A Brief Booklet on

Financial Rules & Civil Services Rules, Punjab for Training of School Heads

by

Rashtriya Madhyamik Shiksha Abhiyaan, Punjab

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on

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Fixation of Pay under Revised Pay scale Rules 2009

1. Punjab Government, Department of Finance Revised pay Scale of the Punjab Government Employees (Except Work Charged, Contingency Paid Staff and Part Time Worker) w.e.f. 1.1.2006 vide notification No. 5/10/09/5FP1/207 Dated 27.05.2009

2. The pay of the employees shall be Fixed according to the table attached with the notification with reference to the existing Pay Scales under rule 7 of Revised Pay Scale rules 2009. 9 (Schedule appended below)

3. As per rule 7 Note 1 of the said rules, Where the increment of a Government employee falls on the first day of January, 2006 he shall have the option to draw the increment in the existing scale or in the Revised Pay Structure. The Date of option extended upto 31.1.2010 vide FD No. 5/54/2009-5FP1/745 dated 09.12.2009

4. Employee placed in higher scale due to ACP etc before 27.5.2009, the pay in the revised scale will be fixed with reference to that higher Scale

5. Employees drawing Ex-gratia increment over and above the maximum of the existing pay scales his pay will be fixed by multiplying 1.86 Rule 7(2)

6. Where the pay of the senior employee is fixed at lower stage than a Junior Employee due to revised pay scale rules 2009 the pay of the senior shall be stepped up to the level of Junior Rule 7 Note 5 (See also Clarification No. 5/55/2009/5FP1/604 dated 16/10/2009) Date of increment of senior will remain unchanged.

7. The rate of increment in the revised pay structure will be three per cent of the pay in the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band.

8. Date Increment in the revised scale will remain unchanged. Next date increment of a Government employee whose pay is fixed on the first day of January,2006 at the same stage as the one, fixed for another Government employee junior to him in the same cadre and drawing pay at a lower or equal stage than his senior in the existing scale, shall be granted on the same date as admissible to his junior, if the date of increment of the junior happens to be earlier.

Note : In cases where pay scale has been re-revised subsequently the date of next increment will be given as per clarifications issued vide No 5/55/09-51 PI/429 dated 9.7.2012 (copy placed below)
9. Punjab Government Department of Finance vide notification No.5/10/09-5 FP1/807 dated 14.11.2011 granted Special Grade Pay w.e.f. 1.12.2011 to the employees. This Grade pay is admissible to all employees except where scale enhanced over and above the scale admissible under General Conversion Table.


Pay on Promotion will be fixed under rule 11 of the revised pay scale rules 2009 as under:

(i) One increment equal to three per cent of the sum of the pay in the pay band plus existing grade pay will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the promotional post will thereafter be granted in addition to this pay in the pay band. In cases where promotion involves change in the pay band also, the same methodology will be followed. However, if the pay in the pay band after adding the increment is less than the minimum of the higher pay band to which promotion is being made, the pay in the pay band will be stepped to such minimum.

(ii) On promotion from one grade pay to another, an employee shall have an option to get his pay fixed in the higher post either from the date of his promotion or from the date of his next increment. The option may be exercised within a period of one month from the date of his promotion. In case Government employees, who stand promoted during the period from 1st day of January, 2006 to the date of publication of the Punjab Civil Services (Revised Pay) Rules, 2009, the option may be exercised within a period of three months from the date of such publication. The option once exercised, shall be final*.

(iii) In case, the government employee opts to get his pay fixed in the higher post from the date of his promotion, the next increment in the higher post will be granted after completion of qualifying service of twelve months.

(iv) In case, the Government employee opts to get his pay fixed from the date of his next increment, then, on the date of promotion, pay in the pay band shall not be changed, but the grade pay of the higher post will be granted. Further re-fixation will be done on the date of his next increment. On that date, he will be granted two increments, one annual increment and the second on account of promotion.
While computing these two increments, basic pay prior to the date of promotion, shall be taken into account. To illustrate, if the basic pay prior to the date of promotion was Rs. 100, first increment would be computed on Rs. 100 and the second increment on Rs. 103.

The next increment in the higher post in this case will be granted after completion of qualifying service of twelve months from the date of re-fixation.

**Note 1**  A Government employee drawing pay in the higher pay scale/grade pay on account of progression under ACP scheme on promotion, will be given benefit of one increment and such higher pay scale/grade pay shall be protected as a measure, personal to him.

**Note 2**  For the purpose of promotion, the grade pay of Rs. 5400 in PB-4 shall be treated as higher than the grade pay Rs. 5400 in PB-3.

**Note 3**  A Government employee drawing pay in the higher pay scale/grade pay on account of progression under ACP scheme on promotion, will be given benefit of one increment and such higher pay scale/grade pay shall be protected as a measure, personal to him.

**Note 4**  For the purpose of promotion, the grade pay of Rs. 5400 in PB-4 shall be treated as higher than the grade pay Rs. 5400 in PB-3.

- Punjab Government Department of Finance vide his No.6/47/2011/1 FPI 1/521 Dated 20.07.2011 given another chance to give option within three months from the date of issue of letter, who stand promoted during the period w.e.f. 1.1.2006 to 27.05.2009

**SCHEDULE**

[See rules 3(k) and 4]

**General Conversion Table**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Pre-revised Group</th>
<th>Pay Scale</th>
<th>Revised Pay Band</th>
<th>Grade Pay</th>
<th>Initial Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pay</td>
<td>Group</td>
<td></td>
<td>Initial</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>D</td>
<td>6</td>
</tr>
<tr>
<td>1.</td>
<td>D</td>
<td>2520-100-3220-110-3660-120-4140</td>
<td>PB 1</td>
<td>D</td>
<td>4900-10680</td>
</tr>
<tr>
<td>2.</td>
<td>D</td>
<td>2720-100-3220-110-3660-120-4260</td>
<td>PB 1</td>
<td>D</td>
<td>4900-10680</td>
</tr>
<tr>
<td>3.</td>
<td>D</td>
<td>2820-100-3220-110-3660-120-4260-140-4400</td>
<td>PB 1</td>
<td>D</td>
<td>4900-10680</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10.</td>
<td>C</td>
<td>5000-160-5800-200-7000-220-8100</td>
<td>PB 3</td>
<td>C</td>
<td>10300-34800</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>23.</td>
<td>A</td>
<td>12000-375-13500-400-15100</td>
<td>PB 4</td>
<td>A</td>
<td>15600-39100</td>
</tr>
<tr>
<td>25.</td>
<td>A</td>
<td>12000-375-13500-400-15900-450-16350</td>
<td>PB 4</td>
<td>A</td>
<td>15600-39100</td>
</tr>
<tr>
<td>27.</td>
<td>A</td>
<td>13500-400-15900-450-16800</td>
<td>PB 4</td>
<td>A</td>
<td>15600-39100</td>
</tr>
<tr>
<td>28.</td>
<td>A</td>
<td>14300-400-15900-450-18150</td>
<td>PB 5</td>
<td>A</td>
<td>37400-67000</td>
</tr>
<tr>
<td>29.</td>
<td>A</td>
<td>14300-400-15900-450-18600</td>
<td>PB 5</td>
<td>A</td>
<td>37400-67000</td>
</tr>
<tr>
<td>30.</td>
<td>A</td>
<td>14300-400-15900-450-18600-500-20100</td>
<td>PB 5</td>
<td>A</td>
<td>37400-67000</td>
</tr>
<tr>
<td>31.</td>
<td>A</td>
<td>16350-450-18600-500-20100</td>
<td>PB 5</td>
<td>A</td>
<td>37400-67000</td>
</tr>
<tr>
<td>32.</td>
<td>A</td>
<td>18600-500-22100</td>
<td>PB 5</td>
<td>A</td>
<td>37400-67000</td>
</tr>
</tbody>
</table>
No. 5/114/2011-5FPI/655--
Subject:- Revision of pay scales of certain categories of employees.

I am directed to invite a reference to Punjab Government notification No. 5/10/09-5FP1/207 dated 27.5.2009 and to say that the Governor of Punjab is pleased to decide that the scales of pay of the following posts shall stand revised as under with effect from the 1st day of October, 2011:-

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Name of the post</th>
<th>Revised Scale of Pay w.e.f. 1.1.2006</th>
<th>Revised Scale of Pay w.e.f. 1.10.2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pay Band - Grade Pay - Initial Pay</td>
<td>Pay Band - Grade Pay - Initial Pay</td>
</tr>
<tr>
<td>1</td>
<td>(i) Clerk</td>
<td>5910-20200 - 4 - 7810</td>
<td>5910-20200 - 6 - 9880</td>
</tr>
<tr>
<td></td>
<td>(ii) Junior Assistant</td>
<td>5910-20200 - 5 - 11170</td>
<td>10300-34800 - 7 - 13500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Steno-Typist</td>
<td>5910-20200 - 2000 - 8240</td>
<td>5910-20200 - 2400 - 9880*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Junior Scale Stenographers</td>
<td>5910-20200 - 2800 - 11170</td>
<td>10300-34800 - 3200 - 13500</td>
</tr>
</tbody>
</table>

Notes:- (i) The total number of posts of Clerks in a cadre shall continue to be bifurcated into the posts of Clerks and Junior Assistants in the ratio of 50:50. (ii) The posts of Junior Assistant shall continue to be filled up by placement to the extent of 100% out of the Clerks who have an experience of working as such for a minimum period of 5 years in the cadre of the department in which he is working at the time of placement.

*Note:- The starting pay of the Steno-Typist w.e.f. 1st October, 2011, shall be fixed by allowing one increment on the "Initial Pay" of the Revised Scale of Pay of this post.

2. The pay in the above mentioned revised scale of pay effective from the 1st October, 2011 shall be fixed prospectively and there shall be no element, whatsoever, of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.

