs and flag racks.
- (31) All sorts of urgent/immediate payments.
- (32) Advances of Railway fare to class IV Government employees.
- (33) Petty bills of water charges.
- (34) Telegram charges.
- (35) Petty bills of hot and cold weather charges.

(No. 5553-FR-II-65/12158, dated 12th July, 1965).

These instructions have become obsolete.

Regarding Compensatory Allowance in the Kullu District.— The question regarding the grant of Compensatory Allowance to Gazetted Officer drawing a salary upto Rs. 850 in the Kullu District which previously formed part of Kangra District, has been considered by Government and it has now been decided that the concession shall also be admissible to such employees subject to the same terms/conditions mentioned therein.

The above concession will come into force with effect from 1st July, 1965.

The clarification conveyed in Punjab Government Finance Department circular letter No. 7933-3FRI-64/13235, dated 5th January, 1965, may be treated to have been amended to this extent.

(No. 5738-3FRI-65/12115, dated 14th/20th July, 1965)

***These instructions have been Revised vide
No. 4/7/86-3FR-II, Dated 07.05.1986.***

Regarding HRA to work-charged staff.— A doubt has arisen in certain quarters whether the benefit of House Rent Allowance in terms of the aforesaid instructions was also admissible to the work-charged staff. It is clarified that this benefit is not admissible to the work-charged staff.

(No. 2855-FCW(5)-65/11072, dated 17th July, 1965.)

These instructions have become obsolete.

No. 4372-FCW(5)-65/10504

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments stationed at Chandigarh and
The Registrar, Punjab, High Court, Chandigarh.

Dated, Chandigarh, the 19th July, 1965.

Subject : Grant of House Rent Allowance to Government employees at Chandigarh.

Sir,

I am directed to invite a reference to the instructions contained in Punjab Government letter No. 5827-FCW-64/10451 dated 1st December, 1964, on the subject noted above and to say that Government have decided to exempt Class IV employees from the condition of production of rent receipt in terms of para 5 of the aforesaid letter dated 1st December, 1964. It is pointed out that the said instructions apply to the claims of House Rent for the month of December, 1964, payable on the 1st of January, 1965 and that thereafter such claims are to be governed by the orders contained in Punjab Government, Finance Department Letter No. 956-FCW-65/1548 dated 20.2.65, regarding grant of house rent allowance to Government employees.

Yours faithfully,

Sd/-

Assistant Secretary Finance (W),
for Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete.

Proforma for withdrawal of House Rent

In the case of the Gazetted Government employees, an authority is required from the Accountant General, Punjab, before the house-rent allowance is drawn by an officer,—vide rule 4.23 of the subsidiary Treasury Rules. In order to ensure expeditious payment of the House Rent Allowance to the Gazetted Government employees and to enable the Audit Office to issue the said authority for drawal of this allowance by such employees, the following procedure is laid down in consultation with the Accountant General, Punjab :-

- (a) A Gazetted Government employee will apply to the Accountant General, Punjab, through his Officer, giving him the information as per proforma appended below for the issue of an authority for the drawal of the house-rent allowance. The Controlling Officer should check the correctness of the same and authenticate it. On the basis of the authority received from the Accountant General, Punjab, the Gazetted Officer concerned will proceed to claim the amount of the house-rent allowance, through his monthly bills, which will be accompanied by the certificates prescribed in the Punjab Government Finance Department letter, dated 20th February, 1965, referred to above. Unless there is a change in the rate of pay or in any other relevant conditions necessitating increase or decrease in the amount of allowance, the Government employee will continue to draw the allowance from month to month.
- (b) The Controlling Officer will verify and vouchsafe the correctness of the certificates and the house rent allowance drawn by each officer twice a year once in the month of January and then in July,—vide para 7 of Finance Department letter, dated 20th February, 1965. He will intimate changes, if any, to the Accountant General, Punjab, requiring a revision in the rate of the allowance/ authority issued by him in this behalf.

(2) The information required in the pro forma (appended) will also be furnished by the non-gazetted employees while applying for the grant of house-rent allowance to their Controlling Officers.

(No. 4501-FCW(5)-65, dated the 19th July, 1965.)

These instructions have become obsolete.

No. 4966(3)-FR-II-65/11467

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 22nd July, 1965

Subject : Transfer of Punjab Government employees on 'Foreign Service' to private bodies.

Sir,

The transfer of a Government employee to a private body comes within the definition of "Foreign Service" as laid down in Rule 2.21 of the Punjab Civil Services Rules, Volume I, Part I. According to the provisions of Rule 10.3 *ibid* and Note 2 thereunder, the transfer of a Government servant to a private body is permissible provided the duties to be performed should, for public reasons, be rendered by a Government servant. The loan of a Government servant to such a body is, however, to be regarded as a very exceptional case requiring special justification.

2. So far as the amount of remuneration to be paid to a Government servant on foreign service is concerned, it is to be regulated in accordance with the principles laid down in Annexure A to Chapter X of Punjab Civil Services Rules, Volume I, Part I, read with the instructions contained in Finance Department circular letter No. 10508(3)-FR-II-62/508, dated the 28th/31st January, 1963 and No. 3003(3)-FR-II-64/4029, dated the 25th April, 1964. Accordingly, to the terms granted to a Government servant must not be such as to impose an unnecessarily heavy burden on the foreign employer and the terms granted must not be so greatly in excess of the remuneration which the Government servant would receive in Government service as to render foreign service appreciably more attractive than Government service. Further, the Government servant deputed on foreign service has the option either (a) to draw his own basic pay plus 20 per cent deputation allowance subject to a maximum of Rs. 300 per mensem and the basic pay plus deputation allowance not exceeding the maximum of the deputation post, or (b) to draw pay in the pay-scale of the deputation post as may be fixed under the normal rules. Therein cases where the minimum of the pay-scale of the deputation post is substantially in excess of the deputationist's basic pay plus 20 per cent deputation allowance the provisions of Rule 4.16 of the Punjab Civil Services Rules, Volume I, Part I, are applicable and the pay of the deputationist is restricted to a suitable figure below the minimum of the pay-scale of the post in accordance with the instructions contained in Finance Department circular letter dated the 25th April, 1964, referred to above.

3. It is observed that in some cases Government employees deputed on foreign service to private bodies have been allowed extraordinary attractive concessions in the shape of high pay-scales, additional remuneration, conveyance allowance free residential accommodation, free use of electricity and water, free use of car, use of servant for private purposes, sumptuary

allowance, and bonus/award for good work, etc., which are contrary to the provisions of the rules/instructions referred to above. All such cases involve prior approval of the Finance Department which should invariably be obtained. Where, however, the requisite concurrence has not been obtained, inadvertently, it is requested that necessary steps may be taken so as to obtain Finance Department's approval immediately.

Yours faithfully,
Sd/-
(A. C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 4966 (3)-FR-II-65/ 11468.

Dated, Chandigarh, the 22nd July, 1965

A copy is forwarded to the Accountant General, Punjab, Simla.

By order,
Sd/-
(A. C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab, and all Administrative Secretaries to Government, Punjab, for information and necessary action.

Sd/-
(A. C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

Financial Commissioners, Punjab; and
All Administrative Secretaries to Government, Punjab.

U.O. No. 4966(3)-FR-II-65,

Dated, Chandigarh, the 22nd July, 1965

Copies are forwarded to the Secretaries/Private Secretaries to the Chief Minister/ Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary for the information of Chief Minister/Ministers/Ministers of State/Deputy Minister and Chief Parliamentary Secretary.

Sd/-
(A. C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries to the Chief Minister/Ministers/
Ministers of State/Deputy Ministers and Chief Parliamentary Secretary.

U.O. No. 4966(3)-FR-II-65,

Dated, Chandigarh, the 22nd July, 1965.

Rounding off of fractions of earned leave in leave accounts.— (Note 4 below Form ATC2-A Old form of leave account) and Instruction No. 5 under Form "Punjab Civil Services Rules No. 16" (Revised form of leave account as modified with effect from 1st July, 1959) provide that wherever transaction from one fraction to another takes place, the credit at that stage should be rounded off to the nearest day, i.e., fraction below half should be ignored and that of half or more should be reckoned as a day. It has come to notice that in some cases the above instructions have not been interpreted correctly and the fractions have been rounded at each stage. In this connection it is clarified that rounding off of fractions of earned leave is permissible only when the rate of earned leave is changed and in that case the fraction in the earned leave accumulated at an earlier rate should be rounded off to the nearest day, i.e., fraction below half should be ignored and that one half or more should be reckoned as a day. The correct procedure as indicated above should be followed in maintaining the leave accounts and the leave accounts should be recast, where necessary.

(No. 4816-FR-II-65/13258, dated 28th July, 1965)

No. 5817-3FRI-65/13335

From

The Secretary to Government, Punjab,
Finance Department.

To

All the Heads of Departments,
Registrar, Punjab High Court,
Commissioner of Divisions,
District and Session Judges and
The Deputy Commissioners in Punjab.

Dated, Chandigarh, the 28th July, 1965.

Subject : Prompt Disposal of Audit Objections.

Sir,

I am directed to address you on the subject noted above and to say that the Public Accounts Committee are very particular about the final and prompt disposals of Audit Objections/Inspection Reports outstanding with the various Departments. At present the state of affairs in the matter is far from satisfactory as the number of pending audit objections is ever increasing. The Committee are of the view that with the passage of time it would become increasingly difficult, if not impossible, to settle the outstanding Audit Objections/Inspection Reports as much as the officials concerned who may be in a position to explain the irregularities may retire or may otherwise quit service or the connected records may no longer be forthcoming.

2. The question regarding the prompt disposal of Audit Objections/Inspection Reports has been considered by the Government afresh in consultation with the Accountant-General, Punjab, and they observe that in case of Inspection Reports the first requirement is to prepare a reply and put up to the Audit and in case of Audit Objections to prepare annotation for the Audit. In both the cases the responsibility rests with the Departments concerned. The majority of the defects in Central Audit relate to non-production of documents and as embezzlements may be involved it is quite necessary to be very cautious. In the light of experience of the clearance of arrears of Audit Objections etc., in the Bhakra Control Board - Government have decided that the Deputy Secretaries in the Department of Finance should contact their counter-parts in their respective Administrative Departments and discuss with them and their Accounts Officers the difficulties being experienced by them in the matter of the settlement of Audit Objections/Inspection Reports.

3. The primary concern in this behalf is that of the Administrative Departments as replies are to be prepared by them and the role of the Department of Finance representatives would be confined to the review of the position every fortnight or so. These reviews will throw up problems and the cases can then be listed for relaxation. At this stage the Department of Finance can associate Accountant-General, Punjab's representative and consider the points on which relaxation by the Department of Finance is needed. In the light of that, cases under objections can be finalised.

4. It has also been decided that—

- (i) in each Department the responsibility for ensuring expeditious settlement of audit objections may be placed upon a designated senior officer;
- (ii) the designated officer may obtain periodical returns from the different branches, sections and attached subordinate offices of the department, showing the particulars of outstanding objections and the reasons for their non-settlement and check up these returns with the returns received half-yearly from the Audit Office on the 15th June, and the 15th December each year, and take such action as may be necessary in the circumstances.

5. The disposal of Audit Objections/Inspection Reports may be finalised in the manner indicated above.

Yours faithfully,

Sd/-
(H.K. Jain)
Deputy Secretary, Finance (D),
for Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete.

Delay in sending replies to Audit Paragraphs.— The Public Accounts Committee, 1963-64/1964-65, in paragraphs 59/119 of their Twentieth/Twenty-first Reports stressed the urgency of sending replies to Audit paragraphs within the prescribed time limit of six weeks. Non-receipt of the replies by the Accountant-General, Punjab, results in delay in the finalisation of the appropriation accounts and audit reports thereon and consequently in delaying the presentation of these documents to the Legislature in time. In order, therefore, to enable the Accountant-General, Punjab, to finalise the Appropriation Accounts and the Audit Reports thereon by the due date it should be ensured that.—

- (a) draft paragraphs for appropriation accounts and the Audit reports thereon received from the Accountant-General, Punjab, are returned to him, as early as possible and in any case within the period of six weeks;
- (b) explanation of variations between the figures of final grants and actual expenditure is furnished to the audit office within two weeks of the receipt of the statement of final grants and actual expenditure from that office; and
- (c) the references from the Audit Office are treated as immediate and dealt with properly.

(No. 4256-B&C-65/13201, dated the 31st July, 1965).

No. 221-FD(Pen)-65/13779

From

Shri K.S. Narang, I.A.S.,
Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar High Court,
Commissioners of Divisions,
District and Sessions Judges,
Deputy Commissioners, and
Sub Divisional Officers (Civil) in the Punjab.

Dated, Chandigarh, the 3rd August, 1965

Subject : Fixation of time limit for the disposal of cases accompanied by Service Books - expeditious disposal thereof.

Sir,

I am directed to invite a reference to Punjab Government, Finance Department printed letter No. 5454-(7)-FRI-63/10397, dated the 4th October, 1963, on this subject, wherein it was interalia, laid down that as a measure to check accumulation of arrears of pension cases and to avoid unnecessary hardship to Government employees on this account, cases accompanied by Service Books should be finalized within 2 weeks and that this time limit should be strictly observed. Mobile Pension Parties of Finance Department have, however, found that numerous cases accompanied by Service Books, are pending disposal and have been considerably delayed. This indicates that Government Departments have failed to observe Government instructions in this behalf putting to naught Government commitment to ensure speedy disposal of pension cases.

2. Finance Department have further considered measures to cut down delays in the finalisation of pension cases. It has been observed that where the Accountant General, Punjab, has issued qualified reports, objections usually are of the following nature :-

- (i) Substantive and officiating pay drawn by the retiree during last three years of service is not shown under the respective columns of the service books with the result that it becomes difficult for audit to work out pension and D.C.R.G., correctly.
- (ii) Gaps/continuity in service are either required to be explained or established;
- (iii) Leave Account is not constructed upto date;
- (iv) Closing entry indicating the date of retirement or death is not indicated in the Service Book ;
- (v) Terms of re-employment in the case of persons, re-employed after superannuation, are not intimated ;

- (vi) Certificate under the provision of rule 4.12 of Punjab CSR Volume II to allow the period spent on training towards service qualifying for pension is not recorded in the Service Book ;
- (vii) Corrections in relevant columns of Pen I Form in accordance with the certificate and report is to be made;
- (viii) Pension cases of retirees, in whose cases options either for Pepsu Pension Rules or New Pension Rules as per Appendix II to Punjab C.S.R. Volume II are not forthcoming. It is to be confirmed whether pension cases are to be decided under clause 8(i)(a) of Pepsu Rules or clause 9(i) (a) of New Pension Rules, respectively.
- (ix) Date of commencement of pension within the provisions of note below rule 10.1 of Punjab C.S.R. Volume II has to be indicated.

The present practice is that sanctioning authorities pass on cases to the Subordinate offices for satisfying the objection which get stuck up there and consequently finalisation of the cases is inordinately delayed. The proper courses would be to attend to the objections by the pension sanctioning authorities themselves, at least in cases where retirement took place before 31.12.1963, and return pension cases to A.G., Punjab within the prescribed period. Information which is not available with the sanctioning authorities, should be obtained without any delay from the subordinate offices so as to finalise the case within the time limit prescribed by Government.

3. I am accordingly to request you to look into such pending cases personally and ensure that the time limit prescribed by Government in this behalf is strictly adhered to.

Yours faithfully,

Sd/-

(J.R. DHINGRA)

Deputy Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

Grant of Compensatory Allowance where both husband and wife are employed.—The question regarding the procedure to be adopted for the grant of Compensatory Allowance to husband/wife (both Government employees) and posted at the same station has been considered by Government and it has now been decided that the Compensatory Allowance sanctioned at various places in the State like Dearness Allowance shall be admissible to both husband/wife subject to existing terms/conditions.

(No. 6293-3FRI-65/13318, dated the 10th August, 1965).

Copy of letter **No. 4807-FCW(5)-65/14301 Dated, Chandigarh the 11th August, 1965**, from Secretary to Government, Punjab, Finance Department to all Heads of Departments, and the Registrar, Punjab High Court, Commissioners of Divisions, Deputy Commissioners, and District and Sessions Judges in the Punjab.

Subject : Grant of House Rent Allowance to Government employees.

I am directed to invite a reference to the instructions contained in Punjab Government letter No. 956-FCW-65/1548, dated the 20th February, 1965, on the subject noted above, and to say that in para 4(iv) thereof it is inter alia laid down that the grant of House Rent Allowance during leave, temporary transfer and joining time will be regulated by the relevant provision in the Punjab Civil Services Rules, Volume, I, Part I. According to rule 5.5 read with rule 5.3 ibid a Government servant proceeding on leave or temporary transfer should place his house, free of rent, at the disposal of the Government servant, if any, who officiates in his post.

2. Doubts have been expressed whether this provision of rule is applicable in the case of the grant of House Rent Allowance in accordance with the orders contained in Punjab Government letter, dated 20th February, 1965 quoted above. It is clarified that the provision of the rules referred in the preceding paragraph is applicable to the cases where rent free accommodation or house rent allowance in lieu thereof is attached to a particular post. A Government servant, who is drawing house rent allowance in accordance with the orders quoted in para 1 above, is not required to place his house, free of rent, at the disposal of his successor during leave or temporary transfer.

It is further clarified that for the purpose of para 4(iv) of the Punjab Government letter, dated the 20th February, 1965, cases of temporary transfer including those where a Government employee is sent on training will be governed by rule 5.2 of the Punjab C.S.R. Volume. I, Part I. In other words in such cases the benefit of house rent allowance will be admissible for a period of four months in the same way, and subject to the same conditions as are envisaged by the said rule for the grant of compensatory allowance.

Grant of Incidental expenses during journeys by air.— Punjab Government have had under consideration for some time past the question of travel by air by the competent authority in relaxation of the rules. In view of the fact that the incidental expenses include surface transport, it is decided that in future no Officer should utilise free or Government transport for undertaking any surface journey prior to or subsequent to any air journey.

(No. 6324-1FRI-65/13461, dated the 13th August, 1965).

***These instructions have been Revised vide
No. 52/1/94-4FICW, Dated 20.3.1995.***

Arbitration award case - Preparation of explanatory memo.— Instructions contained in appendix IX of the PWD Code inter alia require that after an award has been announced by an arbitrator, the Department concerned should prepare an explanatory memo. The memo along with a copy of the award is required to be sent to the Accountant General, Punjab, through Administrative Department/Finance Department. It is being observed that the explanatory memoranda sent by the Department are generally brief and do not often serve the required purpose. In order to overcome the difficulty, a standard proforma as appended below has been prepared in consultation with the Accountant General, Punjab.

Information in the prescribed Proforma may invariably be supplied in future in all such cases alongwith other documents.

Proforma to accompany the explanatory memo and other documents in award cases required to be sent to Accountant General, Punjab, through Finance Department,—Appendix IX of P.W.D. Code.