3. The necessary amendments in the rules will be made in due course.
I am directed to invite a reference to Punjab Government notification No. 5/10/09-5FPI/207, dated 27.5.2009 and to say that after careful consideration of the recommendation of Fifth Punjab Pay Commission, the Government of Punjab is pleased to decide that the scales of pay of the following categories of teaching personnel of the **Department of education**, shall stand further revised as under with effect from the 1st October, 2011:-

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Pre-revised scale</th>
<th>Revised Scale of Pay w.e.f. 1.1.2006</th>
<th>Revised Scale of Pay w.e.f. 1.10.2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pay Band</td>
<td>Grade Pay</td>
</tr>
<tr>
<td>JBT/ETT/Head Teacher</td>
<td>4550-7220</td>
<td>5910-20200</td>
<td>3000</td>
</tr>
<tr>
<td>Classical &amp; Vernacular Teachers</td>
<td>5000-8100</td>
<td>10300-34800</td>
<td>3200</td>
</tr>
<tr>
<td>Center Head Teacher/Master Mistress</td>
<td>5480-8925</td>
<td>10300-34800</td>
<td>3600</td>
</tr>
<tr>
<td>BPEO/School Lecturer/Vocational Masters</td>
<td>6400-10640</td>
<td>10300-34800</td>
<td>4200</td>
</tr>
<tr>
<td>Head Master, High School</td>
<td>7000-10980</td>
<td>10300-34800</td>
<td>4400</td>
</tr>
</tbody>
</table>

2. The pay in the above mentioned revised scales effective from the 1st October, 2011, shall be fixed prospectively and there shall be no element, whatsoever, of retrospectively in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.

3. The necessary amendments in the rules will be made in due course.

\[1\text{Vide letter No. 5/10/09-5FP1/1576, Dated 23rd December, 2011, Vocational Masters who have attained Bachelor's Degree in the Engineering or Masters's degree have been allowed grade pay of Rs. 5400 (Initial pay Rs. 20300), w.e.f. 1st December, 2011.}\]
No. 5/10/09-5FP1/929–933 Subject:-Revision of Scales of Teaching Personnel
Dated the 8th December, 2011

I am directed to invite a reference to Punjab Government letter No. 5/10/2009-5FP1/665, Dated 5.10.2011 and to say that the Governor of Punjab is pleased to revised the pay scales of masters/Mistress as under with effect from 1st December, 2011:-

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Revised Scale of Pay w.e.f. 1.1.2006</th>
<th>Revised Scale of Pay w.e.f. 1.10.2011</th>
<th>Revised Scale of Pay w.e.f. 1.12.2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Band</td>
<td>Grade Pay</td>
<td>Pay Band</td>
</tr>
<tr>
<td>Masters / Mistress</td>
<td>10300-34800</td>
<td>3600</td>
<td>14430</td>
</tr>
</tbody>
</table>

No. 5/10/09/-5FP1/938-942, Subject: - Revision of pay scales of School Lecturers.
Dated the 9th December, 2011

I am directed to invite a reference to Punjab Government Notification No. 5/10/09-5FP1/207, dated 27th May, 2011 and circular letter No. 5/10/09-5FP1/655, dated 5th December, 2011 on the subject cited above and to say that the Governor of Punjab is pleased to decide that the scale of pay of the School Lecturer shall stand further revised as under with effect from the 1st December, 2011:-

<table>
<thead>
<tr>
<th>Name of the category</th>
<th>Revised Scale of Pay w.e.f. 1.1.2006</th>
<th>Revised Scale of Pay w.e.f. 1.10.2011</th>
<th>Revised Scale of Pay w.e.f. 1.12.2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Band</td>
<td>Grade Pay</td>
<td>Initial Pay</td>
</tr>
<tr>
<td>School Lecturer</td>
<td>10300-34800</td>
<td>4200</td>
<td>16290</td>
</tr>
</tbody>
</table>

2. The pay in the above mentioned revised scales of pay effective from the 15th December, 2011, shall be fixed prospectively and there shall be no element, whatsoever, of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.

3. The necessary amendments in the rules will be made in due course.
No. 5/10/09-5FP1/ 983--987,  
Dated 15th December, 2011  

Subject: - Revision of Pay Scale of certain categories of employees.

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Name of the post</th>
<th>Revised Scale of Pay w.e.f. 1.10.2011</th>
<th>Revised Scale of Pay w.e.f. 1.12.2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pay Band</td>
<td>Grade Pay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pay</td>
<td>Pay</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>(i) Clerk</td>
<td>5910-20200</td>
<td>2400</td>
</tr>
<tr>
<td></td>
<td>(ii) Junior Assistant</td>
<td>10300-34800</td>
<td>3200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Steno-Typist</td>
<td>5910-20200</td>
<td>2400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Junior Scale Stenographers</td>
<td>10300-34800</td>
<td>3200</td>
</tr>
</tbody>
</table>

**Notes:**  
(i) The total number of posts of Clerks in a cadre shall continue to be bifurcated into the posts of Clerks and Junior Assistants in the ratio of 50:50. (ii) The posts of Junior Assistant shall continue to be filled up by placement to the extent of 100% out of the Clerks who have an experience of working as such for a minimum period of 5 years in the cadre of the department in which he is working at the time of placement.

2. The pay in the above mentioned revised scales of pay effective from the 1st December, 2011, and shall be fixed prospectively and there shall be no element, whatsoever, of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.


4. The employees working on the above mentioned posts shall NOT be entitled to any Special Grade Pay in terms of Government Circular letter No. 5/10/09-5FP1/807, Dated 14th November, 2011.

5. The necessary amendments in the rules will be made in due course.
No. 5/10/09-5FP1/ 1023--1027, Dated 15th December, 2011

Subject: - Revision of pay scales of certain categories of employees.

I am directed to invite a reference to Punjab Government Notification No. 5/10/09-5FP1/207, dated 27.5.2009 and to say that the Governor of Punjab is pleased to decide that the scales of pay of Group — D posts shall stand further revised as under with effect from the 1st December, 2011:-

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Pre-revised scale</th>
<th>Revised scale of pay w.e.f. 1.1.2006</th>
<th>Revised scale of pay w.e.f. 1.12.2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Band</td>
<td>Grade Pay</td>
<td>Initial Pay</td>
</tr>
<tr>
<td>Peon, Chowkidar, Sweeper, Mali, Bhisti, Frash and other Group D in the pre-revised initial start scale mentioned in Column-2</td>
<td>2520 - 4140</td>
<td>4900 - 10680</td>
<td>1300</td>
</tr>
<tr>
<td>Head Mali, Head Chowkidar, Mukh Sewadar and Record Lifter.</td>
<td>2720 - 4260</td>
<td>4900 - 10680</td>
<td>1400</td>
</tr>
</tbody>
</table>

2. The pay in the above mentioned revised scales of pay effective from the 1st December, 2011, shall be fixed prospectively and there shall be no element, whatsoever, of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.

3. The employees working on the above mentioned posts shall NOT be entitled to any Special Grade Pay in terms of Government Circular letter No. 5/10/09-5FP1/807, Dated 14th November, 2011.

4. The necessary amendments in the rules will be made in due course.
No. 5/10/09-5FP1/ 1154-58 Subject:- Revision of Pay Scales (Higher Dated 21st December, 2011 Education Department)

I am directed to invite a reference to Punjab Government Notification No. 5/10/09-5FP1/207, dated 27.5.2009 and to say that the Governor of Punjab is pleased to decide that the scales of pay of the following posts shall stand further revised as under with effect from the 1st December, 2011:

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Pre-revised scale</th>
<th>Revised scale of pay w.e.f. 1.1.2006</th>
<th>Revised scale of pay w.e.f. 1.12.2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Band</td>
<td>Grade Pay</td>
<td>Initial Pay</td>
</tr>
<tr>
<td>Tabla Instructor /Player</td>
<td>4400--7000</td>
<td>5910 - 20200</td>
<td>2800 - 11170</td>
</tr>
<tr>
<td>Table Accompanist</td>
<td>4400--7000</td>
<td>5910 - 20200</td>
<td>2800 - 11170</td>
</tr>
</tbody>
</table>

2. The pay in the above mentioned revised scales of pay effective from the 1st December, 2011, shall be fixed prospectively and there shall be no element, whatsoever, of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.

3. The employees working on the above mentioned posts shall NOT be entitled to any Special Grade Pay in terms of Government Circular letter No. 5/10/09-5FP1/807, Dated 14th November, 2011.

4. The necessary amendments in the rules will be made in due course.

No. 5/10/09/5FP1/1159-63, Subject:- Revision of pay scales.
Dated Chandigarh, the 21st December, 2011

I am directed to invite a reference to Punjab Government Notification No. 5/10/09-5FP1/207, dated 27.5.2011 and to say that the Governor of Punjab is pleased to decide that the scale of pay of the following posts, shall stand further revised as under with effect from the 1st December, 2011:

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Pre-revised scale</th>
<th>Revised scale of pay w.e.f. 1.1.2006</th>
<th>Revised scale of pay w.e.f. 1.12.2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Band</td>
<td>Grade Pay</td>
<td>Initial Pay</td>
</tr>
<tr>
<td>Mukh Sewika</td>
<td>5000-8100</td>
<td>10300 34800</td>
<td>3200 13500</td>
</tr>
<tr>
<td>Silai Teacher</td>
<td>4020-6200</td>
<td>10300-34800</td>
<td>2400 9880</td>
</tr>
</tbody>
</table>
2. The pay in the above mentioned revised scales of pay effective from the 1st December, 2011, shall be fixed prospectively and there shall be no element, whatsoever, of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.

3. The employees working on the above noted posts shall not be entitled to any Special Grade Pay in terms of Government circular letter No. 5/10/09-5FP1/807, dated 14th November, 2011.

4. The necessary amendments in the rules will be made in due course.

Letter No. 5/10/09- 5FP1/1458-1462, Dated 23rd December, 2011  
Subject:- Revision of pay scales of Laboratory - Assistant.

I am directed to invite a reference to Punjab Government Notification No. 5/10/09-5FP1/207, dated 27.5.2009 and to say that the Governor of Punjab is pleased to decide that the scale of pay of the Laboratory Assistant in the Polytechnics shall stand further revised as under with effect from the 1st December, 2011:

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Pre-revised scale of pay</th>
<th>Revised scale of pay w.e.f. 1.1.2006</th>
<th>Revised scale of pay w.e.f. 1.12.2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Grade</td>
<td>Initial Pay</td>
<td>Pay Grade</td>
</tr>
<tr>
<td></td>
<td>Pay Band</td>
<td>Initial Pay</td>
<td>Pay Band</td>
</tr>
<tr>
<td>Laboratory Assistant</td>
<td>3120-5160</td>
<td>5910-20200</td>
<td>5910-20200</td>
</tr>
<tr>
<td></td>
<td>1900</td>
<td>7810</td>
<td>2400</td>
</tr>
<tr>
<td></td>
<td>9880</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The pay in the above mentioned revised scales of pay effective from the 1st December, 2011, shall be fixed prospectively and there shall be no element, whatsoever, of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.

3. The employees working on the above noted posts shall not be entitled to any Special Grade Pay in terms of Government circular letter No. 5/10/09-5FP1/807, dated 14th November, 2011.

4. The necessary amendments in the rules will be made in due course.

Letter No. 5/10/09- 5FP1/1463-1467, Dated 23rd December, 2011  
Subject:- Revision of pay scale of Senior Laboratory Attendant.

I am directed to invite a reference to Punjab Government Notification No. 5/10/09-5FP1/207, dated 27.5.2009 and to say that the Governor of Punjab is pleased to decide that the scale of pay of the Senior Laboratory Attendant in the Schools, shall stand further revised as under with effect from the 1st December, 2011:
<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Pre-revised scale of pay</th>
<th>Revised scale of pay w.e.f. 1.1.2006</th>
<th>Revised scale of pay w.e.f. 1.12.2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Band</td>
<td>Grade Pay</td>
<td>Initial Pay</td>
</tr>
<tr>
<td>Senior Laboratory Attendant</td>
<td>3120-5160</td>
<td>5910-20200</td>
<td>1900</td>
</tr>
</tbody>
</table>

2. The pay in the above mentioned revised scales of pay effective from the list December, 2011, shall be fixed prospectively and there shall be no element, whatsoever, of retrospectivity in this regard and there will be no question of payment of arrears or of fixation of pay on notional basis from any previous date.

3. The employees working on the above noted posts shall not be entitled to any Special Grade Pay in terms of Government circular letter No. 5/10/09-5FP1/807, dated 14th November, 2011.

4. The necessary amendments in the rules will be made in due course.
I am directed to invite a reference to the subject cited above and to say that the scales of pay of certain categories of Government employees were re-revised from certain specified dates subsequent to the date of coming into force of the Punjab Civil Services (Revised Pay) Rules, 2009. Some Departments have asked for certain clarifications regarding grant of next increment for fixing the pay of such employees. The matter has been considered and the following clarifications are given on the various points raised in this regard:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A Government employee was drawing Basic pay of Rs. 32390 (Rs. 26690 pay in the pay band + Rs. 5700 G.P) in the pay scale of 15600-39100+5700 Grade pay, and his next increment was due on 1.1.2012. The pay scale of his post was revised as 15600-39100+6600 Grade pay, w.e.f. 1.1.2011. Calculate the amount of the next increment admissible to him and fix his pay w.e.f. 1.1.2012</td>
</tr>
</tbody>
</table>

On revision of his pay scale w.e.f 1.12.2011, the pay of the employee from that date shall be fixed at Rs. 33290 (Rs. 26690 pay in the pay band + 6600 G.P) As per provisions of rule 9 of the Punjab Civil Services (Revised Pay) Rules 2009, the increment is to be allowed @ 3% of the sum of the pay in the Pay band and Grade Pay applicable, Accordingly, in the case, the amount of increment due from 1.1.2012 shall work out to Rs.1000 i.e. 3% of Rs.33290 (i.e. Rs.26690 Pay in the Pay Band + Rs.6600 Grade Pay) and his pay on 1.1.2012 shall be fixed at Rs. 34290

| 2.      | A Government employee was drawing pay of Rs. 31690 (Rs. 26690 Pay in the Pay Band + Rs. 5000 G.P) in the scale of pay of 10300-34800+5000 Grade pay, and his next increment was due on 1.12.2011. The pay scale of his post was revised as 15600-39100+5400 Grade Pay, w.e.f. 1.12.2011. Calculate the amount of the next increment admissible to him and fix his pay w.e.f. 1.12.2011 |

On revision of his pay scale w.e.f. 1.1.2012, the pay of the employee from that date, shall first be fixed at Rs.32090 (Rs. 26690 Pay in the Pay Band Rs.5400 G.P). As per rule 9 of the Punjab Civil Services (Revised Pay) Rules 2009. The increment is to be allowed @3% of the sum of the pay in the Pay Band and Grade Pay applicable. Accordingly, in the case the amount of increment due from 1.1.2012 shall work out to Rs.970 i.e. 3% of Rs. 32090 (i.e. Rs.26690 pay in the pay Band+Rs.5400 Grade Pay) and his pay on 1.1.2012 shall be fixed at Rs. 33060
A Senior Assistant was drawing Basic pay of Rs. 15030 w.e.f. 1.1.2011 in the following scale of pay :-

<table>
<thead>
<tr>
<th>Pay Band</th>
<th>Grade Pay</th>
<th>Initial Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>10300-34800</td>
<td>3800</td>
<td>14590</td>
</tr>
</tbody>
</table>

The pay scale of Senior Assistant was revised as under w.e.f. 1.12.2011

<table>
<thead>
<tr>
<th>Pay Band</th>
<th>Grade Pay</th>
<th>Initial Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>10300-34800</td>
<td>4400</td>
<td>17420</td>
</tr>
</tbody>
</table>

Accordingly, his pay was fixed at initial pay of Rs. 17420 w.e.f. 1.12.2011. What will be his next date of increment?

In this case, as a consequence of fixation of his pay equal to the "initial pay" of the revised pay scale of Senior Assistant, the employee has gained an enhancement of pay of Rs. 2390 which is more than the amount of one increment.

Rule 10 of Punjab Civil Services (Revised Pay) Rules. 2009 does not apply here because this rule is applicable only in those cases where an employee switches over from a pre-revised scale of pay to a revised scale of pay.

Accordingly, it is clarified that where as a consequence of re-revision of a scale of pay from a date subsequent to the date of coming into force of the Punjab Civil Services (Revised Pay) Rules, 2009. the pay of a Government employee is fixed at the "initial Pay" of his post and the employee concerned has gained an enhancement of pay equal to or more than the amount of one increment, the next increment shall be allowed to him after qualifying service of twelve months from the date of such fixation. In all cases, the date of increment shall remain unchanged.

2. The above clarifications may please be brought to be notice of all concerned.

2.1 Following are the different kinds of T.A.

1. Permanent T.A.
2. Conveyance Allowance
3. Mileage Allowance.
4. Daily allowance
5. Actual cost of Traveling

2.4 Traveling allowance of a Government Employee should not be revised in case there is any change in his pay retrospectively except in case the bill is not presented or audited before the promotion.

2.5 **Permanent TA** Competent authority may grant permanent monthly traveling allowance to any GE whose duties required him to travel extensively.

# No. 2/6/2010-2FP1/295 dated 21.5.2010 w.e.f. 1.5.2010

<table>
<thead>
<tr>
<th>Grade Pay</th>
<th>Rate of FTA where duties involve touring more than 12 days in a month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upto 2400</td>
<td>Rs. 480.00</td>
</tr>
<tr>
<td>2. 2401-3600</td>
<td>Rs. 720.00</td>
</tr>
<tr>
<td>3. Above 3600</td>
<td>Rs. 960.00</td>
</tr>
</tbody>
</table>

The amount should be reduced suitably in case less than 12 tours in a month. Other condition remain unchanged.

2.7 Permanent TA is not admissible during joining time or during any period for which any other kind of TA is drawn.

2.11 **Conveyance Allowance** A Competent authority may grant conveyance allowance on such conditions as it thinks fit to impose a months conveyance allowance or horse allowance to any GE who required him to travel extensively within a short distance from his headquarter.

2.15 Following are the grades of employees for TA purpose w.e.f. 1.8.2009

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade I</td>
<td>10000 and above</td>
</tr>
<tr>
<td>Grade II</td>
<td>7800-10000</td>
</tr>
<tr>
<td>Grade III</td>
<td>5000 - 7599</td>
</tr>
<tr>
<td>Grade IV</td>
<td>3800 - 4999</td>
</tr>
<tr>
<td>Grade V</td>
<td>Grade pay below 3800</td>
</tr>
</tbody>
</table>

2.18 Daily allowance

A daily allowance is a uniform allowance for each day of absence from Headquarter, which is intended to cover the ordinary daily charges incurred by the GE during
absence. As per latest instructions issued by the Govt, effective from 1.6.1998 Full daily allowance is admissible if journey is beyond 25 Kms and absence from HQ is 6 hours or more other wise ½ daily allowance is admissible. If journey is beyond 8 kms upto 25 kms ½ daily allowance is admissible and in case night halt within 25 kms then full daily allowance is admissible. No daily allowance is admissible for journey within 8 kms.

2.18 **Mileage allowance** A milage allowance is a allowance calculated on the distance traveled which is given to meet the cost of a particular journey.

The following road routes shall be regarded as a shortest routes for purposes of traveling allowances

i) Between Chandigarh and Roop Nagar.
ii) Between Chandigarh and Patiala
iii) Between Muktsar and Malout
iv) Between Hoshiarpur and Nangal.

**Note 3** when journey is performed between places partly connected by rail. And partly not so connected a GE shall draw the actual fare.

2.21 **Duty point** A journey on transfer is held to begin or end at the actual residence of the GE concerned. Any other journey is held to begin or end in any station at the duty point in that station.

For the purpose of this rule "Duty Point" at the headquarter means the places or office where a GE remains on duly.

2.24 **A Entitlement of Railway Accommodation.**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1st Class A.C./Executive Class</td>
</tr>
<tr>
<td>II</td>
<td>1st Class/A.C. Chair Car/A.C. Two tier sleeper</td>
</tr>
<tr>
<td>III</td>
<td>1st Class/A.C. Chair Car/A.C. Three Tier</td>
</tr>
<tr>
<td>IV &amp; V</td>
<td>Second Class Sleeper</td>
</tr>
</tbody>
</table>

Other conditions for travel by train will remain the same.

2.24 B **Entitlement by Bus/Road** In case the journey is to a place connected by rail the employee shall have the option to travel by any more of road transport i.e. by bus subject to actual charges or maximum railway fare which ever is less.

In case station not directly connected by rail the entitlement of road travel is as under.

<table>
<thead>
<tr>
<th>Grade &amp; II</th>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gr. 1 &amp; II</td>
<td>A.C. Bus/AC Taxi/Autorikshaw</td>
</tr>
<tr>
<td>Gr. III</td>
<td>AC Bus/Taxi/Autorikshaw/Own Scooter</td>
</tr>
<tr>
<td>Gr. IV to V</td>
<td>Ordinary bus./Autorikshaw/Own Scooter</td>
</tr>
</tbody>
</table>

2.24 C **Rate of Daily Allowances w.c.f. 1.8.2009**

As per Punjab Government letter No. 356 Dated. 8.5.1998 Shimla will be treated as B-I city for TA FD No.3364 dt. 14.4.01
Where boarding or lodging is provided at government expense the daily allowance will be reduced to $\frac{1}{2}$ and if both are provided free of cost the daily allowance will be reduced to $\frac{1}{4}$th

**Note:** Where the officers have to stay in hotels and tourist bungalows run on Commercial lines they shall be reimbursed the maximum rates as below outside Chandigarh, Punjab.