Part - I

(To accompany cases where the arbitration proceedings are launched by Contractor)

- (i)
 - (a) Details of claims referred to arbitration. Whether they fall within the terms of contract?
 - (b) The reasons why the claims could not be settled outside the arbitration.
 - (c) The justification given by the Contractor in support of his claims.
 - (d) The defence as actually decided by the Department in case of Chandigarh Capital Project only, whether the defence was got vetted from Chief Accounts Officer and agreed to by him.
 - (e) Defence actually led before the Arbitration and the reasons for changing the defence decided upon earlier.
 - (f) Reasons why the Department could not win the case.
 - (g) Whether the arbitration proceedings disclose any failure on the part of the departmental officers. If so, the omission.
- (ii) The names of the officers/officials held responsible for the omission/amount of loss to the State and share of responsibility of each in terms of money and otherwise.
- (iii) Action taken or proposed to be taken against the defaulters.
- (iv) Net amount recovered from each of the defaulters.
- (v) Total amount recovered.
- (h) Whether any malfeasance or misfeasance is apparent, if so, action, taken to get the award set aside and the result thereof.

- (i) What further course of action is suggested.
- (j) Whether any defect in the system has come to light, if so, what remedial measures are suggested.
- (k) Remarks, if any.

(Signature)
(Designation).

Part - II

(To accompany cases where the arbitration proceedings are launched by Departments)

- (a) Details of claims referred to arbitration by the Department with justification for each item of the claim stating whether the payment in respect of disputed items has already been made, and if so, to what extent and the reasons therefor.
- (b) The defence by the Contractor before the Arbitration.
- (c) Reasons why the claim could not be settled outside the arbitration.
- (d) Reasons why the Department could not win the case.
- (e) Whether the arbitration proceedings have revealed any failure or irregularities on the part of the Department official/officials. If, so, the details of circumstances leading thereto with names of officers/officials held responsible for the omission/loss to State Government and share of responsibility of each, together with action taken or proposed to be taken against the defaulters.
- (f) Whether any misfeasance or malfeasance is apparent. If so, action taken to get, the award set aside and the result thereof.
- (g) What further course of action is suggested.
- (h) Whether any defects in the system/rule have come to light and what remedial measures are suggested.
- (i) Remarks, if any.

Signature
(Designation)

(No. 6041-1FIC (238)-65/14246, dated 17th August, 1965).

These instructions have become obsolete.

Regarding adhoc payment without any authority from AG.— In cases where the Finance Department concur to adhoc payments made, the claim should be preferred by the drawing and disbursing officer in the prescribed form and paid to the individual concerned without any payment authority from the Accountant General, Punjab.

(No. 6352-3FRI-65/14515, dated 20th August, 1965).

Subject : Indo-U.S. Technical Co-operation Programme - International travel costs of training participants - Change in liability, effective FY-1966 Programme.

Will the Financial Commissioners in the Punjab/Administrative Secretaries to Government, Punjab, kindly refer to Chief Secretary's (Political Branch) U.O. No. 5869-Pol(5)-65, dated the 28th June, 1965, under which a copy of letter No. 1/7/64-TCM, dated the 31st May, 1965, from the Government of India, Ministry of Finance on the above subject was circulated ?

2. Since the liability for International travel costs from India to U.S.A. and back of the training participants, sponsored for training in U.S.A., under Indo-U.S. Technical Co-operation Programme or the FY-1966 Programme onwards will now belong to the Punjab Government as administrative agency sponsoring the candidates for training, it is requested that all proposals for sending Punjab Government employees for training abroad should invariably be got approved from the Finance Department before communicating State Government's recommendations to the Government of India. It is further requested that in order to minimize the expenditure, such employees should be allowed to travel in economy class by purchase of return air ticket/sea passage, as the case may be, and that the officers should be recommended after thorough screening and for training in those subjects only where the training is not available in India and is absolutely necessary especially for technical subjects.

A.C. Tuli,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (i) All Financial Commissioners in the Punjab.
- (ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 6072-(3)FR-II-65,

Dated, Chandigarh, the 1st September, 1965

A copy is forwarded to the Chief Secretary (Political Branch), with reference to his U.O. No. 5869-Pol.(5)-65/, dated the 28th June, 1965, with the remarks that as the Government of India's Ministry of Finance letter, dated the 31st May, 1965, involved financial liabilities in respect of International travel costs of the training participants, the case should have been shown to the Finance Department before issuing the circular under reference to all the Financial Commissioners and Administrative Secretaries.

A.C. Tuli,
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Chief Secretary to Government, Punjab
(Political Branch).

U.O. No. 6072-(3)FR-II-65,

Dated, Chandigarh, the 1st September, 1965.

These instructions have become obsolete.

Regarding HRA to Government employees stationed at places other than Chandigarh.—

A Government employee entitled to House Rent Allowance in lieu of rent-free quarters will not be eligible for any House Rent Allowance under these orders, but will continue to draw allowance in accordance with the existing orders.

2. Various certificates proposed to be signed by the Government employee are annexed below.

3. The House Rent Allowance is payable with effect from 1st January, 1965, i.e., in respect of the salary for the month of January, 1965, paid on 1st February, 1965. The expenditure may be debited to a new primary unit of appropriation "House Rent Allowance" which may be opened for the purpose.

4. The orders issued with the Finance Department letter No. 5827-FCW(5)-64/1251, dated 1st December, 1964, read with letter No. 507-FCW-65/525 dated 23rd January, 1965, and letter No. 8449-5FCW-64/11083, dated 25th November, 1964, are hereby cancelled.

5. All the previous instructions in respect of House Rent Allowance issued from time to time in favour of Government employees, stationed at places other than Chandigarh may be considered to have been modified to the extent of the decision contained in the preceding paragraphs.

(No. 5542-FCW-65/15830, dated the 3rd September, 1965).

ANNEXURE

- (1) I certify that I have not been provided with any Government accommodation nor have I refused any such accommodation during the period in respect of which house rent allowance is claimed.
- (2) I further certify that I have paid Rs. _____ as rent for the month(s) of _____ 197 ____ for house No. _____ Street _____ Sector _____ and that no portion of accommodation for which house-rent allowance is claimed was sublet and that the rent paid was exclusive of water and electricity charges.

OR

- I certify that I am residing in a house owned by me/my wife/my husband and that no portion of accommodation for which House Rent Allowance is claimed was sublet.
- (3) I certify that I am not sharing any accommodation for which House Rent Allowance has already been claimed.

(Score out the certificate not applicable.)

These instructions have become obsolete.

Regarding HRA to Government employees who refused Government accommodation.—

It has been decided that those Government employees who had them or had vacated such accommodation when offered to them or had vacated such accommodation under intimation to the House Allotment Committee before the 1st January, 1965, shall not be deemed to have refused Government accommodation for the purposes of determining their eligibility to draw the House Rent Allowance.

(5487-FCW-(5)-65/20537, dated 7th September, 1965).

Copy of letter No. 5582-FCW(5)/16614 dated 11th September, 1965 issued from Secretary to Government Punjab (Finance Department) to all Heads of Departments.

Subject : Grant of House Rent Allowance to Government employees.

I am directed to invite a reference to the instructions contained in Punjab Government, Finance Department, letter No. 956-FCW-65/1548 dated 20th February, 1965, on the subject noted above as amended from time to time and to say that doubts have been expressed whether the House Rent Allowance is admissible to the following categories of employees :-

- (a) Those who are residing within the limit of the localities indicated in Sub Paras (a) and (c) of para-3 of the reference quoted above, but their place of duty i. e. place where they work is situated outside such limits; and
- (b) Those who are living outside the limits of localities mentioned at (a) above, but their place of duty falls within such limits.

2. The matter has been considered in the Finance Department, and it has been decided the sub-para (b) of paragraph 3 of the Finance Department letter mentioned in Para-1 above shall be substituted by the following :-

- (b) (i) Eligibility of the House Rent Allowance shall be determined with reference to the place of duty. Any Govt. servant, whose place of duty falls within the qualifying limits of any of the cities, will be eligible for house rent allowance for that city if his place of residence within such limits for within five miles (eight Kilometers) of such limits.
- (ii) A Govt. servant, whose place of duty is within five miles (Eight Kilometers) of the qualifying limit of any of the cities, and who, of necessity, resides with the city may be granted the house rent allowance admissible for that city. Such cases may be decided by the Administrative Department concerned provided they are satisfied that :-
 - (i) The distance between the place of duty and the periphery of the Municipal limits of the qualified city does not exceed five miles (8 K.Ms) and
 - (ii) The staff concerned have to reside within the qualified limit of the city out of necessity i.e. for want of accommodation nearer their place.

***These instructions have been Revised vide
No. 5/6(II)-78-3FR-II, Dated 21.09.1978.***

Subject : Travelling Allowance on training.

(F.D. Pb. Letter No. 6624-(4)-FRI-65/15920 dt. 11th September, 1965)

I am directed to address you on the subject noted above and to state that it has been decided that for Govt. employee deputed for training at centers/institutions should be deemed to be their headquarters during the period of training. No travelling allowance or daily allowance shall be admissible in such cases whatever be the distance between their normal duty point and the institutions/schools to which they are deputed for training.

***These instructions have been inserted in rules
and have become obsolete.***

Fixation of pay of Government employees consequent upon the revision of pay scales.—

Explanation under Note 6 below rule 4.4 of Punjab C.S.R., Volume I, Part I, provides that if a Government employee has held substantively, or officiated in a post in the cadre or class prior to the introduction of a new time-scale and has drawn during the period salary or pay equal to a stage or intermediary between two stages, in the new scale, then the initial pay in the new time-scale may be fixed at the salary or pay, last drawn and the period during which it was drawn may be counted for increment in the same stage, or if the salary or pay was intermediate between two stages, in the lower stage of that time-scale. It has, however, been decided where there are more than one stages in the old scale intermediary between two stages of the new time scale, the total service in all the stages in the old scale, and not only the service in the last stage, should be treated as service in the lower stage of the new time-scale. The maximum benefit of such service in the lower stage, will of course, be restricted to one year, i.e., if the total period exceeds one year, the pay will be fixed in the new time-scale at the next stage, but the next increment will become due after one year.

(No. 6606-6FR-II-65/16916, dated the 13th September, 1965).

***These instructions have been Superseded vide
No. 2607-2FCW-80, Dated 11.09.1980.***

No. 7183-FCW(5)-65/17799

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments, and
The Registrar, Punjab High Court,
Commissioners of Divisions,
Deputy Commissioners and
District and Session Judges in the Punjab.

Dated, Chandigarh, the 30th September, 1965

Subject : Grant of House Rent Allowance to Government employees.

Sir,

I am directed to refer to Punjab Government Finance Department letter No. 956-FCW-65/1548 dated 20th February, 1965 on the Subject cited above and to say that doubts have been expressed on the question whether a Government employee who resides in a house owned by his parents or other members of his family or relatives was entitled to draw house rent allowance in terms of the aforesaid orders if he was paying rent to the owner of the house in lieu of the accommodation and produced receipts in token of the payment having been made. It is clarified that in such cases the benefit of the house rent is admissible on the scope of the amount paid as rent on the basis of rent receipts produced in support of the claim.

Yours faithfully,

Sd/-
Deputy Secretary Finance (W),
for Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete.

Regarding HRA to Class-IV employees.— The House Rent Allowance Admissible for First Class Cities is subject to a minimum of Rs. 5 per mensem. In this connection a question arose whether the benefit of the minimum of Rs. 5 is Admissible in all cases irrespective of the expenditure actually incurred on house rent. The matter has been considered and the following decisions have been taken :-

- (a) The minimum of Rs. 5 per month will be admissible to only Class IV employees and claims in respect of this amount need not be supported by production of rent receipts.
- (b) In case of Government employees other than Class IV, the benefit of the minimum of Rs. 5 per mensem will not be admissible.

(No. 6857-FCW(5)-65/18732, dated 14th October, 1965).

These instructions have become obsolete.

Grant of advance to State Government employees on first appointment and in connection with deputation and leave ex-India or transfer, etc.— The advances granted to State Government employees under rules 10.25(b) of Punjab Financial Rules, Volume I, on first appointment and in connection with deputation and leave ex-India or transfer, etc. will in future be adjusted under the Head "850-Civil Advances-Other Departmental Advances".

(No. F.D. Loans-3(25)-65/19420, dated the 18th October, 1965).

***These instructions have been Superseded vide
No. 2607-2FICW-80, Dated 11.09.1980.***

A reference is invited to para 5 of Punjab Government letter No. 956-FICW-65/1548, dated the 20th February, 1965 which is reproduced below :-

"5.— In the case of a Government servant living in a house owned by him the rent of the house shall be one as assessed in the property tax register of the Excise and Taxation Department or in its absence, the one assessed in the relevant municipal records. In the case of Chandigarh, such rent shall, however, be assessed by an Officer of P.W.D., Buildings and Roads Branch or Capital Project Administration, not below the rank of an Executive Engineer. The Controlling Officer, in the case of non-gazetted employee, the Head of the Departments in the case of a Gazetted Officer or if the Officer is himself the Head of Department the concerned Administrative Department of Government will determine the amount to be taken as rent paid in each case on the above basis."

2. With the introduction of property tax by the Chandigarh Administration (U.T.) under Section 61(1)(a) of the Punjab Municipal Act, 1911 (as applicable to Union Territory of Chandigarh), the matter has been reconsidered and it has been decided that Para 5 of above mentioned letter may be substituted as under :-

"5.— In the case of a Government servant living in a house owned by him, the rent of the house shall be one as assessed in the property tax register of the Excise and Taxation Department or in its absence, the one assessed in the relevant municipal records. In the case of Chandigarh, the assessment of the rental value of the house shall be one as has been assessed by the Chandigarh Administration (U.T.) in their property tax register. However, in the cases which are not covered under the property tax, the rent will continue to be assessed by an Officer of Chandigarh Administration. P.W.D. Buildings & Roads Branch not below the rank of Executive Engineer. The controlling officer viz. in the case of non-gazetted employee: the Head of Department in the case of Gazetted Officer or if the Officer is himself the Head of Department, the concerned Administrative Department of Government will determine the amount to be taken as rent paid in each case on the above basis.

3. This amendment will take effect from the date of issue of this letter.

Note 2.— House Rent Allowance should be allowed in cases where a Government employee resides in a House taken on rent by his wife or her husband.

(No. 6600-FCW(5)-65/1820, dated 22nd October, 1965).

***These instructions have been clarified vide
No. 5/1/2007-1B&C, Dated 17.05.2007.***

Creation of supernumerary posts.— (1) Instructions have been issued from time to time regarding the creation of supernumerary posts to accommodate the following categories of officials :-

- (i) Permanent Government employees in joint Punjab who immediately after partition could not be absorbed in the East Punjab against Permanent posts. (vide Finance Department letter No. 6784-FR-49/49, dated the 14th January, 1950, reproduced in Annexure)
- (ii) Permanent Government employees of the erstwhile Punjab and Pepsu States who on account of integration of services in the New State of Punjab could not fall within the permanent sanctioned cadre of their equated service in accordance with the Joint Seniority List. (Vide rule 20 of the Punjab Services Integration Rules, 1957.)
- (iii) Permanent Government employees who are substantively transferred/reduced to lower post on account of inefficiency or misbehavior and for whom permanent posts in the lower service/grade/time scale, etc., are not available. (Vide Finance Department letter No. 10509-7-FR-II-60/10780, dated the 7th December, 1960, reproduced in Annexure.)
- (iv) Permanent Government employees who vacate their posts as a result of dismissal or compulsory retirement but are later reinstated after the expiry of period of more than one year.

(Administrative Instructions below rule 7.3 of Punjab C.S.R. Volume I, Part I.)

2. The instructions already issued do not, however, cover all cases where it might be necessary to create supernumerary posts. In order to cover such other cases and to clarify the position further in this regard, the following broad principles governing the creation of supernumerary posts are indicated :-

- (i) A supernumerary post is normally created to accommodate the lien of an officer who in the opinion of the authority competent to create such a post, is entitled to hold a lien on a regular permanent post but who, due to non-availability of a regular permanent post, cannot have his lien against such a post.
- (ii) It is a shadow post, i.e., no duties are attached to such a post. The officer, whose lien is maintained against such post generally perform duties in some other vacant temporary or permanent post.
- (iii) It can be created only if another vacant permanent or temporary post is available to provide work for the person whose lien is retained by the creation of a supernumerary post. In other words, it should not be created in circumstances which at the time of the creation of the post or thereafter, would lead to an excess of the working strength.
- (iv) It is always a permanent post. Since however, it is created for accommodating a permanent officer till he is absorbed in a regular permanent post, it should not be created for an indefinite period as other permanent posts are, but should normally be created for a definite and fixed period sufficient for the purpose in

view and should be abolished even before the expiry of the fixed period if in the meanwhile a permanent post becomes available to accommodate the officer for whom the supernumerary post has been created.

- (v) It is personal to the officer for whom it is created and no other officer can be appointed against such a post. It stands abolished as soon as the officer for whom it was created vacates it on account of retirement or confirmation in another regular permanent post or for any other reasons. In other words, no officiating arrangement can be made against such post. Since supernumerary post is not a working post, the number of working posts in a cadre will continue to be regulated in a number that if a permanent incumbent of one of the regular posts return to the cadre and all the posts returns to the cadre and all the posts are manned, one of the officers of the cadre will have to make room for him. He should not be shown against a supernumerary post.
- (vi) No extra financial commitment is involved in the creation of such posts in the shape of increased pay and allowances pensionary benefits, etc.

3. In view of the above broad principles regarding the creation of supernumerary post and to maintain a record of the supernumerary posts, the particulars for the individuals who hold liens against them and the progressive abolition of such posts as and when the holders of the posts retire or are absorbed in regular permanent posts for the purpose of verification of service for pension should be kept.

(No. 5826-(1)FR-II-65/17990, dated 22nd/27th October, 1965.)

Regarding HRA to temporary employees engaged on a short term basis.— Doubts have been expressed whether the benefit of house rent allowance is admissible to temporary employees engaged on a short term-basis and exclusively to those who have applied for Government accommodation. It is clarified that the existing instructions also apply to temporary Government employees and that the condition of making an application for allotment of Government accommodation has not been laid down therein. Therefore, so far as the existing instructions are in force the benefit of house rent allowances is admissible to temporary employees and to those who have not applied for allotment of Government accommodation.

(No. 7888-(5)-FCW-65/20145, dated 30th October, 1965).

These instructions have become obsolete.

Regarding HRA to Government employees who refused Government accommodation.—
The Government employees, who refused or left Government accommodation before 1st January, 1965, in order to shift to their own houses, should be deemed to have left the Government accommodation with the approval of the competent authority.

(No. 6143-FCW-(5)-65/20537, dated 4th November, 1965).

Mode of recovery of T.A./D.A. fees or other remuneration.— The claim in regard to T.A./D.A. fees or other remuneration referred to in paragraphs (1) and (2) above, should be preferred against the undertakings, etc., by an officer not below the rank of a Secretary of the Department hereinafter referred to as "authorised officer." The claim shall be preferred by the authorised officer against the undertakings, etc., for and on behalf of the Government employees concerned, for which purpose the latter shall delegate in favour of the former, a power of attorney authorising the claim and receipt of the amount from the undertakings, etc. The amount recovered shall be credited to the revenue of the Department concerned by the authorised officer, who shall also at the time of preferring claims endorse a copy thereof to the Audit Officer concerned to enable him to watch the actual recovery from the undertakings, etc., and its credit to Government. Further, the travelling allowance bills preferred by Government employees attending the meetings etc. of the organisations mentioned in para (2) above should be supported by a certificate to the effect that no travelling expenses, fees, or other remuneration has been claimed or drawn by them from the said organisations.