**Grade I**  
Actual expenditure towards normal single room rent in a hotel not above 5 star.

**Grade II**  
do- 3 star

<table>
<thead>
<tr>
<th>Grade</th>
<th>A-I cities Hotel/non Hotel</th>
<th>A Cities Hotel/Non Hotel</th>
<th>B-I Cities Hotel/non Hotel</th>
<th>B-2 &amp; others Hotel/Non Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>800</td>
<td>640</td>
<td>480</td>
<td>320</td>
</tr>
<tr>
<td></td>
<td>400</td>
<td>320</td>
<td>240</td>
<td>160</td>
</tr>
<tr>
<td>II</td>
<td>700</td>
<td>560</td>
<td>420</td>
<td>240</td>
</tr>
<tr>
<td></td>
<td>300</td>
<td>240</td>
<td>180</td>
<td>120</td>
</tr>
<tr>
<td>III</td>
<td>450</td>
<td>360</td>
<td>270</td>
<td>180</td>
</tr>
<tr>
<td></td>
<td>250</td>
<td>200</td>
<td>150</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>380</td>
<td>300</td>
<td>230</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>200</td>
<td>160</td>
<td>120</td>
<td>80</td>
</tr>
<tr>
<td>V</td>
<td>300</td>
<td>240</td>
<td>180</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>150</td>
<td>120</td>
<td>90</td>
<td>60</td>
</tr>
</tbody>
</table>

At Delhi and Shimla IHC Hotel accommodation and daily allowances at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan Circuit House/Rest Houses at their places.

**2.31 Air Journey:**  
Grade I & II Economy Class

Grade III Economy Class on the condition that the distance is more than 500 kms. In other cases the competent authority may allow in urgent cases and in the public interest.

**2.42** Daily allowance upto continuous halt up to 180 days is admissible.

**2.59 TA on Transfer**

Transportation of personal effect is admissible up to 2 truck loads for Grade I and II and one Truck Load for Grade III, IV and V Employees. Rates will be reimbursed on the basis of actual load carried and as per rates fixed by State Transport Commissioner, Punjab, Chandigarh from time to time. Rates have been fixed by STC No. 2/10/91-4T(2)2914 dt. 28.2.2001 as under:

- a) for distance up to 50 kms. Rate per quintal per km.
for non Bulky goods 29 paisa
(2) for bulky goods 40 paisa
b) for distance of more than 50 km
(1) for Non Bulky goods. 23 paisa
(2) for bulky goods 35 Paisa

2.79 Journey by the family in case of death
In case of death during service the family of the deceased is eligible to get transportation of personal effects and other benefit which is admissible to the GE on transfer in case the family is shifted to the home town within one year from the date of death.

2.80 Journey by the Retired employee.
TA at transfer rates are admissible to the employee after transfer for shifting his family to the home town if he shifted within 2 years from the date of retirement.

2.81 Journey to attend court or enquiry officer
1. TA at tour rates to attend court/enquiry for evidence in case the Government is party. Subsistence allowance if any received from the court will have to be refunded.
2. TA to attend enquiry against himself but not allowance for halt.
3. TA to consult record for preparation of defence if the record could not be made available at his HQ and consultation of record is necessary and daily allowance in such case is restricted to 3 days.
4. TA at tour rates if a retired GE is summons to give evidence on the basis of pay last drawn.

2.88 Journey to attend court of training.
Amended vide F.D. Notification No. 3(iv)2/87-2FPIV./141 dated 19.3.1997
(2) The tour rates of daily allowances shall be as follows
1. for a period not exceeding thirty days. Full daily
2. for a period exceeding 30 days upto 180 ½ daily
Provided that the admissibility of daily allowance at place outside GE HQ where boarding and lodging arc not provided shall be as follows.
1. for a period of 180 days full daily
2. for a period beyond 180 days Nil

2.107 A competent authority shall declare the controlling authority. Controlling authority shall not without the approval of competent authority delegate the powers to a subordinate his duty of counter signature.

2.108 No bill of TA of non-gazetted GE other than permanent TA shall be paid unless it be signed or counter signed by the controlling authority.

2.108 A NO TA bill of a Gazetted Officer shall be signed and paid unless the detailed tour programme approved from the respective controlling authority.

2.110 The right of a Government employee to Traveling Allowance, including daily allowance, is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from date on which it become due.
LEAVE TRAVEL CONCESSION

Leave Travel Concession to the State Government Employees to travel any place in India was introduced by Punjab Government vide No.6/10/88-6GE/3299 Dated 9th March 1989 w.e.f. Block Year 1990-93. Following are the instructions for this concession.

1. Leave travel concession for journey to any place in India during year 1989 (extended upto 1990 or for travel to Home town once during 1989 unless such concession has already been availed.

2. Every block can be extended for one year with the approval of Head of Dcpltt.

3. In case leave travel concession availed during the block of 2 years to visit home town the Leave travel concession to visit any place in India cannot be allowed.

4. Leave Travel concession can be availed during regular leave or casual leave.

5. The actual fare will be allowed if journey was performed by railway or State Transport undertaking etc.

6. The Officer entitled to air travel by National Carrier under existing orders may be permitted to travel by Private airlines also while availing LTC w.e.f. 19.2.2007. The basic criteria for selecting airlines other than Indian Air Lines/Air India would be better and more competitive prices being offered by other airlines. Punjab Govt. Instructions No.6/27/97-6PP/2275 Dated 19.2.2007

7. Family of the Government employee for LTC includes wife or husband as the case may be unmarried and dependent children, Married daughter, divorced, deserted or living separately from her husband and dependent upon the Government employee, Dependent parents including step parents, Unmarried minor brother sister, divorced, deserted widow dependent sister if residing with the Government employee and parents of the GE are also dependent.

8. Dependent means earning of family member does not exceed 3500 PM #

9. Only two children will include in the term family applicable after one year from 20.10.1997 or otherwise twins born.

10. Second wife will include in the term family if the second marriage is legal.

11. #Admissibility by air

12. | Grade pay       | Admissibility                                         |
    |-----------------|-------------------------------------------------------|
    | 7600 or above   | By air Economy Class                                  |
    | 5000 to 7599    | By Air Economy Class (if distance is more than 500 Km) |

13. # Admissibility for class of Accommodation through Railway
### Gr. Pay Train Rajdhani-Ex Stabadi Ex.

<table>
<thead>
<tr>
<th>Gr. Pay</th>
<th>Train</th>
<th>Rajdhani-Ex</th>
<th>Stabadi Ex.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 or above</td>
<td>1st Class A.C./Executive Class</td>
<td>1st Class Ac/Executive Class</td>
<td>1st Class AC/Executive Class</td>
</tr>
<tr>
<td>7600-9999</td>
<td>1st Class A.C./chair car/AC 2 tier sleeper</td>
<td>1st Class A.C./chair car/AC two tier sleeper</td>
<td>1st Class AC chair car/AC two tier sleeper</td>
</tr>
<tr>
<td>5000-7599</td>
<td>1st Class A.C./chair car/AC Three tier sleeper</td>
<td>First Class AC/Chair Car/AC Three tier sleeper</td>
<td>Nil</td>
</tr>
<tr>
<td>4999- or less</td>
<td>Second Class</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**Note:** The reimbursement of fair for traveling through Rajdhani/Stabadi will be given if actually traveled.

#### Journey by River/Ocean Steamer

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Grade Pay</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>10,000 &amp; above</td>
<td>Highest Class</td>
</tr>
<tr>
<td>2.</td>
<td>7600-9999</td>
<td>Second Class If there is two classes</td>
</tr>
<tr>
<td>3.</td>
<td>5000-7599</td>
<td>Second Class if there is three classes and third if there are four classes</td>
</tr>
<tr>
<td>4.</td>
<td>4999- or less</td>
<td>lowest Class</td>
</tr>
</tbody>
</table>

#### Journey to Ademan & Nicobar : through Shipping Corporation of India Ltd.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Grade Pay</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>10,000 &amp; above</td>
<td>Delux Class</td>
</tr>
<tr>
<td>2.</td>
<td>7600-9999</td>
<td>1st Class/A Class Cabin</td>
</tr>
<tr>
<td>3.</td>
<td>5000-7599</td>
<td>Second Class/B Class Cabin</td>
</tr>
<tr>
<td>4.</td>
<td>4999- or less</td>
<td>Common Class</td>
</tr>
</tbody>
</table>

#### By Road

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Grade Pay</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>7600 or above</td>
<td>A.C. Public Bus, AC Taxi/Taxi (AC taxi if actually travelled through AC Taxi) and where the place is not connected through Railway and further the actual fair of taxi is limited to bus fair of entitlement.</td>
</tr>
<tr>
<td>2.</td>
<td>5000-75999</td>
<td>As above except A.C. Taxi</td>
</tr>
<tr>
<td>3.</td>
<td>4999- or less</td>
<td>Ordinary Bus fair</td>
</tr>
</tbody>
</table>

**Note:** Actual payee receipt is required for reimbursement of A.C.Taxi/Taxi or Auto Rikshaw fair.
14. Authorities to Sanction LTC
   Administrative Department: HOD, Addl, Joint HOD
   Head of Department: All Group A and B
   Head of office: All Group C and D

15. Regular Account should be maintained and information should be furnished to Finance Department by 30th April every Year.

16. Instructions issued by Government of India from time to time will be applicable.

17. Block Year will be treated as availed in which outward journey started.

18. Advance upto 90% is admissible 3 months before the journey starts.

19. Government Servant and members of his family avail themselves of leave travel Concessions separately at different times

20. Contractual staff and re employed are also eligible after one year service if the services are likely to continue for 4 years.

21. Circular ticket Admissibility will be upto the place declared by the Government employee to be visited at shortest rout.

22. Change of place should be got approved before the journey starts.

23. Government employee and his family can travel different places.

24. In case both husband and wife are employed one out of two can claim LTC for both the persons.

25. Claim should be submitted within 3 months after the completion of journey. In case advance is given it should be got adjusted within 1 months from the date of completion of journey.

26. *10 Days Encashment of Earned Leave shall he allowed once during the relevant ETC Block of 4 Years. This leave shall he debited to leave account and it should not exceed 60 days during entire service.

27. *Encashment of Earned leave has not link to the number of days or nature of leave availed during ETC.

28. *Where both Husband and wife are Government Employees, encashment of leave shall be admissible to both of them subject to a maximum of sixty days for each spouse during entire service carrier.

29. *These orders has been effective w.e.f. 1.10.2011 The benefit under these order shall he admissible only to those employees who proceeded on ETC on or after this date

   * Encashment of Earned leave has been allowed vide Punjab Government, Department of Finance No. 1/16/2011-3 FP2/617 dated 3rd October 2011
INTRODUCTION ON VARIOUS KINDS OF LEAVE

LEAVE (GENERAL RULES)

DEFINITION OF LEAVE

1. Leave includes earned leave, half pay leave, Commuted leave, leave not due and extraordinary leave.

2. Leave cannot be claimed as of right. The authority empowers to grant leave, can refuse or revoke, when the exigencies of the public service so required. The leave due and applied for can not be altered at the option of leave sanctioning authority if such leave is due to him rule 8.15

3. The authority competent to grant leave may permit (under rule 8.26) Sundays, other Holidays or vacation to be prefixed or affixed to leave or both prefixed and affixed to leave in the circumstances and on the conditions laid down in rule 8.27 to 8.32

4. Leave Encashment for Un-utilization of earned leave upto 300 days (B.Pay+ Dearness Pay +DA) is admissible at the time of retirement as per rule 8.21 CSR Volume I Part I and similar benefit of leave encashment is also admissible to the family of Government Employee expired during service as per rule 8.122(8)
   b) Those employees who had opted not to adopted revised leave rules as per instructions of Punjab Government Finance Department No. 10/77/88/10304 dated 24.11.1988 will continue to get leave encashment upto 180 days till now.

5. Authority empowered to grant leave other than leave under rule 8.18, Special disability leave, Study leave, EOL exceeding three months under rule 8.137 are as under:
   a) Head of Office = for Class IV and III Full Powers.
   b) Head of Department = for Class II and I Full Powers.
   c) Government. = for HOD, Addl HOD, Joint HOD


EARNED LEAVE

1. Admissible under rule 8.116 of CSR Volume I Part I to permanent Employees and 8.133 to Temporary Employees.

2. Leave is earned at the rate of 1/24 if service is less than 10 Years 1/18 if service is 10 to 20 Years and 1/12 after 20 years of service.

3. Vacation Department Employees are entitled 8 days earned leave on each complete years in which vacation are enjoyed. In case the Vacation Departments employee was prevented from availing himself of the full vacation or such proportion of the number of days of vacation not taken, earned leave is admissible as per rule 8.117 CSR Volume- I Part- I
4. Earned leave can be sanctioned upto any extent if due.
5. Accumulation of earned leave is permissible upto any extent till 23.11.1988 and 360 days from 24.11.1988 to 17.11.1997 and 450 days from 18.11.1997 who opt revised leave rules as per instructions dated 24.11.1988. If there is no option it will be considered that revised rules has been opted by the employee.

**HALF PAY LEAVE / COMMUTTED LEAVE**

1. Admissible under rule 8.119 to Permanent and rule 8.133 to Temporary.
2. Half pay Leave is earned at the rate of 20 days on each complete year.
3. HPL can be availed on domestic affair or on Medical Ground.
4. HPL can be commuted on Medical Ground under rule 8.119 (C) if leave is not less than 15 days at a time (Not applicable to vacation department) and maximum 240 days during entire service and in such cases double the amount of HPL will be debited to the HPL accounts,
5. If the Government Employee on Commuted leave does not join duty and resign or get retirement the entire period of commuted leave will be converted into half pay leave and difference of leave salary will have to be recovered. No recovery will be effected in case retirement on medical ground or due to death

**LEAVE NOT DUE**

1. Admissible under rule 8.119(d) to permanent Employee.
2. Leave not due not exceeding 360 days during entire service can be granted out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical
3. Leave not due should be granted only if the sanctioning authority is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of leave and should be limited to the half pay leave he is likely to earn.
4. If the Government Employee resign from service or get retirement after the expiry of leave his resignation or retirement will take effect from the date of proceeding on leave not due and leave salary already paid for that period will be recovered, except if the retirement is on medical ground or in case of death no recovery will be effected.

**EXTRA ORDINARY LEAVE. 8.121/8.137**

1. Extra Ordinary leave is granted when no other leave is admissible or when other leave is due but the Government Employee applied for extra ordinary leave.

**SPECIAL KINDS OF LEAVE.**

1. Study leave to permanent Government Employee can be sanctioned under rule 8.126 by the Competent Authority in public interest. Detail instructions for grant of study leave has been given in appendix 20 CSR Volume I Part II
2. Maternity leave is admissible to a Female Government Employee under rule 8.127/8.137
of CSR Volume I Part I for 180 days. This is not admissible to Female Government employee having three or more children.

3. Abortion leave is admissible under note of rule 8.127/8.137 to a Female Government employee having less than two children. This leave is restricted up to 45 days during entire service.

4. Three months adoption leave is admissible to Female Government Employee on adopting for new born child till attaining of three months age which ever is earlier, if the child was adopted legally. Punjab Government letter No. 10/199/94-3HPI/20737 Dated 24.8.2000

5. Special Disability leave is admissible under rule 8.124-8.125 upto 24 months against one disability. Such leave is also admissible to Temporary Government Employee under rule 8.137 C

6. Hospital leave is admissible to all class IV Employee and those Class III engaged on risky job if the injury was directly due to risk of office under rule 8.127 C of CSR Volume I Part I. For Temporary employee see rule 8.138

7. Half pay leave can be commuted without medical certificate up to 15 days to male employee to look after the wife after delivery.

8. **CHILD CARE LEAVE**

   त्यसथ मलब स्थिति मिस्टर डिवर, एडीटर के पेंटर 6/26/2011-6 भी.भी. 3/2046, भिंदी 22/12/2011 वार्षी निम्मित्ती भरनाम पूं CHILD CARE LEAVE हिंदी वार्ष

   1. निम्मित्ती भरनाम अध्याय राखुन्न बंटे 18 माह पूं बंटे ही यथार्थ बंटे उद्देष्य बंटे बनी इटी है मर्यादा।

   2. इट इटी और विशिष्ट बंटे बनी ही खपरी रूपी साने विवक्षी ही उपस्थितिः स्थापि रूपी साने मर्यादा है। साने स्थापि समाक्षी मबुत टेक्स्ट वेटेदा।

   3. साने हृदि सेवपुर लीच मैलिय कम्मी हृदि ऐल आन्ध मिलता वेटेदा।

   4. इट इटी चिथूं ऐल स्पेल्स चिथूं भरती साने मर्यादा चिथूं मलब चिथूं 3 चिथूं ऐल स्पेल्स ऐल चिथूं मलब इटी ऐल बंटे बंटे 15 दिन पूं बेडी रूपी मर्यादा।

   5. सेवक वेकी वक्प्रकाश नामक ब्रांच बाय गैतिहाय आवेद ने इट भरती चिथूं इटी ही भरती बनी है। उन्हें इट इटी मिले ही उद्देष्य चिथूं लीडी मर्यादा। इट हृदि कुश्च 8.15 अभीत डें ऐल ऐल ऐल ऐल भरती साने मर्यादा।

   6. इट इटी, इटी बने है दुःख मर्यादा बीडी वेटेदा। साने ऐल मैंट ऑनली चिथूं भय मलब नेश्टेट बीडी मर्यादा।

   7. इट इटी इट ही कम्मी हृदि ही उसने मलब सातसणी निम्मित्ती ऐल भरती बंटे बनी साने मर्यादा। मलब सातसणी निम्मित्ती इट हृदि सेव इट इटी ऐल इटी ऐल रिकार्ज बन योग्य २० साने परिचय मलब बीडी इटी नैर्मल बने इटियों ऐल स्थाय धुरा मलब है।

   8. साने वक्प्रकाश निम्मित्ती इटियों बनकरी चन ही है, भूपाली भरती, फिफियोन न बेस्टवेट्र भरती ऐल मैंट बनस्रों बनबन तुप इटी रूपी भरती मर्यादा। इंतगित तुप ही इट हृदि भरती उद्देष्य इटी रूपी भरती मर्यादा। हृदि बने ही भरती ही उद्देष्य इट नेश्ट भेडीबाज निम्मित्ती मलब लाल ही वजी वेटेदा ऐल ऐल इंतगित तुप ही इट हृदि इटी साने मर्यादा है।

**LEAVE DURING EXTENSION IN SERVICE**

ने वक्प्रकाश हृदि ऐल मैंट मेंट इटियों डिवर्ड रूपे 1/3 रूपे द्वितीय ऐल मैंट इटी भरती इटी/अंत उद्देष्य इटी मिलता वेटेदा है। सेवक हृदि रूपे इटी इटी भरती इटी ही ऐल हृदि भरती लाल ही उन्हें इटियों ऐल हृदि ऐल मैंट मेंट इटियों (58 मल ममिल ऐल ऐल) भरे ही ही रूपी इटी भरती साने मर्यादा मर्यादा वेटेदा।
Preparation of Pension Papers

9.2 CSR Voll Head of office shall write to AO(Rent) or PWD Department as the case may be, at least two years before the anticipated date of retirement to issue No Demand Certificate in respect of Government accommodation up to 8 months prior to the date of retirement.

9.4 The Head of office shall go through the service book of the employee at least two years before the anticipated date of retirement and any unverified portion of the service book shall arrange to verify from the office copies of pay bills or other record and if the period relates to other office the same may be got verified from the concerned office, In case this unverified period is not capable of being verified in this manner the concerned employee may be asked to file an affidavit on a plain papers to the effect that he hade actually rendered service during that period, he shall also be asked to produced all relevant documents and furnish all information which is in his power to produce or furnish in support of such declaration.

Obtaining of form Pen 15 and other documents by Head of office 8 months before the date of retirement

Head of office shall obtain form Pen 15 (Specimen at page 257 CSR Vol-II) from the employee concerned 8 months before the date of retirement alongwith Two specimen signatures, three joint photograph jointly with wife/husband ,Two slips each showing height and personal identification marks, an under taking under rule 9.15 that in case the excess amount was made the same will be refunded to the Govt, and also nomination forms along with commutation form if the employee wants to get his/her pension commuted.