2 The Government employees appointed as Directors, representatives or nominees of Governments on various industrial undertakings/ institutions are not required to take their personal staff (P.As., Stenographers and/or Peon) with them while undertaking journeys in connection with the affairs of such organisations. It should be the duty of the organisations to provide the Officers with such messenger service and clerical and Secretariat assistance as they might require for the efficient performance of their duties at the out station. However, if the organisation concerned cannot provided the required assistance or it is considered necessary for administrative reasons that the Officers should have their own personal staff with them, the organisations should reimburse to the Government the expenditure on account of travelling allowance of the personal staff.

(F.D. No. 6152-1FR-65/18289, dated 4th November, 1965.)

Copy of memo **No. 7696-FCW(5)-65/20056 dated 17th November, 1965** from the Secretary to Government, Punjab, Finance Department, Chandigarh to all Heads of Departments/Deputy Commissioners in Haryana.

Subject : Grant of House Rent Allowance to Government employees under suspension.

I am directed to invite a reference to the instructions contained in the Punjab Government, Finance Department, letter No. 956-FCW-65/1548 dated 20th February, 1965, regarding the grant of House Rent Allowance to Govt. employees, and to say that a doubt has been expressed in certain quarters as to whether the House Rent Allowance is admissible to the Government servants placed under suspension. It is clarified that the House Rent Allowance being a compensatory allowance it can be allowed to be drawn by a Government servant under suspension like other compensatory allowances under the provisions of Rule 7.2 (b) of the Punjab C.S.R. Vol. I Part I subject to the condition laid down therein being satisfied.

2. In case of an employee whose period of suspension is ordered to be treated as one spent on leave, the grant of House Rent Allowance will also be regulated under the relevant provisions of Rules 5.3 to 5.9 *ibid* as is done in the case of other compensatory allowance.

These instructions have become obsolete.

Deduction of rent at old rates when rent rolls are not received.— It has often been observed that recoveries of house-rent due from the Government employee fall in arrears on account of non-receipt of rent rolls from the Divisional Officer concerned by the Drawing and Disbursing Officer concerned as required under rule 4.18 of the Subsidiary Treasury Rules. In order to obviate further accumulation of these arrears, it has been decided that whenever rent rolls are not received from the Divisional Officers concerned the Drawing and Disbursing Officers should deduct house-rent from the pay of the employees residing in Government accommodation on the rates at which it was deducted in the preceding month(s) subject to adjustment on receipt of rent rolls.

[No. 8359-FCW(5)-65/21667, 29th November, 1965.]

These instructions have become obsolete.

Leave salary admissible during refused leave under Rule 8.21 of the Punjab Civil Services Rules, Volume-I, Part I.— In Punjab Government Finance Department circular letter No. 4605-(5)-FR-II-65/9135, dated the 1st June, 1965, it has inter alia been clarified,—(vide clarification No. 1) that the leave salary admissible to a Government employee who is granted refused leave under rule 8.21 of the Punjab Civil Services Rules, Volume I, Part I, after the date of compulsory retirement or the expiry of the period of any extension of service, will be the same as admissible in the normal course reduced by the amount of pension and pension equivalent of other retirement benefits. A question has arisen as to how leave salary and dearness allowance during refused leave should be worked out if the, amount of leave salary (excluding the dearness allowance) is less than the pension (excluding adhoc increase) and pension equivalent of retirement benefits. It has been decided that in such cases, the leave salary and dearness allowance, where admissible, should be adjusted against pension (including pension/equivalent of retirement benefits) and adhoc increase on pension respectively. Dearness allowance during refused leave is, however, admissible only during such part of leave on half average pay/half pay leave as falls during the first four months of such leave. In other words, the officer would be entitled to the following payments by way of pension, leave salary and dearness allowance :—

- (i) Leave Salary - Nil;
- (ii) Normal pension and adhoc increase on such pension, if any; and
- (iii) The difference between the dearness allowance on the leave salary which the officer would have been normally entitled to and the adhoc increase on pension.

Cases where the leave salary is more than the pension and pension equivalent of other retirement benefits would continue to be regulated under Department of Finance Circular letter dated the 1st June, 1965, referred to in Para 1 above. However, the dearness allowance admissible on leave salary in such cases would also be reduced by the adhoc Increase on pension.

(No. 9091(5)FR-II-65/22367, dated 1st December, 1965.)

No. 9273-(3)FR-II-65/22599

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments, and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 4th December, 1965

Subject : Procedure for the selection of candidates for Post-Graduate Training or Technical Training in India - Execution of Bond.

Sir,

I am directed to state that the question of prescribing suitable forms of bonds which are required to be executed by the Government employees who proceed for Post-Graduate Training or Technical Training within India, has been considered and it has been decided that the Government employees who are sent for training within India, should be required to execute a bond/supplementary bond on the prescribed form. Separate forms of bonds/supplementary bonds in respect of permanent and temporary Government employees are attached.

2. The lump sum amount of refund to be specified in the bond/supplementary bond should include all the monies paid to the Government employees concerned or expended on his account, by way of pay and allowances, leave salary, cost of fees, cost of books, travelling and other expenses, compensatory allowance/out of pocket allowance, etc., and other payments made to the Government employee concerned by any other agency such as Government of India or the training centre, etc., during the period of training/extended period of training respectively.

3. The period of service bond which is to be specified in the bond/ supplementary bond should be fixed/determined in accordance with the instructions laid down in Punjab Government, Finance Department circular letter No. 8709(3)FR-II-64/9821, dated the 22nd October, 1964.

Yours faithfully,

Sd/-

(A.C. Tuli)

Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 9273-(3)-FR-II-65/22600,

Dated, Chandigarh, the 4th December, 1965

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his U.O. No. TM-II/31-1/64-65/144, dated the 23rd April, 1964.

By order

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab, and all Administrative Secretaries to Government, Punjab, for information and guidance.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

1. Financial Commissioners, Punjab, and
2. All Administrative Secretaries to Government, Punjab.

U.O. No. 9273-(3)-FR-II-65,

Dated, Chandigarh, the 4th December, 1965

Copies are forwarded to the Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary, for information of Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries to Chief Minister/Ministers/
Ministers of State/Deputy Ministers/Chief Parliamentary Secretary.

U.O. No. 9273-(3)-FR-II-65,

Dated, Chandigarh., the 4th December, 1965.

FORM A**BOND FOR PERMANENT GOVERNMENT EMPLOYEES PROCEEDING ON DEPUTATION
FOR TRAINING WITHIN INDIA**

KNOW all men by these presents that I _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____, Government of Punjab, (hereinafter referred to as the obligor) do hereby bind myself and my heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called "the Government"), on demand, the sum of Rs. _____, (Rupees _____), together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Dated this _____, day of _____ one thousand, nine hundred and _____ at _____.

Whereas the Government has selected the obligor for undergoing training connected *with (*Particular of nature of training) _____ for the period from _____ to _____ at _____ at the cost of the Government on the condition of his furnishing a bond as is herein contained;

And whereas in consideration aforesaid the obligor has executed the above written bond;

Now the condition of the above written obligation is such that if the obligor shall return to duty after the expiry or termination of the period of said training and shall serve the Government for a period of _____ after his return to duty then the above written bond shall be void but otherwise it shall remain in full force and virtue.

The stamp duty, if any, leviable on this bond shall be borne by the Government.

Signed and delivered by the above

bounden _____ in the presence of
witness.

1. _____

2. _____

Accepted

for and on behalf of the Governor of Punjab
Signatures :-

* _____

* _____

*Designation of the officer

FORM B

BOND FOR TEMPORARY GOVERNMENT EMPLOYEES PROCEEDING ON DEPUTATION FOR TRAINING WITHIN INDIA

Know all men by these presents that We, _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____ Government of Punjab (Hereinafter referred to as "the Obligor"), Shri _____, son of _____ and Shri _____ son of _____, (hereinafter jointly and severally referred to as "the sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab (hereinafter referred to as "The Government") on demand the sum of _____ (Rupees _____), together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Dated this _____, day of _____ one thousand, nine hundred and _____ at _____.

Whereas the Government has selected the obligor for undergoing training connected with (Particular of nature of training) _____ for the period from _____ to _____ at _____ at the cost of the Government on the condition of the obligor and the sureties furnishing a bond as is herein contained;

And whereas in consideration aforesaid the obligor and the sureties have executed the above written bond;

Now the condition of the above written obligation is such that if the obligor shall return to duty after the expiry or termination of the period of said training and shall serve the Government for a period of _____ after his return to duty then the above written bond shall be void but otherwise it shall remain in full force and virtue.

Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor before suing the sureties or any of them for the amount due hereunder

The stamp duty, if any, leviable on this bond shall be borne by the Government

Signed and delivered by the above bounden persons in the presence of witnesses.

(Obligor)

(Surety)

(Surety)

Witness.

1. _____
2. _____

Accepted
for and on behalf of the Governor of Punjab
Signatures :-

- * _____
- * _____

* Designation of the officer.

FORM A - I**SUPPLEMENTARY BOND FOR PERMANENT GOVERNMENT EMPLOYEES GRANTED
EXTENSION OF DEPUTATION FOR TRAINING WITHIN INDIA**

KNOW all men by these presents that I _____ resident of _____ in the District of _____ at present employed a _____ in the Department/office of _____, Government of Punjab, (hereinafter referred to as the obligor) do hereby bind myself and my heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called "the Government"), on demand, the sum of Rs. _____, (Rupees _____), together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Dated this _____, day of _____ one thousand, nine hundred and _____ at _____.

WHEREAS THE above bounden was deputed for training by Government for the period from _____ to _____ in consideration of which a bond dated _____, for Rs. _____ was executed by him in favour of the Governor of Punjab;

And whereas the period of training of the above bounden _____ at _____, has been/is being extended up to _____.

And whereas for the better protection of the Government the above bounden has agreed to execute this Supplementary bond with such condition as hereunder is written;

Now the condition of the above written obligation is such that if the obligor shall return to duty after the expiry or sooner determination, as the case may be, of the extended period of said training and shall serve the Government for a period of _____ years (to be determined in accordance with Punjab Government Circular Letter No. 8709-(3)-FR-II-64/9821, dated 22nd October, 1964) after his return to duty then the above written bond shall be void but otherwise it shall remain in full force and virtue.

The stamp duty, if any, leviable on this bond shall be borne by the Government.

Signed and delivered by the above

bounden _____ in the presence of witness.

1. _____

2. _____

Accepted

for and on behalf of the Governor of Punjab
Signatures :-

* _____

* _____

* Designation of the officer

FORM B - I**SUPPLEMENTARY BOND FOR TEMPORARY GOVERNMENT EMPLOYEES GRANTED
EXTENSION OF DEPUTATION FOR TRAINING WITHIN INDIA**

Know all men by these presents that We, _____ resident of _____ in the District of _____ at present employed as _____ in the Department/office of _____ Government of Punjab (Hereinafter referred to as "the Obligor"), Shri _____, son of _____ and Shri _____ son of _____, (hereinafter jointly and severally referred to as "the sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab (hereinafter referred to as "The Government") on demand the sum of _____ (Rupees _____), together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

Dated this _____, day of _____ one thousand, nine hundred and _____ at _____.

WHEREAS THE above bounden _____ was deputed for training by Government for the period from _____ to _____, in consideration of which a bond dated _____, for Rs. _____, was executed by him in favour of the Governor of Punjab;

And whereas the period of training of the above bounden at _____, has been/is being extended up to _____.

And whereas for the better protection of the Government the above bounden has agreed to execute this Supplementary bond with such condition as hereunder is written;

Now the condition of the above written obligation is such that if the obligor shall return to duty after the expiry or sooner determination, as the case may be, of the extended period of the said training and shall serve the Government for a period of _____ years (to be determined in accordance with the provisions of Punjab Government Circular Letter No. 8709-(3)-FR-II-64/9821, dated 22nd October, 1964) after his return to duty then the above written bond shall be void but otherwise it shall remain in full force and virtue.

Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor before suing the sureties or any of them for the amount due hereunder.

The stamp duty, if any, leviable on this bond shall be borne by the Government.

***These instructions have been Revised vide
No. 13/1(1)89-5FR-I, Dated 24.10.1996.***

No. 9245(5)FR-II-65/22640

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 6th December, 1965

Subject : Leave salary of Government employees lent for service in a vacation Department.

Sir,

I am directed to invite a reference to Rule 9 in Section II in Part B of Appendix 4 to Punjab Financial Rules, Volume II, a doubt has been expressed regarding the liability of the lending Government for leave salary, in cases where the Government employees are lent for service in a vacation department. Under clause (a) of Rule 8.117 of the Punjab Civil Services Rules Volume I, Part I, earned leave is not admissible to a Government employee serving in a vacation department in respect of duty performed in any year in which he avails of the full vacation. Also under clause (b) of the aforesaid rule, earned leave admissible to such Government employee in respect of any year in which he is prevented from availing of the full vacation in such proportion of the periods as given therein as the number of days of vacation not taken been to the full vacation. It has been decided that earned leave to the extent of periods noted in clause (b) of Rule 8.118 *ibid* or part thereof, depending on whether the vacation is enjoyed in full or in part, will be deemed to have been availed of and the lending Government will be liable for leave salary accordingly. It has also been decided that the pay of the Government employee on the date preceding the date of commencement of vacation will, in such cases, be taken as the rate of leave salary for computing the amount to be debited to the lending Government.

Yours faithfully,

A. C. TULI,
Deputy Secretary Finance (R),
Secretary to Government, Punjab,
Finance Department.

Purchase of Stores.— Under the rule 18(e) of the Procedure and Rules for the purchase of stores by all Departments and offices of the Government of Punjab, it is laid down that where it is not possible to obtain competitive tenders or quotations or to lay down comprehensive and complete specifications the purchase shall be made by Purchase Committees as appointed by the competent authority from time to time.

The question of constitution of purchase committees for such stores as defined above has been examined in detail and it has been finally decided that no such committee may in future, be constituted by the Administrative Departments without the approval of the competent authority as defined in rule 1.12 of the Punjab Financial Rules, Volume I. In other words, the prior approval of the Department of Finance for the constitution of such a committee will be necessary. It is not necessary to appoint any nominee of the Department of Finance on such committees. However, while sending such proposals to the Department of Finance it may be clearly indicated on what specific point/points any delegation of powers would be necessary so that the Purchase Committee may not feel any difficulty in the purchase of stores for which such a committee is constituted.

(U. O. No. 9587-FD-III-65, dated the 10th/17th December, 1965)

***These instructions have been superseded vide
No. 2528-5FR(I)-76/14020, Dated 11.05.1977.***

No. 8353-(3)-FR-II-65/23377

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments,
Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 15th/16th December, 1965

Subject : Transfer of Punjab Government employees to other Governments, Companies/Corporations, etc. - Grant of Deputation Allowance.

Sir,

I am directed to invite a reference to the Punjab Government, Finance Department circular letter No. 3003(3)-FR-II-64/4029, dated the 25th April, 1964, on the above subject, which provides that where the minimum of the scale of pay of the deputation post is substantially in excess of the deputationist's basic pay plus deputation allowance at 20 per cent, the appointing authorities are expected to apply the provisions of Rule 4.16 of the Punjab Civil Services Rules, Volume I, Part I, and restrict the pay of the deputationist to a suitable figure below the minimum pay of the post, which should not exceed the basic pay of the deputationist by more than the amounts shown therein.

2. The question in regard to the grant of further increments in the pay scale of the deputation post, after the initial pay has been fixed in the deputation post in the above manner has now been considered and it has been decided that the grant of increments in such cases shall be allowed as follows :-

- (a) Once the initial pay has been fixed in the deputation post, it is always less than the minimum of the scale applicable to the deputation post. To determine the rate of increment the difference between the pay initially fixed and the minimum of deputation post should be worked out. The rate of increment to be allowed should be more or less equivalent to the rate of increment admissible in the substantive post or in the deputation post but it should be no regulated that the whole difference is divided by a number of years so as to enable the Government employee concerned to reach the minimum of the scale of deputation post on the last year.
- (b) Once the increment has been so determined on the above basis, no further deputation allowance shall be allowed thereon in the deputation post. Similarly no further increase in terms of Finance Department circular letter, dated the 25th April, 1964 would be admissible on the element of increment so worked out.
- (c) The increment so worked out will be considered as an increase in pay on adhoc basis in the deputation post and is to be allowed after one year's service put in by the Government employee on the deputation post in the stage on which his pay was initially fixed below the minimum and not from the date on

which he earns increment in his grade may under his own parent department even though he retains his lien on his substantive post.

- (d) In those cases where the period of deputation is more than one year it would be necessary for the appointing authority to indicate in the sanctioning order the amount of adhoc increase and the date from which it should be allowed in the deputation post.

Yours faithfully,

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 8353-(3)-FR-II-65/23378,

Dated, Chandigarh, the 15th/16th December, 1965

A copy is forwarded to the Accountant General, Punjab, Simla, in continuation of Finance Department Endorsement No. 3003-(3)-FR-II-64/4030, dated the 25th April, 1964.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab and all Administrative Secretaries to Government Punjab, for information and guidance in continuation of Finance Department U.O. Endorsement No. 3003-(3)-FR-II-64, dated 25th April, 1964.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioners, Punjab; and
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 8353-(3)-FR-II-65,

Dated, Chandigarh, the 15th/16th December, 1965

Copies are forwarded to the Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Deputy Ministers/Chief Parliamentary Secretary for the information of Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary in continuation of Finance Department, U.O. Endorsement No. 3003-(3)-FR-II-64, dated 25th April, 1964.

Sd/-
(A.C. Tuli)
Deputy Secretary, Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries to Chief Minister/Ministers/
Ministers of State/Deputy Ministers/Chief Parliamentary Secretary.

U.O. No. 8353-(3)-FR-II-65,

Dated, Chandigarh, the 15th/16th December, 1965.

No. 9354-(3)FR-II-65/43

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments, and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 4th/5th January, 1966

Subject : Terms to be granted to Government servants sent abroad for training under the various training schemes.

Sir,

I am directed to invite a reference to the Punjab Government, Finance Department Circular letter No. 3624-(3)FR-II-62/9900, dated the 21st September, 1962 (since incorporated as Appendix 20-A to Punjab C.S.R. Volume I, Part II—vide notification No. GSR.165/Const./Art.309/63, dated the 16th May, 1963), on the subject mentioned above and to say that certain doubts have been raised as to when the deputation terms contained therein should be allowed and when these terms should not be allowed in cases of Officers going abroad for training or for the course of study. The following clarifications are accordingly given for guidance :-

- (i) The liberalised deputation terms contained in the circular letter cited above should, as a rule, be allowed only in cases where a Government servant has been sponsored by Government for the proposed training. The test of sponsorship should be strictly applied and normally only those cases should be treated as 'sponsored' where the initiative is taken by Government and not by the individual concerned. In other words, where under the terms of the scheme the nomination for the training has to be made by the Government, the person selected should be taken to have been sponsored by them. Where, on the other hand, the initiative comes from the Government servant himself, such a case will not be treated as sponsored by Government even though the application for selection might have been forwarded by them in such cases only study leave terms should be allowed in accordance with the provisions of Study Leave Rules.
- (ii) The deputation terms under the circular letter referred to above, are applicable equally to deputationists for training in scientific, and technical fields as well as fields of economic development and public administration. The training should be in specialised fields, and, irrespective of whether it leads to the award of an academic degree or diploma or not, the training should be such as to benefit the employing Department and not merely the individual personally. Further the period of deputation should be restricted to a maximum of 18 months.