Forwarding of Pension papers to A.G. (A&E) 6 months before the date of retirement by head of office

Head of the office shall forward the pension case 6 months prior to the date of requirement with Service Book., Form Pen- I , Form Pen 15 alongwith documents supplied by the Government employee as shown at Para 2 above, Calculation sheet, No due Certificate and also no pending enquiry Certificate. Vigilance clearance certificate where required shall be issued by the Head of Department instead of Vigilance. Vide Circular letter No. 19/6/2002-3 बन/1 15289 dated 5.9.2012

9.9 Provisional Pension

If the Head of the office anticipate that the Government Employee can not get pension after the date of retirement well in time he shall without delay take steps to determine the qualifying service and emoluments and issue sanction for payment of 100% pension as Provisional Pension for 6 months and 100%DCRG as Provisional Gratuity withholding 10% or Rs. 1000/- which ever is less. Recovery if any may also be made out of the provisional DCRG

2.2.(c) If there is any enquiry pending against the employee Head Of office shall issue 100%
provisional pension till the finalization of enquiry and DCRG shall be withheld till the finalization of enquiry.

6.1 Amount of pension
The amount of pension is calculated on the basis of length of service fraction of a year equal to 3 months or above shall be treated as complete six monthly.

6.2 Pension fix in rupees should be rounded off to the next higher rupees.

6.16 Calculation of pension
1. In case qualifying service is less than 10 years at the time of superannuation service gratuity equal to half-month pay for every completed six monthly is admissible in lieu of Pension.
2. Pension is calculated @ 50% of the last 10 months average of pay, if qualifying service is not less than 66 six monthly w.e.f 1.4.2004 50% pay has been treated as dearness pay which will be treated as pay for calculation of pensionery benefit W.e.f. 1.12.2011 the full pension is admissible if the service is not less than 25 years. (Punjab Government circular No.3/12/09-3FPPC/1358 dated 15.12.2011
3. In case the qualifying service is less than 50 six monthly the pension should be calculated as per serial No.2 above and then reduced proportionately.

6.16 AA Calculation of D.C.R.G.
1. The amount of D.C.R.G. will be 1/4 of emoluments for each completed six monthly subject to maximum 16-1/2 times emoluments and 17-1/2 times emoluments in case of class 4th employees subject to maximum 10.00 lac lacs. Emoluments means Pay+Grade Pay+ DA at the lime of retirement (w.e.f. 1.1.06).
2. The amount of D.C.R.G. in case of death is admissible as under:
   a) Service less than 1 year 2 times emoluments
   b) Service 1 year to 5 years 6 times emoluments
   c) Service 5 years to 12 years 12 times emoluments
   d) Service above 12 years Half of the emoluments for each completed 6 monthly period maximum 33 times emoluments with a ceiling of 10.00 lacs.

Interest on delayed payment of D.C.R.G.
3. If the gratuity is not paid to the official with in 3 months from the same is become due and interest @ fixed for G.P.fund is allowed beyond 3 months upto the month of payment with the sanction of the competent authority in case the delay because of administrative lapse in all such cases action should be taken to fix the responsibility for delay

6.16 B Definition of family for D.C.R.G.
1. In the absence of nomination the family shall include wife or wives including judicially separated wife, husband, Son, unmarried and widow daughter (including step/adopted children, brother below the age of 18 years, unmarried
/widow sisters including step brother /sisters, father, mother including adopted parents, married daughters and children of pre deceased sons.

6.17 Family Pension scheme

In case death while in service or after the date of retirement following family pension will be applicable which should be calculated on the last pay:

<table>
<thead>
<tr>
<th>Basic pay</th>
<th>Rate of enhanced family pension</th>
<th>Rate of normal family pension</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000/-</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>above 10000</td>
<td>50% (min 6000)</td>
<td>30% (min 4000)</td>
</tr>
</tbody>
</table>


Note: Enhanced family pension is admissible during first 15 years or till the deceased would have attained the age of 65 Years. (Amended vide letter No. 1413 dated 23.12.2011

Definition of family for family pension

1. Wife/Husband including judicially separated if separation not on the ground of adultery.
2. Unemployed son below the age of 25 years.
3. Unemployed daughters upto the age of 25 years respective of their marriage but unmarried daughters shall be included in family irrespective of their age.
4. Depended parents in case no family exists.
5. Any child or children suffering from disordered or disability physically or mentally will get family pension for life if he or she is entirely dependent on the deceased and unable to earn his livelihood as certified by Civil Surgeon concerned. In case of daughter she will get pension till marriage.
6. In case both the wife and husband are Govt, employee and both are died while in service eligible children will get family pension for both the deceased.

Note: Payment of family pension will be given to first widow then children and in the absence of widow/children to dependent parents/brother sister.

(a) Chapter-11 Commutation

Commutation without medical not exceeding 30 % (which should be in whole rupees) of the pension is permissible if applied on form Pen 14A within 1 years from the date of retirement. Commutation of provisional pension is not permissible. A Government retired on invalid pension cannot commute pension without medical certificate. Similarly Commutation after 1 year from the date of retirement is not permissible without medical.

1. पेस्कध महज्ज रिफ विब ग र पेंच 3/44/90-2 रिप्र. 3/2739 भिडी 27.03.1991
लेख महज्ज वड्रमाणी मुख वे मंच वे उन पुलिज मद अग गैंड आर्नी.अन, एटा बवरट हेभ भिडी दें रिफ महज्ज वांट हेभ वे पुलिज हु पैलमह पब्लिक अनिश्चि रे रेंड सिंड नाम रंगे ताह। वड्रमाणी हेलु संस्क-पैशेंठमिटी बांड रिफ संस्को गिर वड्रमाणी दे रेंड ताह दे पैलमहल लाग दींग मैचिअं वरम अगनम बवरट हवरटी अगर परमीश्य।
NEW STRUCTURED DEFINED CONTRIBUTION PENSION

This has been come into force w.e.f. 1.1.2004. This scheme is applicable to persons appointed on or after 1.1.2004.

This scheme will have two tiers- Tier I and II. Tier I is mandatory who are appointed to the posts of categories 1 to 5 mentioned under rule 1.2 of Civil Services rules Volume I Part I. Tier II will be optional and made operative later on. In tier-I all Government Employee will have to make a contributions.

The following are the guidelines for the implementation of New Defined Contributory Pension Scheme during the interim arrangement for the guidance of Head of offices/DDO's


2. Contributions payable by the Government Employee towards the scheme under “Tier – I i.e. 10% Basic Pay +G.P.+IR+DA will be recovered from the salary bills every month except the month in which Government employee joined service. For example, the employee joined service during the month of January 2005 His subscription will be started from the salary month 2/2005 payable in the month of 3/2005 and so on.

3. No deductions will be made towards GPF contributions from the Government Employee joining the service on or after 1.1.2004 as the GPF Scheme is not applicable to them. In case any deductions has been made towards GPF the same should be refunded with the approval of competent authority with interest.

4. On joining the Government service the employee should submit the particulars as prescribed forms to DDO. The DDO concerned will forwarded the papers through District Treasury to Deputy Director New Pension Scheme, Forest Bhawan SAS Nagar.

5. On receipt of forms The Deputy Director, New Pension Scheme Forest Bhawan SAS Nagar will arrange to allot the (PRAN) number to the employee.

6. No Deduction on a/c of NPS be made from the salary of the employees on extension after superanuation.
प्रधान मंत्री नरेंद्र मोदी ने राष्ट्रीय स्वास्थ्य रणनीति के अंतर्गत एक नया स्वास्थ्य रणनीति का आयोजन किया। इस रणनीति के अंतर्गत, सरकार ने स्वास्थ्य सेवाओं के लिए नए आधार का फैलाव किया।

सरकार ने राष्ट्रीय स्वास्थ्य रणनीति के अंतर्गत एक नया स्वास्थ्य रणनीति का आयोजन किया। इस रणनीति के अंतर्गत, सरकार ने स्वास्थ्य सेवाओं के लिए नए आधार का फैलाव किया।

1. सरकार ने राष्ट्रीय स्वास्थ्य रणनीति के अंतर्गत एक नया स्वास्थ्य रणनीति का आयोजन किया।
2. सरकार ने राष्ट्रीय स्वास्थ्य रणनीति के अंतर्गत एक नया स्वास्थ्य रणनीति का आयोजन किया।
3. सरकार ने राष्ट्रीय स्वास्थ्य रणनीति के अंतर्गत एक नया स्वास्थ्य रणनीति का आयोजन किया।
4. सरकार ने राष्ट्रीय स्वास्थ्य रणनीति के अंतर्गत एक नया स्वास्थ्य रणनीति का आयोजन किया।

मंडल/अभिव्यक्ति (पेपर),

रिटेन डिस्क नं. 34
नवी पैल्मा मदीम वरिष्ठ डी.डी.ए. यंपत दे ON-LINE PRAN अभावलीली वक्त मंथ्यी दिविय (Step Wise Procedure)

1. मब दे धारिल डी.डी.ए. उसें प्रमेयण दे तुती CSR-1 उपरूँ वपरूँ मानव माध्यम उपलब्ध गुरू नाटे। स्थितिक प्रमेयण दे दे धर्म अध्ययन मैजिक वक्त प्रथितवाद रूपें हुं बेविश्वस्तर दे Save वीड़ा मतबंधा।

2. डी.डी.ए. मब दे धारिल https://cra-nsdl.com वैभवशील लेखेया।

3. डी.डी.ए. अध्ययनु हुनाल डी.डी. उसे गम्भीर सेताव वलेगा।

4. डी.डी.ए. एयरपोर्ट दे मध्यमकल्पकीय वाइसम्ठेयको अध्ययन क्रिया र अभिनव अध्ययन क्रिया Registration दे बलिव वलेगा।

5. डी.डी.ए. Online Registration अभावलीली New Registration दूँ Select वलेहै Submit अभावलीहै वलिव वलेगा।

6. धिम मध्यविद्या हिथाल ५ तिमाह दे Tabs स्थितिक उप निकुंड दिँचे धारिले Tab Core Detail अपन्ने अभिनव देखेया।

7. डी.डी.ए. र्याले Form Type हिंदू New Form चुनौ धारिले मध्यविद्या दे प्रमेयणली ली Bio-Data उपे मध्यविद्या उन्छे र्याले प्रमेयण र्याले हिँदे Prescribed KYC उपलब्ध्या Select वलेहै तून्या दे Document Number दवा दे Acknowledgement Number नर्थेत वीड़ा मान्या है।