2. The principles indicated above should be strictly observed in future.

Yours faithfully,

Sd/-

(A. C. TULI)

Deputy Secretary, Finance, (R),
for Secretary to Government, Punjab,
Finance Department.

No. 9354-(3)FR-II-65/44,

Dated, Chandigarh, the 4th January, 1966

A copy is forwarded to the Accountant General, Punjab, Simla, in continuation of Finance Department endorsement No. 3624(3)FR-II-62/9901, dated the 21st September, 1962.

By Order,

Sd/-

(A. C. TULI)

Deputy Secretary, Finance, (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab, and Administrative Secretaries to Government, Punjab, for information and guidance in continuation of Finance Department U.O. endorsement No. 3624-(3)FR-II-62, dated the 21st September, 1962.

Sd/-

(A. C. TULI)

Deputy Secretary, Finance, (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioners, and
- (2) All Administrative Secretaries to Government Punjab.

U.O. No. 9354-(3)-FR-II-65,

Dated, Chandigarh, the 4th January, 1966

Copies are forwarded to the Secretaries/Private Secretaries to Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary, for the information of Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary in continuation of Finance Department U.O. endorsement No. 3624-(3)FR-II-62, dated the 21st September, 1962.

Sd/-

(A. C. TULI)

Deputy Secretary, Finance, (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries to Chief Minister/Ministers/
Minister of State/Deputy Ministers/Chief Parliamentary Secretary.

U.O. No. 3354-(3)-FR-II-65,

Dated, Chandigarh, the 4th/5th January, 1966.

***These instructions have been Superseded vide
No. 2607-2FCW-80, Dated 11.09.1980.***

It is clarified that under the existing instructions it is not obligatory for a Government employee owning a house at the place of his posting to live in his own house for the purpose of claiming house rent allowance. In such cases, therefore, house rent allowance can be claimed under the existing instructions on the subject.

(No. 10015-FCW(5)-65/381, dated 14th January, 1966).

These instructions have become obsolete.

Scheme for providing immediate relief to the Families of non-gazetted Government employees who die while in service.—

(a) With a view to providing immediate relief to the families of non-gazetted Government employees in permanent employ who die while in service, the following orders are issued :-

- (i) **Eligibility.—** The families of all non-gazetted Government employees in permanent employ who die while in service (whether on duty or on leave with or without pay) shall be eligible for the relief.
- (ii) **Amount of relief.—** This relief should be given in the form of an advance limited to three months' pay of the deceased or Rs. 500 whichever is less.

(b) **Adjustment of the advance.—** The advance would be adjustable against the arrears of salary due, death-cum-retirement gratuity, provident fund accumulations or any other payments due to the deceased and should be so adjusted as soon as possible and in any case within six months from the date of sanction.

Where the advance cannot be so adjusted for the reasons that it is more than the payments due to the deceased under the rules, the balance remaining to be so adjusted should be treated as irrecoverable and debited to head "71-Miscellaneous-E-Irrecoverable temporary Loans and Advances written off" under special orders of Government.

- (iii) **Beneficiaries.—** In the case of Government employees eligible for the benefits of the New Pension Rules, the payment should be made only to the person or persons nominated by him or otherwise eligible (i.e., where there is no nomination) to receive the death-cum-retirement gratuity in the same proportion as they are entitled to. In the case of Government employees who are not eligible for the benefits of the New Pension Rules, but are subscribers to the Contributory Provident Fund of the General Provident Fund, payment should be made to the person or persons nominated by them in the same proportion as they are entitled to the Fund Amount as specified in the nomination. In cases where there are no nominations and there is a family, the payment should be made to the person or persons entitled to receive the amount under rule 14.27(1)(b) and rule 13.20(i)(b) of the Punjab Civil Services Rules, Volume II, as the case may be, and in cases where there is no family, the payment should be made to the person or persons entitled to the amount under the Provident Act, 1925.

In cases of permanent Government employees with less than five years qualifying service, the payment should be made to the person or persons eligible to receive death-gratuity under Finance Department circular letter No. 2647-2FRI-64/5622, dated the 23rd June, 1964, read with circular letter No. 4801-4FRI-65/11300, dated the 30th June, 1965.

In all cases an undertaking should be taken from the person or persons concerned before the payment is made, that he/she or they agree to the amount being deducted from the death-cum-retirement gratuity, or the Contributory Provident Fund amount or General Provident Fund Amount or the

death-gratuity under the 4th November, 1961, orders as amended, as the case may be, ultimately payable to him/her or them.

- (iv) **Account Head.**— Payment made under this order shall be debitable to "T-Deposits and Advances - Part III - Advances not bearing interest - Departmental Advances - Civil Advances O.B.A". This should be indicated clearly on the top of the Bill. The sanction order communicated by the Head of the Department/Head of office to the Audit Officer should contain the following particulars :-
- (i) Name of the official (Non-Gazetted)
 - (ii) Designation and office in which the person was last working.
 - (iii) Last pay drawn (permanent and officiating).
 - (iv) Amount of Advance sanctioned.
 - (v) Name of the payee.
- (v) **Timely Payments.**— As it is important to provide the relief in time, Heads of Department/Officers shall be empowered to use for this purpose the imprest or other resources available with them. If the imprest or other resources are not sufficient to cover the payment, the Head of Department/Office should draw the amount from the Treasury on a simple receipt in a form similar to form S.T.R. 52 which may be corrected suitably. The fact of payment in this behalf should be made in the last Pay Certificate sent with the papers relating to Death-cum-Retirement Gratuity and similar other payments, sent to the Audit Office. In cases where submission of Last Pay Certificate has been dispensed with the fact of the payment of the advance should be indicated in the no demand certificate or on page 3 of the pension application or in the letter forwarding the pension papers to the Audit Officer.

(No. 10216-5FRI-65/1006, dated the 21st January, 1966).

These instructions have become obsolete.

Counting of war/military service for civil pension, in respect of war service candidates permanently appointed to civil posts.— Under Finance Department letter No. 3763(5)-FRI-59/9564, dated 23rd September, 1959, regarding counting of war/military service towards civil pension, in respect of war service candidates permanently appointed to civil posts, orders when a break between war/military service and civil service is condoned, the service preceding the break is counted to the extent of half.

This provision has been reviewed in the light of Finance Department notification No. 2656(5)-FRI-61/2581, dated 9th March, 1961, that continuous temporary or officiating service followed by confirmation should count in full as qualifying service for pension and any service preceding break/breaks, between spells of civil service, which is/are condoned under Punjab Government, Finance Department, notification No. 9462-5FRI-61/10726, dated 4th October, 1961, is counted in full. It has now been decided that the war/military service, which has been counted to the extent of half in terms of Government letter No. 3763-5FRI-59/9564, dated 23rd September, 1959, referred to above, will now count in full towards civil pension, subject to other conditions being fulfilled.

(No. 7442-5FRI-65/19912, dated the 21st January, 1966).

Revision of Travelling Allowance and D.A. - Packing Allowance, etc.— Reference Finance Department letter No. 1099-1FRI-65/1425, dated the 16th February, 1965. The question of production of receipts for the payment of packing, loading and unloading charges has been engaging the attention of Government for some time. It is decided that no separate receipts are required for the payment of packing, loading and unloading charges in view of the fact that a Government employee has to produce a receipt showing the quantity of luggage transported by him and this allowance is subject to the limit of maundage allowed to be transported at Government expenses.

(No. 439-1FRI-66/1016, dated the 21st January, 1966).

The bill register should be preserved for a period of five years.

(No. 11050-6FRI-65/719, dated 27th/28th January, 1966).

FINANCE DEPARTMENT**Notification****The 28th January, 1966**

No. 11659-7FRI-65/1796.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services Rules, Vol. III, namely :-

- (1) These rules may be called the Punjab Civil Services, Vol. III (1st Amendment) Rules, 1966.
- (2) In the Punjab Civil Services Rules, Vol. III (T.A. Rules), for Serial No. 31 in appendix 'B', the following shall be substituted :-

“31. Lady Health Rs. 30 provided a Lady Visitors per Health Visitor mensem undertakes touring in Sub-Centres or her duties include an area which is more than 1½ miles from her place of duty and to which effect a certificate should be attached to each Bill by the Drawing and Disbursing Officer concerned.”

K. S. NARANG,
Secretary to Government, Punjab,
Finance Department.

No. 11659-7FRI-65/1797,

Dated, Chandigarh, the 28th January, 1966.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his U.O. No. HED/H/65-66/437-73, dated the 22nd December, 1966.

By order,
S. P. BAGLA,
Deputy Secretary, Finance (P.R.),
for Secretary to Government, Punjab,
Finance Department.

No. 11659-7FRI-65/1798,

Dated, Chandigarh, the 28th January, 1966.

Copies are forwarded to all Heads of Departments and the Registrar, Punjab High Court, Commissioners of Divisions, and District and Session Judges and Deputy Commissioners in the Punjab, for information and guidance.

JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation I,
for Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete.

Nomination for the purpose of death-cum-retirement gratuity under the Liberalized Pension Rules.— With reference to Finance Department letter No. 6396-5FRI-60/6535, dated 29th July, 1965, a question has arisen whether 'adoptive father' and 'adoptive mother' should also be included in the definition of 'family'. After careful consideration it has been decided that the terms 'father' and 'mother' used in the definition of 'family' at items (vi) and (vii) in paragraph 2 of the aforesaid Finance Department letter should be amplified so as to include 'adoptive father' and 'adoptive mother' in the case of individuals whose Personal Law permits adoption. Accordingly the words including adoptive parents in case of individuals whose personal law permits adoption, may be inserted against the items (vi) and (vii) as under :-

- | | | |
|-------|--------|---|
| (vi) | father | including adoptive parents in case of individuals whose |
| (vii) | mother | Personal Law permits adoption |

(No. 11433-5FRI-65/1606, dated the 31st January, 1966.)

These instructions have become obsolete.

Grant of House Rent Allowance to Government employees posted within 5 miles from the qualifying limits of the Cities.— A question has been raised as to how the rental value of the house of a Government employee living in a village situated within 8 Kilometers (5 miles) of the Municipal limits of a city is to be determined for purpose of allowing House Rent Allowance on the analogy of the provisions of para 5 of the Punjab Government letter, dated the 20th February, 1965, referred to above.

This question has been considered and it has been decided that in such cases house rent should be assessed in consultation with the P.W.D. authorities.

(No. 9949-FCW(5)-65/2231, dated February, 1966).

***These instructions have been Superseded vide
No. 2528-5FR(I)-76/14020, Dated 11.05.1977.***

No. 356-(3)-FR-II-66/1331

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
The Commissioners of Divisions,
District and Session Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 7th/9th February, 1966

Subject : Terms of deputation of Officers deputed from the Punjab State to the Central Government and other State Governments and vice versa.

Sir,

I am directed to invite a reference to Punjab Government, Finance Department circular letter No. 10576-(3)-FR-II-62/3576, dated the 29th March, 1963/4th April, 1963, on the above noted subject and to state that the following clause in regard to the grant of Extraordinary Pension may be added as clause 7-B of the Annexure :-

"7-B. Extraordinary Pension/Gratuity:—This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) Office memorandum No. F. 19-(23)-3V(A)/64, dated the 2nd August, 1965, which has been circulated vide Punjab Government, Finance Department Endorsement No. 7645-7-FR-I-65/18952, dated the 2nd November, 1965."

2. A copy of the Annexure only as referred to in the above mentioned circular letter dated the 29th March, 1963/4th April, 1963, as amended from time to time is also enclosed herewith for ready reference.

Yours faithfully,

Sd/-

(A. C. TULI)

Deputy Secretary, Finance, (R),
for Secretary to Government, Punjab,
Finance Department.

No. 356-(3)-FR-II-66/1332,

Dated, Chandigarh, the 7th/9th February, 1966

A copy is forwarded to the Accountant General, Punjab, Simla, in continuation of Finance Department, Endorsement No. 10576-(3)-FR-II-62/3577, dated the 29th March, 1963/4th April, 1963.

By order,

Sd/-

(A. C. TULI)

Deputy Secretary, Finance, (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab and all Administrative Secretaries to Government, Punjab, for information and guidance in continuation of Finance Department U.O. No. Endorsement No. 10576-(3)-FR-II-62, dated the 29th March, 1963/4th April, 1963.

Sd/-
(A. C. TULI)
Deputy Secretary, Finance, (R),
for Secretary to Government, Punjab,
Finance Department.

To

- (1) Financial Commissioners, Punjab; and
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 356-(3)-FR-II-66,

Dated, Chandigarh, the 7th/9th February, 1966

Copies are forwarded to the Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary, for the information of Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary in continuation of Finance Department U.O. Endorsement No. 10576-(3)-FR-II-62, dated the 29th March, 1963/4th April, 1963.

Sd/-
(A. C. TULI)
Deputy Secretary, Finance, (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries to Chief Minister/Ministers/
Ministers of State/Deputy Ministers and Chief Parliamentary Secretary.

U.O. No. 356-(3)-FR-II-66,

Dated, Chandigarh the 7th/9th February, 1966.

ANNEXURE - A

Annexure of Haryana Government, Finance Department, Circular Letter No. 10576-(3)-FR-I-62/3576, dated 29th March, 1963/4th April, 1963.

Subject : Standard terms of deputation for officers deputed from Haryana State to the Central Government and other State Governments and vice versa.

- (1) Period of deputation _____ years from _____
(date to be given)
- (2) Pay (i) If the transfer is in public interest as defined in Haryana Government letter No. 10508-3-FR-II-62/508, dated the 28th/31st January, 1963.

During the period of deputation, Shri _____ will have the option either to get his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him in his parent department plus a deputation allowance in accordance with and subject to the conditions laid down in Punjab Government circular No. 10508-(3)-FR-II-62/508, dated 28th/31st January, 1963, as may be modified from time to time.
- (ii) (If the transfer is not in Public Interest)

During the period of deputation Shri _____ will be entitled to pay in the scale of the post of Rs. _____ due under the operation of the normal rules.
- (3) (a) DEARNESS ALLOWANCE:- Shri _____ will be entitled to dearness allowance under the rules of the parent Government or under the rules of the borrowing Government according as he retains his scale of pay under the parent Government or he draw pay in the scale attached to the post under the borrowing Government.
- (b) TEMPORARY ALLOWANCE:- It will be allowed in case Shri _____ draws pay in the scale of the post sanctioned by the Haryana Government and also draws dearness allowance under rules/rates of Punjab Government.
- (4) LOCAL ALLOWANCES:- Like Compensatory (City) Allowance and House Rent Allowance to be regulated under the rules of the borrowing Government.

In case of deputation of a Haryana Government servants to the Central Government, including other State Governments the borrowing Government, may, however, if they so desire, apply the Punjab Government rules to such a deputationist.
- (5) JOINING TIME/PAY AND TRANSFER T.A.:- He will be entitled to T.A. and joining time both on joining the post on deputation and so on reversion therefrom to the parent Government under the rules of the Government to which he is deputed. The expenditure on this account will be borne by the borrowing Government.
- (6) T.A. ON JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION:- To be regulated under the rules of the Government to which he proceeds on deputation.
- (7) LEAVE AND PENSION:- During the period of deputation on temporary transfer he will continue to be governed by the leave and pension rules of the parent employer applicable to him before such transfer.

(7-A) Provident Fund benefits:- During the period of deputation, he will continue to subscribe to the Provident Fund of his parent Government to which he may be subscribing, when he is placed on deputation in accordance with the rules of such Fund.

In case of deputation of a Government servant who is Governed by Contributory Provident Fund Rules, Government contributions is payable by the Government to whom he is deputed, for the period of deputation.

(8) Leave Travel concession:- He will be entitled to leave travel concession under the rules of the Haryana Government as amended from time to time and the cost there of will be borne by the borrowing Government.

(9) Medical concessions:- He will be entitled to these concessions under the rules of the borrowing Government

In the case of deputation of a Haryana Government servant to the Central Government including other State Governments, the borrowing Government concerned may, however, if they so desire, apply the Haryana Government rules to such a deputationist.

(10) Residential accommodation:- He will be entitled to residential accommodation according to the rules of the Government to which he is deputed.

No free house or free car will be allowed, nor any conveyance be provided at Government expense, unless such benefits are normally attached as a condition of service to the post to which he is deputed.

(11) The deputation will commence on the date on which he hands over charge of this post under the Punjab Government and end on the date on which he assumes charge of a post under that Government.

ANNEXURE - B

Subject : Standard terms of deputation for officers deputed from Haryana Government to Companies, Federation and Corporations etc. and vice versa.

- (1) Period of deputation _____ years from _____
(date to be given)
- (2) Pay (i) If the transfer is in public interest as defined in Punjab Government letter No. 10508-3-FR-II-62/508, dated the 28th/31st January, 1963.

During the period of deputation, Shri _____ will have the option either to get his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him in his parent department plus a deputation allowance in accordance with and subject to the conditions laid down in Punjab Government circular No. 10508-(3)-FR-II-62/508, dated 28th/31st January, 1963, as may be modified from time to time.
- (ii) (If the transfer is not in public Interest)
During the period of deputation Shri _____ will be entitled to pay in the scale of the post of Rs. _____ due under the operation of the normal rules.
- 3 (a) DEARNESS ALLOWANCE:- Shri _____ will be entitled to dearness allowance _____ under the rules of the parent Government or under the rules of the Foreign employer Corporation according as he retains his scale of pay under the parent Government or he draws pay in the scale attached to the post under the foreign employer.
- (b) TEMPORARY ALLOWANCE:- It will be allowed in case Shri _____ draws pay in the scale of the post sanctioned by the Haryana Government and also draws dearness allowance under rules/rates of Punjab Government.
- (4) LOCAL ALLOWANCES:- Like Compensatory (City) Allowance and House Rent Allowance to be regulated under the rules of the parent Government.
- (5) JOINING TIME/PAY AND TRANSFER T.A.:- He will be entitled to T.A. and joining time both on joining the post on deputation and so on reversion therefrom to the parent Government under the rules of the Government to which he is deputed. The expenditure on this account will be borne by the borrowing employer.
- (6) T.A. ON JOURNEY ON DUTY DURING THE PERIOD OF DEPUTATION:- To be regulated under the rules of the foreign employer to which he proceeds on deputation.
- (7) LEAVE AND PENSION:- During the period of deputation on temporary transfer he will continue to be governed by the leave and pension rules of the parent employer applicable to him before such transfer.

The contribution of leave salary and pensionary charges shall be paid by the Government servant himself unless the foreign employer consents to pay them. They shall not be payable during leave taken while in foreign service.
- (8) (a) LEAVE TRAVEL CONCESSION:- He will be entitled to leave travel concession under the rules of Haryana Government as amended from time to time and the cost thereof will be borne by the borrowing employer.

(b) LEAVE:- To be regulated under the rules of Haryana Government.

(9) MEDICAL CONCESSION:- He will be entitled to those concessions under the rules of the Haryana Government.

In the case of deputation of a Haryana Government to the private Bodies, the foreign employer concerned may, however, if they so define, apply their own rules to such a deputation but it should not be less beneficial than the concession allowed.

(10) RESIDENTIAL ACCOMMODATION:-

(i) If the Official/Officers continue to occupy Government owned residence, he will be required to pay rent under the rules/instructions of the State Government as amount and standard rent charged by the Government for that house shall be paid by the foreign employer.

(ii) If the Official/Officer is allowed by the State Government to vacate Government residence shift to the house owned by him or he arranges private accommodation as he shall be allowed house rent allowance as admissible under the rules/instructions of the State Government.

(iii) If a private residential accommodation is provided by the foreign employer, the officer will pay the rent under the rules/instructions of the State Government as amended from time to time and the balance of the rent, if any, will be paid by the foreign which should, however, be according to the norms of space and specifications mentioned in Haryana Government letter No. 5373PW-II-71/19433, dated the 20th July, 1971.

No free house or free car will be allowed nor any conveyance be provided at corporation/expense unless such benefits are normally attached as a condition of service to the post to which he is deputed.

(11) (a) PROVIDENT FUND BENEFITS:- During the period of deputation he will continue to subscribe to the provident fund of his parent Government to which he may be subscribing when he is placed on deputation in accordance with the rules of such fund.

(b) COMMENCEMENT OF DEPUTATION:- The deputation will commence on the date on which he hands over charge of this post under the Haryana Government and end on the date on which he assumes charge of a post under that corporation/federation.

(c) DURATION OF DEPUTATION:- The period of deputation of a Government employee on foreign service should not ordinarily exceed one year at a time and should not normally be extended beyond three years.

(12) OTHER CONCESSIONS:- Foreign employer shall furnish a certificate after every 3 months that the Government employee concerned has not been paid any adhoc pay or allowance or bonus/incentive bonus (which is not covered under the rules) concessions of any kind except that specified in the terms and conditions of his transfer. Similarly, a certificate should also be obtained from the Government employee concerned that he has not received any adhoc pay allowance or concession except those specified in the terms and conditions of his transfer.

The allocation of leave salary and pensionary charges will be regulated under the rules of allocation contained in Appendix 3 to Account Code, Volume I.

Note :- *The rules of Appendix 3 of the Account Code, Volume I, referred to above have not yet been accepted by the Government of Jammu and Kashmir. Pending their acceptance of the Standard terms in this regard, the liability for leave salary and pension should be discharged by the borrowing Government by payment of contributions at the rates applicable in the case of foreign service.*

Financial Control over Bodies which receive grants-in-aid from the Punjab Government.— Rule 8.14 of the Punjab Financial Rules, Volume I, Inter alia stipulates that every order sanctioning a grant should specify clearly the object for which it is given and the conditions, if any, attached to the grant. The rule, does not, however, provide for any remedy where the grantee fails to comply with the conditions or commits a breach of the conditions under which the grant is made. The Government have after careful consideration decided that before the grant-in-aid is released the grantee should be required to execute a bond with two sureties to the Governor of Punjab that he will abide by the conditions of the grant and in the event of his failing to comply with the conditions or committing breach of the bond, he and the sureties individually and jointly will be liable to refund to the Governor of Punjab the entire amount of grant with interest thereon or the sum specified under the bond. In special cases in which such a bond is not found feasible and/or, on due consideration, the Administrative Department decide not to insist upon a bond on the above lines, it would be necessary to work out alternative arrangements in consultation with the Legal Remembrancer to Government, Punjab and the Finance Department for ensuring that the interests of Government are safeguarded effectively. To enable the audit to verify that this condition has been fulfilled, it has been decided that a certificate to the effect that the grantee has executed requisite bond unless otherwise exempted should be furnished along with the grant-in-aid bill, duly countersigned by the officer on whose signature the grant-in-aid bill is drawn.

(2) The following types of institutions/organisations will be exempted from the operation of these instructions :-

- (a) Quasi-Government Institutions.— Institutions or organisations set up by the Government as autonomous bodies either under a statute or as a society registered under the Societies Registration Act, 1860, or otherwise.
- (b) Government aided bodies.— Institutions or organisations which receive financial assistance from the Punjab Government on regular basis (either wholly or on a fixed percentage basis) and/or;
 - (i) whose annual budget is approved by the Government or
 - (ii) on the Boards of Management or Committees of Management of which the Government is adequately represented.

(3) While obtaining the prescribed bond, where it is necessary the requirements of furnishing two sureties in addition need not be insisted upon if the grantee institution/organisation is a society registered under the Societies Registration Act, 1860, or is a Cooperative Society, or is an institution of standing in whose case such sureties are not considered necessary by the sanctioning authority.

(4) It has been further decided that in making grants to non-Government or quasi-Government bodies or Institutions, a condition should invariably be laid down that assets acquired wholly or substantially out of Government grants would not without the prior sanction of the Governor, be disposed of, encumbered or utilised for purposes other than those for which grants are sanctioned. The grantee institutions should be called upon to maintain a register in the form as in an (Annexure) of the permanent and semi-permanent assets acquired wholly or mainly out of Government grant. This register should be maintained by the grantee-institutions separately in respect of each sanctioning authority to whom a copy thereof be furnished annually for permanent record. The assets would be taken to mean all immovable and movable property of the capital nature where the value exceeds Rs. 1, 000. The library books and articles of furniture will not be included in it.

(No. 29-3FRI-66/2509, dated the 16th February, 1966).

Copy of letter **No. 48-PR-66/1072, dated 27th/28th February, 1966**, from Shri K.S. Narang, I.A.S., Secretary, Government, Punjab, Finance Department to all Heads of Departments in the Punjab and the Registrar, Punjab High Court of Punjab at Chandigarh.

Subject : Procedure for dealing with the reports of the Estimates Committee on the Budget Estimates.

In super session of the orders contained in the Punjab, Government letter No. 4403-B&C-58/12743, dated the 21st August, 1958, and No. 2190-PR-64/6058, dated the 6th July, 1964, on the subject noted above, I am directed to state that the following procedure has been laid down, with the concurrence of the Estimates Committee for dealing with their reports on the Budget Estimates :-

- (a) After the Report(s) is presented to the Punjab Vidhan Sabha, copies of the Report(s) will be forwarded by the Secretary, Estimates Committee to the Finance Department.
- (b) The Finance Department will initiate action on the report and request the Heads of Departments to consider the recommendation of the Estimates Committee; a copy of the communication will be endorsed to the Administrative Secretary concerned simultaneously. General recommendations will be dealt within the Finance Department Branches and orders issued by them.
- (c) The Heads of Departments, shall furnish their comments on the recommendations of the Estimates Committee to the Administrative Secretaries concerned on receipt of the report of the Committee.
- (d) The Administrative Department will take the orders of the Minister concerned and forward their views to the Finance Department.
- (e) The Finance Department (Branch concerned) will offer their comments on the recommendations of the Administrative Department keeping in view the various points raised in the report of the estimates Committee.
- (f) The Administrative Department will then take the case to the Council of Ministers incorporating in the memorandum for the Cabinet the views of the Finance Department. After a decision is taken by the Cabinet a suitable reply indicating the final decision will be sent by the Administrative Departments to the Secretary Estimates Committee (in duplicate). Four Copies of the reply will be endorsed to the Finance Department (Co-ordination Branch).
- (g) There the Administrative Department proposes to accept the recommendations of the Estimates Committee involving no financial implication, the case may be shown only to the Minister concerned and need not be referred to the Finance Department, or to the Council of Ministers. A suitable reply containing the final decision in such cases will be sent the Administrative Department to the Secretary Estimates Committee (in duplicate). Its four copies will be endorsed to the Finance Department in Co-ordination Branch).
- (h) The Finance Department will maintain a record of the action taken on the recommendations of the Estimates Committee and periodically remind the Department concerned about the pending recommendations on which action

has still to be taken. A quarterly report (in 18 copies) as per proforma attached will be furnished by the Heads of Departments through their Administrative Secretaries so as to reach the Finance Department by the 15th April, 15th July, 15th October and 15th January each year. The Finance Department will forward these reports to the Committee within fifteen days of their receipt.

- (i) After the receipt of the quarterly statement the Committee will consider it and its comments, if any, will be communicated to the Finance Department for further necessary action.
- (j) Every effort should be made to expedite the action on the recommendations of the Estimates Committee and this work should be treated as a general rule, on "Top Priority" basis.

2. A list of the outstanding recommendations of the previous reports of the Estimates Committee will continue to be forwarded separately as soon as it is received from the Secretary, Estimates Committee.

3. It is requested that these and subsequent recommendations may be dealt with in accordance with the procedure detailed above.

S.P. BANGLA,
Deputy Secretary, Finance (PR),
for Secretary to Government, Punjab,
Finance Department.

No. 48-PR-66/1073,

Dated, Chandigarh, the 27th February, 1966

A copy with a copy of the enclosure, is forwarded to the Secretary to Punjab Vidhan Sabha Secretariat, Chandigarh, with reference to his letter No. FCB/EG-25-58/622, dated the 10th January, 1966 for information and necessary action. This procedure is being issued with the concurrence of the Estimates Committee.

2. Copies with copies of the enclosure, are forwarded to all Financial Commissioners and Secretaries to Government, Punjab for information and necessary action in continuation of Finance Department U.O. No. 4403-B&C-58, dated the 21st August, 1958, U.O. No. 2190-PRII-64, dated the 6th July, 1964 and U.O. No. 1721-B&C-59, dated the 26th March, 1959. They are also requested to ensure that 18 copies of the quarterly progress reports are forwarded to the Finance Department, in the prescribed form by the due dates indicating the latest position in regard to the implementation of all the outstanding recommendations whether these are under the consideration of Administrative Departments themselves or are pending with the Heads of Departments.

S.P. BANGLA,
Deputy Secretary, Finance (PR),
for Secretary to Government, Punjab,
Finance Department.

To

All Financial Commissioners and
Secretaries to Government, Punjab.

U.O. No. 48-PR-66,

Dated, Chandigarh, the 27th/28th February, 1966

Copies with copies of the enclosure are forwarded to all Officers, Superintendents and Deputy Superintendents in the Finance Department Branches, for information and guidance, in continuation of U.O. No. 4403-B&C-48, dated the 26th August, 1958, and U.O. No. 2190-PR-64, dated the 6th July, 1964, it is further requested that the cases referred to them by the Administrative Departments under clause I (d and e) above be dealt with on top priority basis.

S.P. BANGLA,
Deputy Secretary, Finance (PR),
for Secretary to Government, Punjab,
Finance Department.

To

All Officer, Superintendents and Deputy Superintendents
in Finance Department.

U.O. No. 48-PR-66,

Dated, Chandigarh, the 27th February, 1966

**PROFORMA AS REFERRED TO IN THE PROCEDURE VIDE ITEM (H) TO BE SENT
THROUGH A.D. TO F.D. (IN ELGHTEN COPIES)**

Quarterly progress report for the quarter ending indicating the upto-date position of the outstanding recommendations/observations of the estimates committee, on the budget estimates.

Sr. No.	Department	Reference to page/para of the report	Recommendations/ observations made by the Estimates Committee	Action taken or proposed to be taken	Reason for delay	Date when final decision is likely to be taken
1	2	3	4	5	6	7

<i>These instructions have become obsolete.</i>
--

No. 609(5)FR-II-66/3811

From

Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
The Registrar, Punjab High Court,
Commissioners of Divisions,
District and Session Judges and
Deputy Commissioners in the Punjab.**Dated, Chandigarh, the 4th March, 1966*****Subject :* Leave salary admissible during refused leave under rule 8.21 of the Punjab Civil Services Rules, Volume I, Part I.**

Sir,

I am directed to invite a reference to Punjab Government, Finance Department circular letter No. 9091(5)FR-II-65/22367, dated the 1st December, 1965, on the above subject, and to say that a question has arisen as to from which date this letter will take effect. It is clarified that the circular letter under reference, being in the nature of a clarification of the orders contained in Finance Department circular letter No. 4605(5)FR-II-65/9130, dated the 1st June, 1965, will come into force with effect from 1st June, 1965. The orders contained therein will apply in all cases of refused leave irrespective of the fact whether it is availed of concurrently with re-employment or, during or after the termination of re-employment. Past cases already finalised before 1st December, 1965, will not, however, be reopened.

Yours faithfully,

A. C. TULI,
Deputy Secretary Finance (R),
for Secretary to Government, Punjab,
Finance Department.

No. 609(5)FR-II-66/3811,

Dated, Chandigarh, the 4th March, 1966

A copy is forwarded to the Accountant General, Punjab, Simla, for information.

By order,

A. C. TULI,
Deputy Secretary Finance (R),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to all Financial Commissioners, Punjab, and all Administrative Secretaries to Government, Punjab for information and guidance.

A. C. TULI,
Deputy Secretary Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

Financial Commissioner, Punjab
Administrative Secretaries to Government, Punjab.

U.O. No. 609(5)FR-II-66,

Dated, Chandigarh, the 4th March, 1966

Copies are forwarded to the Secretaries/Private Secretaries/ Personal Assistant to other Chief Ministers, Ministers, Ministers of State, Deputy Ministers and Chief Parliamentary Secretary for the information of the Chief Minister, Ministers, the Ministers of the State, the Deputy Minister and the Chief Parliamentary Secretary.

A. C. TULI,
Deputy Secretary Finance (R),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretaries/Private Secretaries/Personal Assistant to other
Chief Ministers, Ministers, Ministers of State, Deputy Ministers and
Chief Parliamentary Secretary.

U.O. No. 609(5)FR-II-66,

Dated, Chandigarh, the 4th March, 1966.

**PUNJAB GOVERNMENT
FINANCE DEPARTMENT
REGULATIONS (I)**

Notification

The 4th March, 1966.

No. 529-1FRI-66/3945.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules to further amend the Punjab Civil Services Rules, Vol. III :-

- (1) These rules may be called the Punjab Civil Services, Vol. III (2nd Amendment) Rules, 1966;
- (2) Rule 2.76 is deleted.

K. S. NARANG,
Secretary to Government, Punjab,
Finance Department.

No. 529-1FR-I-66/3946,

Dated, Chandigarh, the 4th March, 1966.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his U.O. No. T.M.I.21(2)/65-66/1649, dated 6th January, 1966.

By order,
M. L. BHALLA,
Deputy Secretary, Finance (P. & L.),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab, and all Administrative Secretaries to Government, Punjab, for information.

JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

To

All Financial Commissioners, Punjab.
All Administrative Secretaries to Government, Punjab.

U.O. No. 529-1FRI-66,

Dated, Chandigarh, the 4th March, 1966.

Copies are forwarded to the Secretary to the Chief Minister, Secretaries/Private Secretaries/Personal Assistants to the Chief Minister, other Ministers, Deputy Ministers and Chief Parliamentary Secretary, for the information of the Chief Minister, other Ministers, Deputy Ministers and Chief Parliamentary Secretary.

JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretary to the Chief Minister, Secretaries/Private Secretaries/
Personal Assistants to the Chief Minister, other Ministers, Dy. Ministers
and Chief Parliamentary Secretary.

U.O. No. 529-1FRI-66,

Dated, Chandigarh, the 4th March, 1966.

367

No. 529-1FRI-66/3947,

Dated, Chandigarh, the 4th March, 1966.

Copies are forwarded to all Heads of Departments and the Registrar, Punjab High Court, Commissioners of Divisions, and District and Session Judges and Deputy Commissioners in the Punjab, for information and guidance.

By order,

JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

**FINANCE DEPARTMENT
REGULATIONS (I)**

Notification

The 10th March, 1966.

No. 529-1FRI-66/4341.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules to further amend the Punjab Civil Services Rules, Vol. III :-

- (1) These rules may be called the Punjab Civil Services Vol. III (3rd Amendment) Rules, 1966.
- (2) In the Punjab Civil Services Rules, Volume III, delete the words "more than" appearing first time after the words "allowance if" in sub-clause (i) below clause 3(b) of Rule 2.79 (A).

K. S. NARANG,
Secretary to Government, Punjab,
Finance Department.

No. 529-1FRI-66/4342,

Dated, Chandigarh, the 10th March, 1966.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his U.O. No.

By order,
M. L. BHALLA,
Deputy Secretary, Finance (P. & L.),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab, and all Administrative Secretaries to Government, Punjab, for information.

M. L. BHALLA,
Deputy Secretary, Finance (P. & L.),
for Secretary to Government, Punjab,
Finance Department.

To

All Financial Commissioners, Punjab.
All Administrative Secretaries to Government, Punjab.

U.O. No. 529-1FRI-66,

Dated, Chandigarh, the 10th March, 1966.

Copies are forwarded to the Secretary to the Chief Minister, Secretaries/Private Secretaries/Personal Assistants to the other Ministers, Deputy Ministers and Chief Parliamentary Secretary, for the information of the Chief Minister, other Ministers, Deputy Ministers and Chief Parliamentary Secretary.

JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretary to the Chief Minister, Secretaries/Private Secretaries/
Personal Assistants to the Chief Minister, other Ministers, Dy. Ministers
and Chief Parliamentary Secretary.

U.O. No. 529-1FRI-66,

Dated, Chandigarh, the 10th March, 1966.

No. 529-1FRI-66/4343,

Dated, Chandigarh, the 10th March, 1966.

Copies are forwarded to all Heads of Departments and the Registrar, Punjab High Court, Commissioners of Divisions, and District and Session Judges and Deputy Commissioners in the Punjab, for information and guidance.

By order,
JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete.

It has been brought to the notice of Government that there has been a drop in the emoluments of certain Government employees in the pay range of Rs. 315 to Rs. 1,000 as they had to pay additional house rent calculated at their revised pay. With a view to remove this hardship Government have now decided that the amount of 'Dearness Allowance' treated as 'pay' in Punjab Government, Finance Department, letter No. 1012-FRI-65/1511, dated 13th February, 1965, shall not be treated as part of emoluments for the purposes of recovery of rent from such employees drawing pay of Rs. 315 to Rs. 1,000 per mensem (including D.P.), and occupying accommodation provided by Government.

These orders will take effect from 1st March, 1966.

(No. 1641-3FR-66/4116, dated the 14th March, 1966).

Deputation abroad for training under various Technical Assistance Programmes.— A copy of Government of India, Ministry of Finance (Department of Economic Affairs) letter No. 16/1/61-UN, dated 27th August, 1965, alongwith the enclosures referred to in paras 6 & 7 thereof, is forwarded to all Heads of Department and the Registrar, High Court, Punjab, Commissioners of Divisions, District & Sessions Judges and All Deputy Commissioners in the Punjab for information and guidance (Reproduced below).—

Deputation abroad for training under various Technical Assistance Programmes.— Technical assistance in the form of Training facilities for Indians abroad, provision of foreign experts and equipment ancillary to the services of experts is being received from abroad under various multilateral and bilateral technical Assistance Programmes.