8. डी.डी.ए. र्याले मध्यमकल्पकीय दी Contact दितेल दवा दे Save वलिव प्रथितवाद अभावलीली मध्यविद्या "Bank and Employment Detail" दे Proceed वीड़ा मान्या है।

9. डी.डी.ए. र्याले प्रमेयणली हैंदे Provide वलचै उपलब्ध्या दे वैविद्या तिमाह अभि एम्प्लोय एयर प्रथितवाद दे Employment Detail (उपबन्ध मध्यविद्या भटे वैविद्या मैली तिमाह तिमाह तिमाह मध्यविद्या दी नाटी है) दब्दा दे Save वलिव प्रथितवाद "Scheme & Nominee Detail" दे Proceed वीड़ा मान्या है।

10. डी.डी.ए. र्याले प्रमेयणली दी Nominee Detail दब्दा दे Save वलिव प्रथितवाद "Photo and Signature Detail" दे Proceed वीड़ा मान्या है।

11. डी.डी.ए. र्याले प्रमेयणली दी हैंदे अध्ययन मैजिक दे रात्री हुं १ अभावली Save वीड़ा गाथे दब्दा, हुं अध्ययन वलिव प्रथितवाद Submit दे बलिव वीड़ा मान्या है।

12. डी.डी.ए. र्याले तून्या ५ Tabs दे बधी दितेल मध्यविद्या वर्गीय आफू वलेहै नेक्स्ट दे वलिव वलचै र्याले Confirm वीड़ा मान्या है।

13. डी.डी.ए. र्याले Online Subscriber Registration मध्यविद्या दे Show र्याले Acknowledgement Number भटे दितेल दा प्रिंट आधुनिक दिशा मान्या है।

14. धिम प्रथितवाद Acknowledgement ID दा प्रिंट आधुनिक है दे मोटे CSR-1 रुद्ध बधिये पचिला हुं उपवा मध्यम निश्चित ध्वन्न अभावली रात्री मानव लेखा एड्डा हुं देखेया नाट्या, निश्चित दे एयरपोर्ट पृष्ठ लेखा एड्डा र्याले दब्दा दे देखेया उपबन्ध वलचै र्याले दितेल अभिनवसी वीड़ा मतबंधा।
(Through Website)

मेन रिचेटः

1. मूल मंडल सिफारिश अदालत (मेमू), पंचायाः
2. मूल सिफारिश अदालत (मेमू/मैसूर), पंचायाः
3. मूल पहली/द्वितीय अदालत पंचायत तम जिला
4. मूल बलचं दूरीकरण सिफारिश अदालत, पंचाय जिला

भर्ती हैः
भितरी स्क्रीनपूर्व – 09-2017

प्रमा : मैंने दिनंदु विटारेलियम बेंगल सा रिफररण महं घं उत्तरीि राल खबर बच्चनी। दूरदर्शन रिंगी दे सर्वरिय केंद्र।

पंचाय बलरस मेंधुं (पीपीईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईइईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईईई�
APPENDIX 22
(Referred to in rule 5.32 of Punjab Civil Services Rules, Volume II)

THE PUNJAB CIVIL SERVICES (PREMATURE RETIREMENT) RULES, 1975

Rules framed by the Punjab Government under article 309 of the Constitution of India and all other powers and with the previous approval of the Central Government under subsection (7) of section 115 of the States Re-organisation Act, 1956 and subsection (6) of section 82 of the Punjab Re-organisation Act, 1966.

1. Short title and commencement:-

(1) These rules may be called the Punjab Civil Services (Premature Retirement) Rules, 1975.

(2) They shall come into force at once.

(3) They shall also apply to the Secretariat Staff of the Legislative Assembly.

2. Definitions:-In these rules, unless the context otherwise requires the following expressions have the meanings hereby respectively assigned to them, that is to say—

(1) "appropriate authority" means the authority which has the power to make substantive appointments to the post or service from which the Government employee is required or wants to retire or any other authority to which it is subordinate.

(2) "employee" means any person appointed to public services and posts in connection with the affairs of the State of Punjab, excluding those listed in rule 7.

(3) "qualifying service" means service qualifying for pension.

3. Premature Retirement-

(1) a) The appropriate authority shall, if it is of the opinion that it is in public interest to do so, have the absolute right, by giving an employee prior notice in writing, to retire that employee on the date on which he completes fifteen years or twenty years or twenty five years or thirty years or thirty five years, as the case may be, of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice.

b) The period of such notice shall not be less than three months:

Provided that where at least three months' notice is not given or notice for a period less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances, at the same rates at which he was drawing them immediately before the date of retirement, for a period of three months, or, as the case may be, for the period by which such notice falls short of three months.
(2) Any Government employee may, after giving at least three months' previous notice in writing to the appropriate authority retire from service on the date on which he completes twenty years of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice:

Provided that no employee under suspension shall retire from service except with the specific approval of the appropriate authority.

(3) a) At any time after an employee has completed twenty years of qualifying service, he may, by giving notice of not less than three months in writing to the appropriate authority, retire from service.

b) The notice of voluntary retirement given under this sub-rule shall require acceptance by the appropriate authority.

c) Where the appropriate authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

(4) The employee, who has elected to retire under sub-rule (2) or sub-rule (3) and has given the necessary notice to that effect to the appropriate authority, shall be precluded from withdrawing his notice except with the specific approval of the appropriate authority:

Provided that the request for withdrawal shall be made before the intended date of his retirement.

Note-1 An employee may make a request, in writing, to the appropriate authority to accept notice of less than three months giving reasons therefor and such a request for the curtailment of the period of notice shall be considered on merit and if the appropriate authority is satisfied that such curtailment will not cause any administrative inconvenience it may relax the requirement of notice of three months on the condition that the employee shall not apply for commutation of a part of his pension before the expiry of the notice period of three months.

Note-2 If an employee retires under sub-rule (2) or (3) above while he is on leave not due, with or without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave shall be recovered as provided in rule 8.119(d) of the Punjab Civil Services Rules, Volume I, Part I.

Note-3 In computing the notice period of three months referred to in rule 3, the date of service of the notice and the date of its expiry shall be excluded.

4. **Retiring Pension and gratuity**.- (l) A retiring pension and death-cum-retirement gratuity shall be granted to a Government employee who retires or is required to retire under rule 3.
While granting proportionate pension and gratuity to an employee retiring under sub-rule (2) or sub-rule (3) of rule 3, as the case may be, his qualifying service, as on the date of intended retirement shall be increased by a period not exceeding five years, so however, that the total qualifying service of the employee as so increased shall not in any case exceed thirty-three years or the period of qualifying service which the employee would have completed had he retired on the date of his superannuation, whichever be less.

The weightage of five years under clause (i) shall not be admissible in cases of those Government employees who are prematurely retired by the appropriate authority in public interest under sub-rule (1) of rule 3.

The pension and gratuity of the employee retiring under sub-rule (2) or sub-rule (3) of rule 3, as the case may be, shall be based on the emoluments as defined in rule 6.19-C and 6.24 of the Punjab Civil Services Rules, Volume II, and the increase in his qualifying service under sub-rule (2) shall not entitle him to any notional fixation of pay for purposes of calculating pension and gratuity.

The amount of pension to be granted after allowing increase in the qualifying service under sub-rule (2) shall be subject to the provisions of rules 2.2 and 6.4 of the Punjab Civil Services Rules, Volume II.

Overriding effect. - The provisions of these rules shall have effect not with standing anything inconsistent therewith contained in any other rules for the time being in force.

Repeal. - All rules regulating the conditions of service as respects premature retirement of persons appointed to public services and posts in connection with the affairs of the State of Punjab, in force immediately before the commencement of these rules, are hereby repealed:

Provided that-

(a) such repeal shall not affect the previous operation of the rules hereby repealed or anything done, or any action taken, there under;

(b) any proceedings under the rules hereby repealed, pending at the commencement of these rules shall be continued and disposed of in accordance with the provisions of these rules as if such proceedings were proceedings under these rules.

Saving. - Nothing in these rules shall apply to the members of the All India Services.

Interpretation. - If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Governor or such other authority, as may be specified by the Governor by a general or special order and the Governor or such other authority shall decide it.
PRE-MATURE RETIREMENT RULES 1975
(Appendix 22 of CSR Volume I Part II)

1. Appointing authority have the absolute right to retire the employee by giving three months notice or pay and allowances for a period three months of for the period by which such notice falls short of three months after completion 20 years of qualifying service or attains fifty years of age or on any date thereafter -Rule 3(1) of Pre-mature retirement rules 1975

2. Any Government may after giving at least three months previous notice in writing the appointing authority retire from service on the date on which he completes twenty year of qualifying service or attains the age of 50 years or on any date to be specified in notice - Rules 3(2)

3. In case of Government Employee under suspension specific approval of the appointing authority is required -1st Proviso to rule 3(2)

4. Any Government may after giving at least three months previous notice in writing to the appointing authority retire from service on the date on which he completes twenty years of qualifying service-Rule 3(3)(a)

5. Notice of voluntarily retirement under clause 3(3)(a) requires acceptance by the appointing authority. - Rule 3(3)(b)

6. Where the appropriate authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period -Rule 3(3)( c )

7. The employee, who has elected to retire under sub rule(2) or Sub-Rule (3) and has given the necessary notice to that effect to the appointing authority, shall be precluded from withdrawing his notice except the specific approval of the appointing authority- Provided that the request for withdrawal shall be made before the intended date of his retirement.- Rule 3(4)

8. An employee may make a request, in writing, to the appropriate authority to accept notice of less than three months giving reasons therefore and such a request for the curtailment of the period of notice shall be considered on merit and if the appropriate authority is satisfied that such curtailment will not cause any administrative inconvenience it may relax the requirement of notice of three months on the condition that the employee shall not apply for commutation of a part of his pension before the expiry of the notice period of three months- Note 1

9. Retiring Pension and Gratuity: (1) A retiring pension and death-cum-retirement gratuity shall be granted to an employee who retires or required to retire under rule 3. While granting proportionate pension and gratuity to an employee retiring under sub-rule (2)
and sub rule (3) of rule 3, his qualifying service, as on the date of intended retirement shall be increased by a period not exceeding five years, so however, that the total qualifying service of the employee as so increased shall not in any case exceed thirty three years or the period of qualifying service which the employee would have completed had he retired on the date of his superannuation, whichever be less. rule 4 (1)(2)

10. The weight age of five years under clause 4(i) above shall not be admissible in cases of those Government Employees who are pre-maturely retired by appointing authority under rule 3(1)-Rule 4(3)

11. As per Punjab Government, Department of Personnel circular letter No. 16/16/79-3PP/381 dated 15.01.1980 A Government Employee can avail leave during the notice period for pre-mature retirement.