2. This Department is mainly concerned with the selection of candidates and approval of requests for experts under the following Technical Assistance Programme:—

- (i) The United Nations Expanded Programme for Technical Assistance,
- (ii) Bilateral Agreements with U.S.A., France and Yugoslavia,
- (iii) Adhoc offers of assistance from Federal Republic of Germany, Finland, Italy, West Germany, Denmark, Switzerland, Norway, Yugoslavia, Sweden, Netherlands, etc.
- (iv) Training awards from Rock-feller and Ford Foundations, Populations Council, etc.

3. The programming procedures of the various Technical Assistance Programmes differ from each other according to the requirements of the aid giving agencies. For instance, UNEPTA Programme is framed once in two years, U.S.A.I.D. Programme is framed on year to year basis and all the proposals have to be related to agreed projects; there are no target dates for submission of Programmes to the donor countries under the Colombo Plan, etc.

4. This Department periodically invites proposals from Ministries and the State Governments keeping in view the requirements of the aid giving agencies. In addition to the regular programmes of Technical Assistance, a number of adhoc offers for participation in Courses, Seminars, etc. are also received and they are processed on adhoc basis.

5. The final selection of candidates for training abroad is vested in the Technical Assistance Selection Committee set up in this Department. Every proposal is considered by this Committee in its meetings in which representatives from the Ministries also participate. The Committee has by now laid down certain working principles and criteria which the candidates should meet in order to qualify for training abroad. These criteria are contained in the circular letters issued by this Department from time to time.

6. If it desired that the training proposals are approved by the Technical Assistance Selection Committee as expeditiously as possible. It is necessary that the sponsoring authorities keep in mind the criteria on the basis of which T.A.S.C. makes the selection. There is an elaborate proforma which has to be filled in by the Sponsoring Authorities. The proforma is the documents containing a number of questions, the answer to which provide the Committee with all the relevant information concerning the project, the candidate and the type of training required. This document provides the necessary information to facilitate consideration and approval of the proposal by the Committee. If the proforma is filled in with due care and sufficient information is furnished, it will be possible for the Committee to consider the concerned case at the earliest opportunity. However, there are countless instances in which this Department has to go back to the sponsoring authorities for detailed information which should

have been contained in the proforma. Those come-backs unnecessarily delay consideration of the proposals and cause unnecessary work and avoidable correspondence.

7. A set of the criteria applicable to all candidates for deputation abroad for training is enclosed for ready reference. A set of those criteria may be kept handy by those concerned with the initial selection of candidates in the Sponsoring Ministries, Departments, etc. Due care should also be taken in the Ministries to examine the proforma of the candidates in order to ensure that the proposals are in accordance with the criteria laid down. If the Sponsoring Authorities desire relaxation from the general criteria in particular cases, detailed justification should be furnished in the proforma itself or in the communication to this Department sponsoring the candidates.

8. It is important that the highest Technical Officers in the Central Ministries examine the proposals thoroughly and certify in the proforma that the training asked for is not available in India. The training places offered by the aid-giving agencies are limited and, therefore, it is the best interest of the country that the limited available training opportunities are utilised in obtained raining only in fields in which the facilities in the country do not exist at all.

9. It has been noticed that after approval of the proposals by the Technical Assistance Selection Committee, the Sponsoring Authorities take a long time in getting the relevant application forms filled up and forwarded to this Department. Expeditious action in getting the forms filled up will curtail delay in obtaining the training facilities.

10. It has also been noticed that the Ministries, etc. take a long time in communicating acceptance or otherwise of the training facilities offered by the aid-giving agencies on the basis of the applications made to them. In a large number of cases, offers of the training facilities are received from the aid-giving agencies only a few weeks before the start of the course in the donor countries. It is, therefore, necessary that expeditious consideration is given to the offers and our acceptance or otherwise is communicated to the aid-giving agencies as early as possible. In order to ensure that expeditious action may be taken by the sponsoring authorities as the High Commissions/Embassies send copies of communications addressed to this Department direct to the sponsoring authorities. It is requested that action may be initiated on such communications without waiting for a formal reference from this Department. Similar action is also requested in cases where extension of the training period is requested by the aid-giving agencies.

11. The aid-giving agencies organise certain training Seminars Course in which participation is requested by them on short notice. While the aid-giving agencies have been requested to give as long a notice as possible it is also necessary at our end to deal with such requests on priority basis. As and when such offers are communicated to the Ministries of Food and Agriculture etc. most expeditious action is required in order the sponsor nominations by the date fixed by aid-giving agencies. It may be possible to select candidates for participation in such Courses by picking them from the applications pending with the Ministries or with this Department.

(Letter No. 16/1/61-UN, dated the 27th August, 1965 from the Government of India, Ministry of Finance (Department of Economic Affairs) (enclosure to para 7 follows).

Criteria to be borne in mind while formulating proposals for training under various Technical Assistance Programmes:

- (1) The Sponsoring Authorities should ensure that the training proposal fulfil the following requirements :—
 - (a) The proposals should be for technical training of a practical kind as distinct from purely 'academic training'.

- (b) Only such training facilities should be sought so far as are not obtainable in India.
 - (c) The proposal should be related to a specific development project included in the Plan.
 - (d) The proposal should be made in respect of a person who is already in employment, has normally not less than 5 year experience and in whose case it is considered that the acquisition of expert knowledge would help in the efficient implementation of a project on his return. Special justification should be given if a person with less than five years experience is recommended.
 - (e) The person recommended for training should possess qualifications and experience sufficient to enable him to benefit from his training abroad,
 - (f) The candidates should be below 45 years of age (relaxation upto 48 years in exceptional cases may be considered if full justification is furnished). This age limit will, however, not apply in cases of observation tours by senior persons.
 - (g) If foreign experts have already been obtained in a particular field, special justification in support of a request for training in that field should be given.
 - (h) A candidate recommended under one programme should not be recommended simultaneously under another Technical Aid Programme.
- (2) In sponsoring proposal for training abroad, the following points should also be borne in mind :-
- (a) It has been observed that some of the persons recommended in the past were not of a high caliber. It is evidently desirable that persons who are sent abroad for training under the programme should be of a high caliber who would do credit to the country. They should also be engaged in that particular occupation or field of study or should have been earmarked for the same Technical assistance under these programmes is not intended to provide for the normal educational "higher studies".
 - (b) Candidates whose applications have already been filed with the respective foreign Government but in whose case the desired training arrangements have not yet materialized should not be re-sponsored. Similarly, those who have already been considered and rejected should not be re-sponsored, except in cases in which the reasons for rejection no longer exist.
 - (c) It has come to notice in a number of cases that the sponsoring authorities withdraw their proposals for training or ask for postponements of the training at the stage when the Aid-giving Agency has completed the processing and has intimated the date when the trainee should proceed for training. This causes the Government of India great embarrassment. Withdrawal of proposals and request of postponement of training must, therefore, be strictly avoided, specially so on grounds of personal convenience.

- (d) Sometime the Aid Giving Agencies recommend an extension of the training period of the candidate which they consider necessary for effectively rounding off the training imparted by them. Since such a recommendation is aimed at contributing still further to the basic objectives of the training originally sought by the sponsors, such recommendations for extension, when received, should be given careful and prompt consideration. In some cases in the past, the response in this matter has not been quick and convincing. The possibility of such an extension should not, therefore, be ruled out while deciding to sponsor any one for foreign training.
- (e) Normally, wives of the trainees will not be permitted to join them while abroad.
- (f) Instances have come to the notice of the Government of India that the trainees raise the question of extension/variation of their training on their own initiative on their arrival in the country of training, which causes embarrassment all rounds. To avoid this state of affairs, it is requested that in future the Ministries etc., may include in their bonds/undertakings, which they get signed/executed by the candidates before their departure abroad for training, a clause to the effect that no trainee shall, on his own initiative, on arrival or during his stay in the country of his training take up the question of extension/variation of his training, with the authorities responsible for his training abroad. He may, however, if he thinks it to be necessary, approach his sponsors in India for extension/variation of his training abroad who after necessary consultation with the authorities concerned will decide the issue.
- (g) The training before they are sponsored should be specifically told that the fellowships offered under the Technical Assistance Programmes are meant for practical training for specialization in particular fields and not for obtaining academic degrees and, therefore, no extensions in training periods will be allowed to them for that purpose.
- (h) Instances have come to the notice of the Government of India that the trainees try to save money out of the living allowances by adopting lower standards of living than those considered reasonable by aid-giving in fixing the scale of allowances. An undertaking should be obtained from trainees before they are sponsored that they will maintain appropriate standard of living while abroad.

(Endst. No. 466-(3)FR-II-66/1626, dated 19th March, 1966.)

Attestation of enclosures to sanction letter.— It has been observed that enclosures containing details of expenditure given in the sanctions sent to the Audit office are generally unattested and thus the sanctions cannot be acted upon and either these sanctions have to be returned to the sanctioning authority or the matter has to be referred to the departments for sending attested copies of enclosures. This results in delay in issue of authorities either to the T.Os. or other audit officers etc. Suitable instructions may please be issued to all departmental offices to see that the sanctions are sent to audit office complete in all respects and the enclosures attached to the sanctions are invariably attested by a gazetted officer.

(A. G's. Punjab, endorsement No. Misc. II/Sanctions (CH)., Vol.IV/5856/57, dated 8th March, 1956, forwarded to all Heads of Departments with **No. 2195-FD-III-68/4664, dated 19th March, 1966**).

***These instructions have been Superseded vide
No. 1/1(12)-78-2FRI, Dt. 28.09.1979.***

Enhanced Family Pension.— Recently some civilian Government employees, died in harness, leaving their dependents badly in need. With a view to assisting such poor dependents, it has in partial modification of the Finance, Circular letters No. 7856-7FRI-64/9691, dated 16th October, 1964 and No. 7923-7FRI-65/23312, dated 3rd December, 1965, been decided as under :-

- (i) For a period of 7 years from the date following the date of death or till the date on which the Government employee would have reached the normal age of superannuation had he remained alive, whichever period is shorter, the pension payable under the aforesaid orders will be at 50 per cent of the pay last drawn, subject to a maximum of twice the pension admissible under para 2 of the Punjab Government letter No. 7856-7FRI-64/9691, dated the 16th October, 1964 referred to above.
- (ii) The pension payable thereafter will be at the rates laid down in the respective orders.
- (iii) These orders will not be applicable if the Government employee had put in less than 7 years continuous service prior to his death.
- (iv) The other provisions in the existing orders will continue to operate.

Note:—(1) In the case of widow/widower governed by the provision of Punjab Government letter No. 7923-7FRI-65/23312, dated the 3rd December, 1965, referred to above, the child allowance, if any, will be paid in addition.

(2) In the case of person who died while on extension of service the date up to which the extension of service had been sanctioned to him before his death will be deemed to be the normal date of superannuation.

(2) These orders will have effect from 1st January, 1966.

(3) Government employees who were in service on 30th June, 1964 and had opted not to be governed by the Family Pension Scheme, 1964, but who may now desire to avail of the benefits of the present concession will be allowed to exercise by the 30th September, 1966, a fresh option in terms of Para 6 of Finance Department circular letter No. 7856-7FRI-64/9691 dated the 16th October, 1964. In case of failure to exercise a fresh option within the stipulated period, the earlier option, if any, will be deemed to subsist. The option should be exercised in writing and communicated by the Officer concerned to the Head of Office if he is a non-Gazetted Officer and to the Accountant General, Punjab, if he is a gazetted officer. Non-gazetted Officers who are officiating as gazetted officers, should exercise their option, like non-gazetted officers as laid down in para (vi) of Finance Department letter No. 2253-7FRI-65/2474, dated the 12th March, 1965. The option when received from a non-gazetted officer should be countersigned by the Head of Office and pasted in the service book of the officer concerned. It will be the responsibility of the individual concerned to ensure that the option has reached the Head of Office/Accountant General, Punjab.

(4) Government employees mentioned in para 15(i) of the Punjab Government letter No. 7856-7FRI-64/9691, dated the 16th October, 1964, who were otherwise declared eligible to

come on to the Pensionary Scheme on the day their services were provincialised but retained the Contributory Provident Fund benefits are allowed another opportunity to opt up to the 30th September, 1966, for the Liberalised Pension Rules including the benefit of the New Family Pension Scheme, 1964, as amended from time to time. The option exercised will be final. They will, however, have no option to elect the Liberalised Pension Rules without the benefits of the New Family Pension Scheme. The procedure for exercising the option will be the same as indicated in Punjab Government letter No. 7856-7FRI-64/9691, dated the 16th October, 1964.

(5) The aforesaid options, exercised by the Gazetted Officers, on or before the 30th September, 1966, if received in the office of the Accountant General, Punjab after the 30th September, 1966, will not be considered as valid.

(6) The Administrative Departments are requested to take urgent steps to bring the contents of this letter to the notice of all concerned persons employed under their administrative control including those on leave or on foreign service.

(7) These orders will not be applicable to cases where the deceased Government employee was not governed by the Family Pension Scheme, 1964. These orders will not also be applicable to those Government employees who are governed by the Workmen's Compensation Act.

(No. 304-7FRI-66/5240, dated the 21st March, 1966).

**FINANCE DEPARTMENT
REGULATIONS - I**

Notification

The 21st March, 1966.

No. 5667-7FRI-65/5379.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services Rules, Volume III, namely :-

- (1) These rules may be called the Punjab Civil Services, Vol. III (4th Amendment) Rules, 1966;
- (2) In the Punjab C.S.R., Volume III, Serial Nos. 1, 2, 3, 4, 5, 15, 19 and 20 of Appendix B shall be substituted as under :-

Sr. No.	Designation of Government Servants	Rate of Permanent Monthly T.A.	Remarks
		Rs.	
1.	Tehsildars	55.00	Without the condition of maintaining a horse but subject to the condition that they remain on tour for at least 15 days and 10 nights in a month.
2.	Sub-Tehsildars (Assistant Consolidation Officers and others)	67.50	This T.A. will be admissible to those who are required to maintain a horse in the public interest on the production of a certificate from the Deputy Commissioner concerned to this effect.
		35.00	This T.A. will be admissible to those who are not required to maintain a horse.
3.	Kanungos (in Plains) (In Hills)	37.30	This T.A. will be admissible to those who are required to maintain a horse in the public interest.
		46.87	
		20.00	Without any condition of maintaining a horse.
4.	Settlement Naib-Tehsildars except those employed as Head Clerk	67.50	This T.A. will be admissible to those who are required to maintain a horse in the public interest
		35.00	This T.A. will be admissible to those who are not required to maintain a horse.
5.	Naib Tehsildars employed as Readers to the Settlement Officers who are expected to maintain horse.	67.50	Subject to the condition of maintaining a horse.
15.	Officers of the I.A.S.	75.00	Provided a horse is maintained.
19.	Zilladars	67.50	Zilladars are bound to maintain one riding horse and to certify to this effect monthly.

Sr. No.	Designation of Government Servants	Rate of Permanent Monthly T.A.	Remarks
			<p>They may draw in addition actual expense on the production of the actual payee's receipt for the carriage of camp equipment while on tour subject to a maximum of Rs. 30 per mensem provided that the officer concerned furnishes a certificate that the amount was actually spent on the hire of conveyance necessary for the transportation of his camp equipment.</p> <p>Note:-The claim for actual expenses for the carriage of camp equipment will be drawn on the contingent will form. In addition, they may also draw mileage for journeys performed by railway or actual lorry fare for journeys performed by public lorry on public grounds with the sanction of the Executive Engineer provided lorry fares do not exceed the rate fixed for the locality by the Deputy Commissioner concerned and are subject to the mileage rates for the journey by road.</p>
20.	Naib Zilladars	56.25	<p>Naib Zilladars and Daroghas are bound to maintain horse and to certify to this effect monthly. In addition, they may also draw mileage for journey performed by railway or actual lorry fare for journeys performed by public lorry on public grounds with the sanction of the Executive Engineer, provided lorry fares do not exceed the rate fixed for the locality by the Deputy Commissioner concerned and are subject to the mileage rates for journeys by road.</p>

No. 5667-7FRI-65/5380,

Dated the 21st March, 1966.

A copy is forwarded to the A.G. Punjab, Simla, for information with reference to his U.O. No. T.M.II/21-2/65-66/1310, dated the 3rd November, 1965.

By order,

M. L. BHALLA,
Deputy Secretary, Finance,
for Secretary to Government, Punjab,
Finance Department.

No. 5667-7FRI-65/5381,

Dated the 21st March, 1966.

Copies are forwarded to all Heads of Departments and the Registrar, Punjab High Court, Commissioners of Divisions and District and Sessions Judges and Deputy

Commissioners in the Punjab, for information and guidance.

By order,
JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Finance Commissioners, Punjab, and all Administrative Secretaries, Government, Punjab, for information.

JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

***These instructions have been Revised vide
No. 3295-FICW(2)-71/28109, Dated 24.09.1971.***

Grant of House Rent Allowance to Government employees.— House Rent Allowance has been sanctioned at the following rates to all the State Government employees not provided with Government accommodation stationed in the localities mentioned below :-

(i)	First Class Cities :- Chandigarh, Amritsar, Ludhiana, Jullundur and Patiala	...7½ per cent of pay subject to minimum of Rs. 5 per mensem.
(ii)	Second Class Cities :- Hoshiarpur, Bhatinda, Batala, Jagraon, Ferozepur, Moga, Fazilka, Abohar, Muktsar, Pathankot, Gurdaspur, Nabha, Malerkotla, Phagwara, Nangal Township, Kotkapura, Sangrur and Kapurthala.*	...5 per cent of pay.

(iii) Delhi.— All Punjab Government employees stationed at Delhi be allowed House Rent Allowance at the following rates which are the same as have been sanctioned by the Government of India for its employees at Delhi :-

	Pay	House Rent Allowance
(i)	Below Rs. 75	... Rs. 10.
(ii)	Rs. 75 and above but below Rs. 100	... Rs. 15.
(iii)	Rs. 100-499	...15 per cent of pay, subject to a minimum of Rs. 20.
(iv)	Rs. 500-999	... 12½ per cent of pay.
(v)	Above Rs. 999	... 10 per cent of pay.

***No. 1605-FCW-65/2185, dated 23rd March, 1966.**

These instructions have become obsolete.

No. 2155-FCW(5)-66/6717

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments, and
Registrar, Punjab High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 4th April, 1966.

Subject : Grant of House Rent Allowance to Govt. employees.

Sir,

I am directed to say that paragraph 7 of the Punjab Government, Finance Department letter No. 956-FCW-65/1548, dated the 20th February, 1965, has been superseded and substituted as follows :-

"For minimising chances of fraudulent drawal of House Rent Allowance, it has been decided to carry out a periodical check of the rent receipts of all the Govt. employees (except Gazetted Officers and Class IV employees) at regular intervals. The Controlling officers, will, therefore, have to undertake half yearly checks of the receipts in the months of January and July each year and record certificate in the following form on the bills pertaining to these months after having verified the claims for the preceding six months on the basis of the actual rent receipts :-

"Certified that the certificates as prescribed by the Punjab Government, Finance Deptt's letter No. _____FCW-65/- _____dated the _____1965, has been obtained and placed in the record of this office."

Yours faithfully,

Sd-
Assistant Secretary Finance (W)
for Secretary to Government, Punjab,
Finance Department.

**FINANCE DEPARTMENT
REGULATIONS (I)**

Notification

The 18th April, 1966.

No. 2048-FRI-66/7575.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules to further amend the Punjab Civil Services Rules, Vol. III :-

- (1) These rules may be called the Punjab Civil Services, Vol. III (5th Amendment) Rules, 1966.
- (2) The words "2nd class or" may be added before the words "Third Class" in note 5 below Rule 2.24 (A).

K. S. NARANG,
Secretary to Government, Punjab,
Finance Department.

No. 2048-1FRI-66/7576,

Dated, Chandigarh, the 18th April, 1966.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his U.O. No. T.M.11/21/ (2)/65-66/2075, dated the 16th March, 1966.

By Order,

M. L. BHALLA,
Deputy Secretary, Finance (P. & L.),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to the Financial Commissioners, Punjab, and all Administrative Secretaries to Government, Punjab, for information.

M. L. BHALLA,
Deputy Secretary, Finance (P. & L.),
for Secretary to Government, Punjab,
Finance Department.

To

All Financial Commissioners, Punjab
All Administrative Secretaries to Government, Punjab

U.O. No. 2048-1FRI-66/

Dated, Chandigarh, the 18th April, 1966.

Copies are forwarded to the Secretary to the Chief Minister, Secretaries/Private Secretaries/Personal Assistants to the other Ministers, Deputy Ministers and Chief Parliamentary Secretary, for the information of the Chief Minister, other Ministers, Deputy Ministers and Chief Parliamentary Secretary.

JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

To

The Secretary to the Chief Minister, Secretaries/Private Secretaries/
Personal Assistants to the Chief Minister, other Ministers, Deputy Ministers
and Chief Parliamentary Secretary.

No. 2048-1FRI-66/7577,

Dated, Chandigarh, the 18th April, 1966.

Copies are forwarded to all Heads of Departments and the Registrar, Punjab High Court, Commissioners of Divisions, and District and Session Judges and Deputy Commissioners in the Punjab, for information and guidance.

By order,
JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

These instructions have become obsolete

Dearness Allowance.— Sweepers-cum-Chowkidars were also declared eligible for this benefit with effect from 1st April, 1966.

(No. 2169-FRI-66/7838, dated 20th/21st April, 1966).

These instructions have become obsolete.

No. 2047-(5)FR-II-66/8090

From

The Secretary to Government, Punjab,
Finance Department.

To

All Heads of Departments and
Registrar, High Court,
Commissioners of Divisions,
District and Sessions Judges and
Deputy Commissioners in the Punjab.

Dated, Chandigarh, the 25th April, 1966

Subject : Earning of leave by officers serving in Vacation Departments.

Sir,

I am to state that according to rule 8.74(a) of the Punjab Civil Services Rules, Volume I, Part I, the leave earned by an officer of the Vacation Department is calculated with reference to the vacation enjoyed by him during each year of duty - the term 'each year of duty' being taken to mean twelve months of actual duty in a Vacation Department vide note (3) below rule 8.74 *ibid*. In the leave account, credit is given in accordance with rule 8.69, 8.73(a) and 8.73(b) *ibid* in respect of the period of duty performed by an officer in the Vacation Department and deduction made at the rate of 1/12th or a proportion thereof for the same period for the vacation enjoyed by him in each year. Further, under rule 8.117 *ibid*, credit is given in the leave account @ 1/24th, 1/18th or 1/12th of the period of duty, according to the length of service of an officer, if he does not avail of any vacation during 'any year'. If, however, he avails of a portion of the vacation, he gets proportionate credit on the basis of 15 days, 20 days or 30 days in the year, according to his length of service, and if he enjoys the full vacation, no credit on account of earned leave is given in the leave account.

(2) It is observed that note (3) below rule 8.74 of the Punjab Civil Services Rules, Volume I, Part I, does not, clearly bring out the idea that the year of duty should be calculated on the basis of date of entry of the Government employee in the Vacation Department. The expression "period of twelve months beginning on the date on which he begins his duty on return from leave or otherwise" occurring in the said Note gives an impression that each time the Government employee returns from leave, the period of one year has to be calculated afresh. As this is not the appropriate course to be followed the correct position in this behalf is elucidated below :-

- (a) When an officer subject to the ordinary leave rules and serving in a Vacation Department proceeds on leave before completing a full year of duty, he is entitled to leave earned in accordance with rules 8.69, 8.73(a) and 8.73(b) *ibid* during that period of duty, as reduced by 1/12th of that period even if no vacation fell during that period of duty. If later on it transpires that the officer has availed of either proportionately or has not availed of at all the vacations which fell during the full year, the credit so afforded will be corrected suitably.

- (b) When a Government employee subject to Revised Leave Rules and serving in a Vacation Department proceeds on leave before completing a full year of duty, the earned leave admissible to him will be calculated not with reference to the vacation which falls during the period of actual duty rendered before proceeding on leave but with reference to the vacation that fell during the year commencing from the date following the date on which he completed the previous year of duty.

(The above procedure has the advantage of avoiding any erroneous grant of leave which would otherwise be the case if no reduction is made in respect of the portion of the year before the officer proceeds on leave and where he enjoys the full or a portion of the vacation on return therefrom).

- (c) The expressions 'each year of duty' and '(any) year' occurring in rules 8.74 and 8.117 *ibid* should be held to be exclusive of leave, as according to the 1st sub-para of note (3) below rule 8.74 *ibid* the expression 'each year of duty' occurring in rule 8.74(a) means twelve months of actual duty in a Vacation Department.

(3) I am to request that the Heads of offices concerned may be instructed to maintain the leave accounts in respect of non-gazetted staff serving in the Vacation Department in the manner indicated above.

(4) In order to make the position more clear, formal amendment to Note (3) below rule 8.74 of the Punjab Civil Services Rules, Volume I, Part I, is being issued separately.

Yours faithfully,

R.C. MINHAS,
Superintendent, Finance (RII)
for Secretary to Government, Punjab,
Finance Department.

***These instructions have been Revised vide
No. 2565-2FCW-75/8478, Dated 23.03.1977.***

Regarding HRA If both the husband and his wife are Government employees.— If both the husband and his wife are Government employees, the house rent allowance will be payable to only one of them. Where more than one member of the family is an employee of the *Government and is occupying the same accommodation, only the head of the family will be entitled to draw house-rent allowance.

***Word `State' deleted,—vide No. 1392-FCW(5)-66/9149, dated 12th May, 1966.**

These instructions have also been inserted in Rules.

Rounding of pensions to the next higher rupee.— It has been decided in modification of the existing rule on the subject that the figures of the amount of pension as finally calculated, and also the amounts of anticipatory pension should be rounded off to the next higher rupee.

(No. 1628-5FRI-66/9294, dated the 16th May, 1966).

***These instructions have been Revised vide
No. 2/1(4)-80-2FR-II, Dated 25.5.1989.***

Arrear Claims – Sanction to the investigation and payment of time-barred claims.— With reference to para 2 of the Punjab Government letter No. 6584-3FRI-60/6177, dated the 20th July, 1960, in the case of time-barred claims referred to in rule 2.25(b) of the Punjab Financial Rules, Volume I, or such other claims where the Accountant General, Punjab, is not in a position to investigate these with reference to his own records due to limited period of preservation of the records or otherwise payments (as distinct from investigation) can be allowed only with the concurrence of Finance Department. Such cases are, therefore, referred to the Finance Department for adhoc payment.

(2) The matter has now been examined and it has been decided that all such cases of adhoc payment may be finally decided by the Administrative Departments provided other conditions mentioned in para 2 of the letter, referred to above, are fulfilled.

(3) The instructions contained in Punjab Government Finance Department, circular letter No. 6352-2FRI-65/14515, dated the 20th August, 1965, may please be treated to have been amended to this extent.

(No. 1120-3FRI-66/9925, dated the 28th May, 1966).

Relief to Government employees in the employ of State Government.— (a) In continuation of Punjab Government, Finance Department, circular letter No. 1012-3FRI-65/1511, dated the 18th February, 1965, the Government have enhanced the Dearness Allowance at the following rates : -

Class IV	Rs. 7.00 p.m.
Class III and higher classes of employees with basic pay between Rs. 51 and up to Rs. 100 p.m.	Rs. 8.50 p.m.
Employees with basic pay between 101 or above but up to Rs. 300 p.m.	Rs. 10.00 p.m.
Employees with basic pay between Rs. 301 or above up to Rs. 500 p.m.	Rs. 15.00 p.m.
Employees with basic pay between Rs. 501 or above upto Rs. 1,000 p.m.	Rs. 20.00 p.m. (with marginal adjustment up to Rs. 1,020.00 p.m.)

Remarks.—

- (1) Dearness Allowance as indicated above will be applicable to Police personnel at their basic salaries, i.e., exclusive of the element of Dearness Allowance including in their consolidated pay grades sanctioned on the recommendations of the Police Commission.
- (2) This concession will be admissible to work-charged/contingent paid employees.
- (3) No portion of this concession will be treated as 'Pay' for any purposes.
- (4) This concession will not be admissible to employees drawing pay on consolidated basis which already includes an element of Dearness Allowance.
- (5) The term basic pay would be as defined in Rule 2.44(a) of the C.S.R., Volume I, Part-I.
- (6) This concession will not be permissible to part-time Government employees.

These orders will take effect from 1st April, 1966.

(No. 3679-3FRI-66/11066, dated the 15th June, 1966).

These instructions have become obsolete.

Grant of Compensatory Allowance and House Rent Allowance during leave.— According to Rules 5.3 and 5.5 of the Punjab Civil Services Rules, Volume I, one of the conditions for the drawal of these allowances during leave is that the authority sanctioning leave should certify that the Government employee is likely to return to duty at the station from which he proceeds on leave or at another station in which he will be entitled to a similar allowance on the expiry of leave. Further, Note 1 below these rules provides that this certificate must be embodied in the original order sanctioning the leave; otherwise it will not be accepted in audit except in cases where such an order is revised before the Government servant actually hands over the charge to proceed on leave.

(2) The Finance Department in their letter No. 1551-FR-48/19563, dated the 1st April, 1949, and No. 10064-FR-53/616, dated the 10th February, 1954, reaffirmed the above position and requested concerned authorities to take suitable disciplinary action against the persons who did not attach this certificate deliberately to the original order sanctioning the leave, etc. when there was every likelihood of the Government employee concerned returning to duty on the same post. It was also clarified by the Government that in such cases where the certificate in question was not embodied in the original orders sanctioning the leave, these allowances cannot be drawn without the relaxation of rules with the approval of the Finance Department.

(3) It has been brought to the notice of Government that the leave sanctioning authorities do not incorporate the requisite certificate in the original orders of leave although the Government employees have to return to the same post with the result that they are deprived of the allowance to which they would be otherwise entitled. The officers concerned continue to approach the Audit Office for the authorisation of the Allowance, for the period on the basis of the revised sanctions or substituted letters replacing the original sanction but are not allowed to draw these allowances as rules do not permit the payment without the sanction of the Finance Department.

(4) In cases where there is a disregard in the observance of these rules suitable disciplinary action should be taken against the persons concerned.

(No. 1369-3FRI-66/10938, dated the 16th June, 1966).

These instructions have become obsolete.

Pension application – preparation of Duplicate where payment is desired on another Audit Circle.— It has been decided that in cases in which the Payment of pension is to be made in another audit circle, a duplicate copy of form Pen. 1 Civil Services Rules, along with a copy of the orders of the sanctioning authority should be sent to the Audit Office.

(No. 3321-5FRI-66/11894, dated the 25th June, 1966).

Destruction of Paid Cheques.— The question of prescribing the period of preservation of the paid cheques which are returned by the Reserve Bank of India alongwith their Daily Payment Scrolls, has been under the consideration of Government and it has now been decided that the paid cheques returned by the Bank to the Audit/Accounts Officers should be preserved for a period of five years.

(No. 2043-3FRI-66/11921, dated 2nd July, 1966).

These instructions have become obsolete.

Economy in expenditure.— With a view to examining in the scope for economies in the plan and non-plan Expenditure, Punjab Government have constituted a committee consisting of the Chief Secretary to Government, Punjab, Financial Commissioner, Planning, Punjab and Secretary to Government, Punjab, Finance Department. The Committee shall co-opt as member each Administrative Secretary to Government, Punjab, when examining the scope for economies in respect of his department. The Committee is required to submit its recommendations to the Governor within a month.

2. It is felt that the economy to be enduring and effective should be applied mostly to recurring items of expenditure. The general objectives for effecting economies in public expenditure include an effort to limit expansion to staff, reduce expenditure on travelling allowances, use of staff cars, modification of programmes where performance has not been proportionate to costs and investments, etc. etc. Further it is considered that substantial savings could be achieved in civil works by reducing the capital costs and in some cases expediting a project or by staggering the process of its construction and by going in for cheap construction. The desirability of reducing expenditure by increasing the work-norms needs to be considered. In short, it is intended to create climate of economy and to consider in a realistic manner how best the Government expenditure could be reduced on the basis of maximum efficiency at the minimum cost.

3. In this process, it is not proposed to retrench the staff which may become surplus. The appropriate course would be to determine the surplus staff together with the detailed particulars of their qualifications, experiences, pay, grades, etc., and put them in a surplus pool for allocation to the different departments on the basis of their needs. Till the absorption of such staff, they may remain attached to the departments in which they are already working and utilised there as may be considered necessary. In case some of the personnel identified as surplus and transferred to the Surplus Pool offer to retire voluntarily, they may be allowed to do so in accordance with the terms of voluntary retirement. Thus, the approach to restricting staff expenditure may be two fold; firstly, by absorption of the surplus staff against new vacancies and, secondly, through voluntary retirement.

4. Besides, it may be possible for the departments to effect economy by reducing the number of levels or by reducing the staff engaged on various levels of posts involving allied work and duties in the same organisation. For example, in the case of Excise and Taxation Department, the posts of Sub-Inspectors in the scale of Rs. 100-5-140-6-170/5-175 were abolished and instead the posts of Inspectors were created in the new scale of Rs. 150-10-300 against the existing scale of Rs. 180-7½-285/7½-300/10-350 (which was allowed to remain in force as personal measure to the existing incumbents of the posts of inspectors) without any additional expenditure in the overall strength. Further, the department may revise, modify or amalgamate such of their schemes as are not found to be commensurate in their results with the amount of expenditure involved. Where posts have been sanctioned under various schemes with the same category of personnel engaged on different kinds of work and even otherwise inter-changeable, it would be better to reduce their number and put them in the surplus Pool. As an instance, in the case of P.C.S. officers, the number of personnel available on hand is much larger than the actual requirements as a result of the separation of the Executive from the Judiciary. This being a valuable human material, the surplus officers can be put in the Surplus Pool and given to various departments after assuring them their existing of pay, protection of pensionary right and retention of liens in the P.C.S. as such.

5. With a view to restricting the expenditure on staff, it is also necessary that there should be no further creation of posts except where these may be required for some new

institutions like schools and hospitals or for starting a new service. In each of these cases, efforts should be made to secure the services of personnel in the Surplus Pool as far as possible.

6. The Administrative Reforms Commission have also, inter alia, made suggestions for economy in expenditure in the report. These suggestions should also be kept in view.

7. These suggestions are only illustrative and not exhaustive.

(F.D. Letter No. 1/E.C.66 dated the 23rd July, 1966).

Clarification in Connection with the rate of subsistence allowance admissible under rule, application of rule.—

7.2 of Punjab Civil Services Rules, Volume I, Part I.

	Point raised	Clarification
(i)	Whether it is open to the competent authority to make further review(s) and to vary the amount of subsistence allowance, after the first review has been done in terms of the proviso to Rule 7.2(i)(ii)(a) and if so, whether there is any restriction as to the period after which the second or subsequent reviews further review(s) can be made.	(i) Though the proviso to Rule 7.2(1)(ii) (a) does not specifically provide for a second or subsequent review there is no objection to such review(s) being made by the competent authority. Such authority shall be competent to pass orders to increase or decrease the rate of subsistence allowance up to 50 per cent of the amount of the subsistence allowance initially granted, according to the circumstances of each case. A second or subsequent review can be made at any time at the discretion of the competent authority,
(ii)	Whether in a case where the subsistence allowance has been increased up to 50 percent of the initial amount as a result of the first review in terms of sub clause (i) of the proviso to Rue 7.2(i)(ii)(a), it can be reduced again in terms of sub-clause (ii) of the said proviso up to 50 per cent of the subsistence allowance initially granted OR Where it has been reduced as result of the first review, it can be enhanced again on subsequent reviews	(ii) It is permissible to reduce the amount of subsistence allowance once increased on the basis of the first review up to 50 per cent of the amount of the subsistence allowance initially granted, if the period of suspension has been prolonged for reasons directly attributable to the Government employee, i.e., by his adopting dilatory tactics. Similarly, in case where the amount of subsistence allowance has been reduced after the first review the same can be increased up to 50 per cent of the amount initially granted, if the period of suspension has been prolonged for reasons not directly attributable to the Government employee and Government employee has given up dilatory tactics.

(No. 4553-FR-II-66/15252, dated 2nd August, 1966).

Incurring of expenditure on obsequies or transport of deceased Government employees.— Consequent on the occurrence of a chain of sudden deaths of Government employees while working in offices, the question of meeting expenses for the cremation of body, if there is no family, or kith and kin or, in the alternative, transporting the body to the native place of the deceased and handing it over to the nearest kith and kin, had been under the consideration of the Government for some time past. It has now been decided that expenditure between Rs. 50 and Rs. 300 on obsequies or transport of the body of the deceased Government employees who die while working in offices, may be incurred in each individual cases.

2. Detailed procedure for sanctioning the expenditure is given below :-

Sanctioning Authority

The head of the office shall be the sanctioning authority.

Explanation.—The term 'head of office' shall mean (i) in the case of Departments of the Secretariat and Heads of Departments and offices in the District, the head of the Department or office or in his absence the next-officer-in-charge of the Department or Office.

- (ii) In any other case, the immediate superior Officer to the pay disbursing office.

Sanction of Expenditure

2. Subject to the minimum and maximum specified in these orders, the head of the Office shall sanction such amount as he considers sufficient in each case of the death of a Government employee, while working in his office on tour or on inspection for meeting expenditure in connection with the performance of obsequies or the transport charges of the dead body, to the native or other place of the deceased Government employee, if the occasion so requires.

Monetary Limit

3. The amount that may be sanctioned by the head of Office for the purpose mentioned in sub-para 2 above shall be not less than Rupees fifty and not more than Rupees three hundred having due regard to the circumstances of each case. Before sanctioning the amount, the head of the Office shall obtain necessary particulars and satisfy himself about the quantum of amount to be sanctioned in each case.

Production of Certificate, Etc.

4. The amount specified in sub-para 2-3 above may be drawn on production of death certificate to be given by the attending doctor, if any, at the time of the death of the Government employees and where there is no such doctor a statement of circumstances and reasons resulting in the death of the Government employee shall be produced, duly authenticated by the head of the office.

Payment of Amount

5. The amount sanctioned under these rules shall be paid to the nearest relative of the deceased Government employee or to the person lawfully in possession of the body of the deceased Government employee, for purpose of performing obsequies, after obtaining the due acknowledgement in this regard.

Incidence of Expenditure

6. The expenditure involved shall be met from the contingent provision of the Department or Office concerned.

(F.D. letter No. 11415-1FRI-65/14250, dated 2nd August, 1966).

**PUNJAB GOVERNMENT
FINANCE DEPARTMENT**

REGULATIONS (I)

Notification

The 12th August, 1966.

No. 4849-1FRI-66/14948.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf the President of India is pleased to make the following rules, further to amend the Punjab Civil Services Rules, Vol. III, namely :-

- (1) These rules may be called the Punjab Civil Services (Vol. III) (6th Amendment) Rules, 1966.
- (2) In the Punjab Civil Services Rules, Volume III, the following shall be inserted as sub-clause (ix) below rule 2.42 :-

“In all cases of enforced halts occurring en route on tour/journeys necessitated by break down of communications due to blockade of roads on account of floods, rains, heavy snow fall, landslides, etc., the period of such halts shall be treated as duty and the Government employee concerned shall be paid daily allowance at 3/4th of the rate applicable to him at the station in which the enforced halt takes place for the period of enforced halt after excluding first day of such halt for which no daily allowance shall be allowed.”

K. S. NARANG,
Secretary to Government, Punjab,
Finance Department.

No. 4849-1FRI-66/14950,

Dated, Chandigarh, the 12th August, 1966.

A copy is forwarded to the Accountant General, Punjab, Simla, for information, with reference to his U.O. No. TMII/5-9/66-67/175, dated the 6th May, 1966.

By order,
M. L. BHALLA,
Deputy Secretary, Finance (P. & L.),
for Secretary to Government, Punjab,
Finance Department.

No. 4849-1FRI-66/14949,

Dated, Chandigarh, the 12th August, 1966.

Copies are forwarded to all Heads of Departments and the Registrar, Punjab High Court, Commissioners of Divisions, and District and Session Judges and Deputy Commissioners in the Punjab, for information and guidance.

By order,
JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

401

Copies are forwarded to Financial Commissioners Punjab and all Administrative Secretaries to Government, Punjab, for information.

By order,
JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

To

All Financial Commissioners, Punjab.
All Administrative Secretaries to Government, Punjab.

No. 4849-1FRI-66,

Dated, Chandigarh, the 12th August, 1966.

These instructions have become obsolete.

Procedure of communication of balances in respect of interest-bearing advances to Government employees.— According to the existing procedure for recovery of advances to Government employees the Accountant General, Punjab, maintains detailed accounts of these advances and obtains acceptance of the individual Government employee (through the Head of the office in the case of non-gazetted Government employees) in respect of outstanding balances of advances shown against them in this respect at the end of each year.

It has been reported by the Audit Office that in a large number of cases acceptance of balances are not received for reasons best known to the Government employees of the Departments and the balances remain unverified on account of various reasons, such as transfer of the concerned Government employees before the balances are communicated to them. This results in a lot of correspondence at both the ends. Sometimes the discrepancies are pointed out at the end of the year, which have to be reconciled with reference to original vouchers, recovery schedules, etc. for the whole year, which is rather time-consuming.

In order to streamline the procedure, it has been decided that Form S.T.R. 54 referred to in Rule 4.114 of the Subsidiary Treasury Rules may be amended. By this amendment, the outstanding balances of advances against individual Government employees will have to be shown every month in the recovery Schedule which will be checked by the Accountant General, Punjab, with his records, and in case of any discrepancy, the matter will be taken up immediately with the Drawing and Disbursing Officer, for reconciliation. Further, the Drawing and Disbursing Officer, in the case of non-Gazetted Government employees, will have to certify in the recovery schedule attached to the bill for the month of February drawn in March that the balances shown as outstanding in the requisite schedule have been accepted as correct by the individual Government employees at the end of the financial year. The Accountant General, Punjab, will send an intimation to the Drawing and Disbursing Officer, in the case of non-gazetted establishment and gazetted officer that the balances shown by them in the recovery schedule attached with the bills for the month of February, as accepted, agrees with those worked out in his books.

(F.D. Loans 3(29)-66/15054, dated 19th August, 1966).

These instructions have become obsolete.

Option for New Pension Scheme.— With reference to Finance Department circular letter No. 2253-7FRI-65/2475, dated the 12th March, 1965, regarding the Family Pension Scheme, 1964, it has been brought to the notice of the Government that in some cases the options exercised by the officers could not reach the Head of Office/Audit Office before the 30th September, 1965 and were, therefore treated as invalid. It has been represented to Government that this has resulted in hardship to the officers. After careful consideration of the position, it has been decided that in cases where an officer had exercised the option and this had also been put in the course of transmission to the officer by whom it had to be received before the 30th September, 1965, the option exercised shall be treated as valid.

(No. 5097-7FRI-66/15450, dated the 22nd August, 1966).

**FINANCE DEPARTMENT
REGULATIONS (I)**

Notification

The 22nd August, 1966.

No. 178-1FRI-66/15403.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the President of India is pleased to make the following rules to further amend the Punjab Civil Services Rules, Vol. III :-

- (1) These rules may be called the Punjab Civil Services, Vol. III (8th Amendment) Rules, 1965;
- (2) In the Punjab Civil Services Rules, Volume III, the following shall be added at the end of Note 8 Rule 2.100.

“In respect of journey from one expensive locality to another expensive locality/more expensive locality and vice versa, the daily allowance may be allowed at the rates of less expensive locality instead of the basic rates given in Rule 2.24-C”.

K. S. NARANG,
Secretary to Government, Punjab,
Finance Department.

No. 178-1FRI-66/15404,

Dated, Chandigarh, the 22nd August, 1966.

A copy is forwarded to the Accountant General, Punjab, Simla, for information with reference to his U.O. No. T.M.II/5-9/64-65/2247, dated the 24th February, 1965.

By order,

M. L. BHALLA,
Deputy Secretary, Finance (P. & L.),
for Secretary to Government, Punjab,
Finance Department.

No. 178-1FRI-66/15405,

Dated, Chandigarh, the 22nd August, 1966.

Copies are forwarded to all Heads of Departments and the Registrar, Punjab High Court, Commissioners of Divisions, and District and Session Judges and Deputy Commissioners in the Punjab, for information and guidance.

JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

Copies are forwarded to Financial Commissioners Punjab and all Administrative Secretaries to Government, Punjab, for information.

JAGJIT SINGH NAGRA,
Superintendent, Finance Regulation (I),
for Secretary to Government, Punjab,
Finance Department.

405

To

All Financial Commissioners, Punjab.
All Administrative Secretaries to Government, Punjab.

No. 178-1FRI-66,

Dated, Chandigarh, the 22nd August, 1966.

Criterion for the classification of works expenditure within the revenue and capital accounts.— It has now been decided by the Government of India, Ministry of Finance, Department of Economic Affairs, in consultation with the Comptroller and Auditor General of India, that individual works costing more than Rs. 20,000 but not more than Rs. One lakh and works of the same character and forming part of a scheme having a continuity of time, purpose and space costing more than Rs. 1,00,000 but not more than Rs. 5,00,000, should be provided for under the capital head concerned within the Revenue Account. The revised classification will have effect from the year 1967-68 and will also be applicable to the capital expenditure incurred upto the 31st March, 1967 on such of the work-schemes as are in progress.

(No. 1519-B&C-66/15836, dated 29th/30th August, 1966).

Counting of personal pay towards pension/gratuity.— A doubt has been felt as to how the personal pay granted to a Government employee to protect him partly from the loss of substantive pay and partly in lieu of other emoluments, viz., officiating/dearness allowance, etc., consequent on refixation of pay under Punjab Civil Services Rules or for any other reason could be taken into account for the purpose of 'emoluments' for pension/gratuity. It is clarified that part of the personal pay which has been/is granted to protect against loss of substantive pay would count in full under clause (b) of Rule 6.19-A of Punjab Civil Services Rules, Volume II.

Instances have also come to the notice of the Government where in the case of a quasi-permanent Government employee personal pay was granted to protect him partly from the loss in quasi-permanent pay and partly in lieu of other emoluments due to refixation of pay in the revised scale of pay. The matter has been examined and it has been decided that part of personal pay which has been granted solely to protect against loss of quasi-permanent pay would count in full under clause (b) of the said Rule 6.19-A of Punjab Civil Services Rules, Volume II, while the other part of the personal pay which has been granted to afford protection from loss of emoluments, other than quasi-permanent pay would count to the extent of one-half only under clause (c) of Rule 6.19-A *ibid*.

(No. 5697-5FRI-66/6137, dated the 2nd September, 1966.)

Copy of letter No. 4249-(4)-FRI-66/16534 dated 24th September, 1966 from the Secretary to Govt., Punjab, Finance Department, to all Heads of Department, Registrar of High Court, Commissioners Divisions of Sessions Judges and Deputy Commissioners in the Punjab and copy endst. to the A.G. Punjab, Simla.

Subject : Indication of Provident Fund account number in the service Book of a subscriber.

Sir,

I am directed to address you o the subject noted above and to state that it has been observed in most of the cases of the transfer of Government servants from one office to another, that the Provident Fund Account numbers are not specifically mentioned in their L.P.C. despite the fact that the L.P.C. form clearly requires this to be shown. As a result of this omission the new Heads of offices of such transferees are unable to note the Provident Fund Account numbers in the Provident Fund schedules. Thus a good number of Provident Fund credits remain unadjusted in the Subscribers accounts for considerably long periods. Besides, increasing the number of miscellaneous unposted items, this leads also to avoidable correspondence all round.

2. As a remedial measure it has been decided that as/soon as a Government servant is admitted to the Provident Fund, the Provident Fund account number allotted to him should invariably be noted in his service book. This account number should be entered on the right hand top of page 1 of the service book by means of a rubber stamp or in red ink at a prominent place preferably on the second or third page, which is intended for noting entries regarding options etc.

3. Before the service book of a subscriber is transferred to the new office, his Head of the old office has to record a certificate of verification of his service there in. Although this work should not take much time, it has been noticed that the transmission of the service book from one office to another is generally delayed. With a view that the device suggested above is made use of to the maximum extent possible. It is necessary that the service book of the transferred Govt. servant should be made available by the old offices to the new offices immediately or as soon as possible after their transfer but not later than one month after the transfer. It is also desirable that LPC(complete in all respect) should be sent to the new offices promptly after the transfer of an employee to another office.

These instructions have become obsolete.

Procedure regarding the grant of leave and disbursement of leave salary to Punjab Government employees transferred temporarily to service under other States Governments.— It has been noticed that the leave rules framed by the various State Governments differ from one another and when the services of an Officer of one State Government are placed at the disposal of another State Government and he continues to be governed by the leave rules of the former State Government, difficulty arises at the time of reporting admissibility of leave and leave salary by the Accountant General of the State to which the services of the officer have been lent. This is because the application of leave rules of the other State Government is very infrequent and the State Accountants-General cannot be expected to keep their offices fully conversant with the different sets of rules prevalent in the different States. Keeping in view this difficulty and the fact that the correctness of the admissibility of leave and leave salary authorised by Audit Officer of the borrowing State cannot be vouch-safed in all cases, it has been decided that the following procedure should be adopted in the matter of grant of leave and disbursement of leave salary to Punjab Government employees transferred temporarily to service under other State Governments :-

- (a) In the case of a Gazetted Government employee leave should be sanctioned only after its admissibility has been certified by the Accountant General, Punjab. For this purpose, the Government employee should submit his application for leave, in duplicate, to the Accountant General, Punjab, who after duly recording the necessary certificate on the application, will return one copy of it to the Government employee concerned direct and the other to the Audit Officer who audits his pay, indicating at the same time on which the leave salary is to be calculated. On receipt of the duplicate copy of the application for leave, the latter Audit Officer will calculate the leave salary admissible and issue the leave salary certificate to the Government employee direct in the usual manner.

In the case of non-gazetted Government employee, the authority competent to sanction leave may get a certificate of admissibility of leave under the Punjab Leave Rules, where necessary from the lending office under the Punjab Government.

- (b) The payment of leave salary in respect of leave granted by the borrowing State Government concerned will, in the case of gazetted Government employee, be authorised through the treasury, while in the case of non-gazetted Government employees payment shall be made by the borrowing department, or the office concerned.

In the case of Government employee subject to Special/Ordinary Leave Rules, as contained in Section II of Chapter VIII of the Punjab Civil Services Rules, Volume I, Part I, the leave salary shall be allocated in accordance with Rules 1-8 of Section II of Part B of Appendix 3 to Account Code, Volume I. While in the case of a Government employee subject to the Leave Rules contained in Section III of Chapter VIII *ibid*, the leave salary in respect of earned leave will be debited to the State Government concerned in accordance with the provisions of rule 9 of Section II of Part B of Appendix 3 to Account Code, Volume I.

- (c) If such a Government employee applies for leave at the end of the period of his deputation to the State Government concerned, the same can be sanctioned by the borrowing State Government concerned subject to the condition that his reversion to the Punjab Government will take effect from the date on which he rejoins duty under that Government. In such cases, leave will be sanctioned only after consultation with the Punjab Government.

(No. 5069-FR-II-66/18294, dated 6th October, 1966.)

***These instructions have been Superseded vide
No. 1/2/1/CSR Vol. III, Dt. 31.01.1992.***

Clarification in respect of the grant of Family Pension, etc.— With a view to enabling the sanctioning authorities to determine readily the persons eligible for the payment in respect of family pension under the Liberalised Pension Rules, Family Pension Scheme, 1964, as also arrears of pension, the position is clarified as under :-

(i) Under the Liberalised Pension Rules "family" shall include the following relatives of the officer :-

- (1) Wife in the case of a male officer;
- (2) Husband in the case of a female officer;
- (3) Sons;
- (4) Unmarried and widowed daughter;
- (5) Brothers below the age of 18 years and unmarried or widowed sisters (including step-brothers and step-sisters);
- (6) Father; and
- (7) Mother.

The officer can nominate one of the family members for the purposes of drawal of family pension. If there is no nomination, family pension is admissible to a member of the family in the order of preference mentioned in Para (5) of rule 5 of the New Pension Rules.

(ii) Family for purposes of Family Pension Scheme, 1964, will include the following relatives of the officer :-

- (1) Wife in the case of a male officer;
- (2) Husband in the case of a female officer;
- (3) Minor sons; and
- (4) Unmarried minor daughters.

It will be seen that family consists of three categories (1) Wife/Husband, (2) minor sons and (3) unmarried minor daughters. The first category will exclude the other two and the second category will exclude the third. In other words, if wife /husband is alive, children will not be eligible for family pension. If minor sons are alive, unmarried minor daughters will not be eligible for pension. On his attaining majority the next minor sons will be eligible for pension. The eligibility of unmarried daughters for pension will start only after the eligibility of minor sons has been exhausted. Similarly, among unmarried minor daughters the eldest will be eligible for family pension and on her attaining majority getting married, the pension will become payable to the next youngest daughter.

(iii) Under the existing rules arrears of pension (including arrears of family pension) are admissible for the legal heir of the deceased pensioner. The question of providing for nominations for receiving arrears in the event of death of a pensioner has been considered by Government. In view of the specific provisions of the Pensions Act, 1871, which prohibits assignment of pensions, such a nomination is not possible and if made, would be null and void.

(No. 5570-5FRI-66/18208, dated the 10th October, 1966.)

These instructions have become obsolete.

Grant of gratuity under the Punjab Civil Services (Extraordinary pension) Rules to motherless children/parents of Government employees dying as a result of 'special risk' of office.— At present only widows of Government employees who die as a result of 'special risk' of office are entitled to a gratuity under the Punjab Civil Services (Extraordinary Pension) Rules. The question of grant of gratuity to motherless children and parents of such Government employees under these rules has been under consideration of Government for some time past. It has now been decided that a gratuity equal to one-half of that which would have otherwise been admissible to the widow under the Punjab Civil Services (Extraordinary Pension) Rules may also be paid, in equal shares, to motherless children of Government employees who die as a result of 'special risk' of office; the words 'motherless children' having the same meaning as in the Punjab Civil Services (Extraordinary Pension) Rules. In the absence of widow and children, one-half of the gratuity otherwise admissible to a widow under the said rules, may be paid to parents of the deceased Government employees, individually or collectively without reference to dependency on the deceased Government employees or pecuniary need.

These orders will have effect from the 5th August, 1965.

(No. 305-7FRI-66/18203, dated the 17th October, 1966).

Payment of pay and allowances due in respect of a Government employee certified to be lunatic.— With reference to the provisions of Section 95 of the Indian Lunacy Act, 1912 (Act No. 4 of 1912) the question of laying down a suitable procedure for the preferment, withdrawal and disbursement of sums payable in respect of pay and allowances of a Government employee who has been certified to be a lunatic by a magistrate has been under the consideration of Government for some time. It has now been decided in consultation with the Accountant General, Punjab that the following procedure may be adopted in this regard :-

- (i) On receipt of information that a Government employee has been certified to be a lunatic, the Head of the office in which the Government employee before his being certified to be a lunatic was last employed, should on the basis of the orders issued by the appointing authority indicating the person(s) to whom and the proportion in which the pay and allowances admissible to the Government employee may be disbursed in accordance with the provisions of Section 95 (1) of the Indian Lunacy Act, 1912, draw the pay and allowances of the Government employee in the appropriate bill form, for a gazetted or non-gazetted, as the case may be, from the treasury or other office of disbursement. The claim should be supported by all the relevant certificates which the Head of the Office is required to furnish in the normal circumstances. However, in respect of the certificates which solely depend on the personal knowledge of the Government employee and which cannot be furnished in such cases, Head of the office should record, if he is satisfied about the reasonableness of the claim, a certificate to the effect that the claim is not susceptible of verification but is considered reasonable. If the Government employee is invalided from service, the claim would be the last one in respect of him and the requisite payment in case he was a gazetted Government employee shall be made only after the Head of the office has satisfied himself by reference to the Accountant General, Punjab, the Departmental authorities, if any, and his own records that no Government dues are outstanding against him. In other cases, payment may be made on the responsibility of the Head of the office concerned.
- (ii) The amount withdrawn in the manner stated above may be paid to the person(s) referred to in sub-paragraph (i) above in the proportion determined by the appointing authority and receipts obtained, stamped, where necessary. Since these receipts in acknowledgement of the payment made would not be the personal receipt of the Government employee concerned as required under rule 6.1 of P.F.R., Volume I, that Rule is being amended suitably.

Where a Government employee has been invalided from service and it is found that some Government dues are outstanding against him even after the adjustment of his claims for pay and allowances, the same may be adjusted against the amount of death-cum-retirement gratuity, if any, and if the same is also insufficient, the balance of the outstanding dues may be written off under sanction of the competent authority.

(No. 5090-3FR-I-66/17816, dated the 19th October, 1966).