************

13.2(c) FAMILY MEANS:
in the case of male subscriber, the wife, or wives, and children of a subscriber, and the widow, or widows and children of a deceased son of the subscriber.
Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber family in matter to which these rules, relate, unless the subscriber subsequently indicates by express notification in writing to the accounts Officer that she shall continue to be so regarded:

i) In the case of a woman subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of a subscriber:
Provided that if subscriber by notification in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matter to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

13.4 All temporary Government employees, after a continuous service of one year, all re-employed pensioners (other than those eligible for admission to the contributory provided fund) and all permanent Government Employees shall subscribe to the fund.

NOMINATIONS
13.7 (1) A subscriber shall, at the time of the joining the fund, send to the Accounts Officer, a nomination conferring on one or more persons the right to received the amount that may stand to his credit in the fund, in the event of his death before that amount has become payable or having become payable has not been paid.
Provided that if, at the time of making the nomination, the subscriber has a family the nomination shall not be in favour of any person or persons other than the members of his family.

Note-1 Application for admission to the fund should accompanied by nomination form completed by the subscriber.

Note-2 A declaration made by a Muhammad an subscriber in favour of his adopted child should not be accepted as adoption is not recognized in Muhammadan Law.

(2) If a subscriber nominates more than one persons under clause (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.
(3) Every nomination shall be in such one of the forms P.F.I 1-A,1-B or 1-C as is appropriate in the circumstances.

(4) A subscriber may at any lime cancel a nomination by sending a notice in writing to the Accounts officer
Provided that a subscriber shall along with such notice, send a fresh nomination made in accordance with provisions of clause (1) to (3) (This clause is directory and not mandatory)

(5) the second nominee in case of death of first nominee shall not be other than the family if the subscriber has more than two family members at the time of nomination.

13.9 A subscriber subscribe monthly to the fund except during the period of service treated as dies nor or when he is under suspension.
Provided that A subscriber elect not to subscribe during any period of leave other than earned leave of less than 30 days
Provided Further that a subscriber on reinstatement after suspension shall be allowed to pay one sum or installments any sum not exceeding the maximum of amount of arrears.

13.10 The amount of subscription shall be fixed by the subscriber himself but shall not any sum less than 8% of his pay including dearness pay) and not more than his total pay. The subscription can be changed twice in the year during the month of March and October.

13.13 Interest shall be credit with effect from the last day in each year.
At the time of final payment the interest shall calculated upto the preceding month that in which the payment is more or **upto the end of 6 months after the month** in which such amount become payable. The payment of interest beyond 6 months to any period may be authorized by the Head of Department after he personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber and that the Administrative delay involved in the matter shall be fully investigated and action, if any, required, taken. Interest shall not be credit to the account of Mohammadan subscriber if he informs the maintenance authority that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from first day of the year in which he asks for it.

**Note 1:** When the subscriber is dismissed, removed, retirement prematurely or compulsorily from service but has appealed against the order, the balance at his credit shall not be paid over to him until final orders confirming the decision are passed on his appeal. Interest, shall, however, be paid on the balance upto the end of the month preceding that in which such orders are passed.

**REFUNDABLE ADVANCE. 13.14 and 13.15**
The can get two refundable advances in a financial year. (Instructions dated 6.9.2000) The
amount of advance should not exceed 6 months pay or ½ of the balancer in the credit, the recovery shall be decided by the sanctioning authority but should not be less than 12 unless the subscriber want to refund in less than 12 installments and not more than 24 and in exceptional cases where amount of advance exceeds 3 months pay upto 36 installments. If the second advance is sanctioned before repayment of previous advance the balance shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to the consolidated amount.

DEPOSIT LINKED INSURANCE SCHEME 13.28-A

On the death of the subscriber in service, the person or persons entitled to receive the amount standing to the credit of the deceased subscriber in the fund shall also be entitled to an additional amount equal to the average of thirty-six months balance preceding the date of death subject to maximum ten thousands. The deceased should have completed 5 years regular service. The amount chargeable to the head 2235-Social Security and Welfare:

90% ADVANCE WITHIN ONE YEAR FROM THE DATE OF RETIREMENT.

A Subscriber can withdrawn 90% advance within one year from the date of retirement. An undertaking is required to be given that the amount will not be invested in any saving scheme of Government of India. This advance is not admissible if applied within 6 months from the date of retirement. advance is not admissible if applied within 6 months from the date of retirement.

NON-REFUNDABLE ADVANCES 13.29

Powers for Grant of Non-Refundable advances given to Head of Departments vide Punjab Government letter No. 5/35/10-5FPPC/1240 Dated 12.10.2010 Head of Departments can re-delegate these powers to District Head in case of maintenance authorities are lower than Head of Departments. The following non-refundable advances are admissible with the conditions attached against each.

<table>
<thead>
<tr>
<th>Nature of advance</th>
<th>Amount admissible</th>
<th>Service conditions</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.29-D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Purchase of plot, Construction of House, Purchase of built up house, re-payment of private loan taken for this purpose</td>
<td>¾ of the last year balance or actual expenses which ever is less.</td>
<td>10 Years</td>
<td>Punjab Govt. Department of Finance, vide No. 5/35/2010-5FPPC/136 Dated 3.20.2011 Following documents required to be attached alongwith advance application: 1. Permission to construct/purchase of house from the competent authority. 2. Documentary proof of property e.g. copy of registration, certificate of Tehsildar in case of plot/house situated within red line. 3. Agreement of purchase in case of purchase of plot/house. 4. Approved plan in case of MC Limit otherwise estimate from draftsman copy of plan/NOC of PUDA etc. as the case may be.</td>
</tr>
<tr>
<td>2. Repair, making additional alteration</td>
<td>50% of the last years balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

44
<table>
<thead>
<tr>
<th>13.29 (E) Education for himself or of children actually dependent upon him.</th>
<th>3/4 of the last year balance or actual expenses.</th>
<th>The service should have 20 years or within 10 years before his retirement.</th>
<th>The courses for which advance is admissible has been given in note 1 and 2 of rule 13.29 (E) CSR Volume 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.29 (F) Marriage of daughter.</td>
<td>3/4 of the last year balance or actual expenses.</td>
<td>The service should have 20 years or within 10 years before his retirement.</td>
<td>1. If the subscriber has not daughter he can get advance for the marriage of female relative actually dependent upon him. 2. If the two or more marriages are to be celebrated simultaneously the amount admissible in respect of each marriage will be determined as if the advances are sanctioned one after the other. 3. Advance can be drawn 3 months in advance of marriage 4. Advance can be sanctioned after the date of marriage if the application was given before the marriage.</td>
</tr>
<tr>
<td>13.29 (G) Marriage of Son</td>
<td>3/4 of the last year balance or actual expenses.</td>
<td>The service should have 20 years or within 10 years before his retirement.</td>
<td>The conditions as shown in the case of marriage of daughter will also be applicable in this case. <strong>Note</strong>: It is not necessary that the daughter or the son should be actually dependent on the subscriber.</td>
</tr>
<tr>
<td>13.29 H Purchase of car</td>
<td>75% of balance or 2.5 lac or price of car.</td>
<td>The service should have 12 years.</td>
<td>Utilization certificate along with copy of RC required to be submitted within one month from the drawl of advance vide No. 5/35/2010-5FPPC/227 dated 23.2.2011</td>
</tr>
<tr>
<td>13.29 H Purchase of Computer</td>
<td>50% of balance 60,000/- fo or price of computer</td>
<td>- do -</td>
<td></td>
</tr>
<tr>
<td>13.29 I Betrothal of son/daughter</td>
<td>3 month pay for son and 6 months pay in case of betrothal of daughter or 20% of balance</td>
<td>The service should have 20 years or within 10 years before his retirement.</td>
<td></td>
</tr>
<tr>
<td>13.29 J Purchase of two wheeler</td>
<td>50% of last balance or 45,000/- Rs in case of Motor Cycle/Scoter and 25,000/- Rs. in case of Moped or price of vehicle.</td>
<td>5 years of service</td>
<td>-do-</td>
</tr>
</tbody>
</table>

**13.30 Final payment on the death of the Subscriber.**

On the death of a subscriber, before the amount standing to his credit has become
payable or where the amount has become payable before payment has been made:

i) When the subscriber leave a family:

(a) Of a nomination made by the subscriber in accordance with the provision of rule 13.7 in favour of a member or members of his family subsists, the amount standing to his credit in the fund or the part thereof, to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

(b) If no such nomination in favour of a member or members of the family of the subscriber subsists or if nomination in favour of any persons other than a member or members of his family subsist, become payable to the members of his family in equal shares.

Provided that no share shall be payable to:

1. Sons who have attained legal majority,
2. Sons of a deceased son, who have attained legal majority,
3. Married daughter whose husbands are alive,
4. Married daughter of a deceased son whose husbands are alive,

if there is any members of the family other than those specified above.

ii) When the subscriber leaves no family, the payment shall be made to the nominee if the nomination exists under rule 13.7.

iii) When the subscriber leave no family and no nomination made by him in accordance with the provisions of rule 13.7 subsists, the payment will be made:

i) if the amount does not exceed Rs. 5000.00 to the person appearing to the accounts officer to be entitled to received it.

ii) if the amount exceeds Rs. 5000.00 to the persons producing letter of administration, probate or succession certificate (See clause (b) and of sub clause (ii) of clause (c) of sub-section (1) of Section (4) of the Provident fund Act 1925).
MAINTENANCE OF G.P.F. ACCOUNTS

Maintenance of G.P.F. accounts of Class-I, II and III Officers/officials including AIS Officer of Punjab State was taken from Accountant General (A&E) Punjab w.e.f. 1.4.1989 vide Punjab Government, Department of Finance's notification No. 12/229/80-4FP.III/4688 Dated 2.5.1989

INTRODUCTION.

After taking over the GPF accounts from A.G.Pb, the detailed GPF fund accounts shall be maintained by the Head of Department or Head of office in the ledger prescribed in form P.F. 9. Head of Department or any Gezetted Officer nominated by him shall initial the ledger monthly to ensure that the amount of subscription, refund of advance, and temporary or final withdrawals etc. are posted correctly.

PREPARATION OF SCHEDULES.

5. Each month, the DDO will prepare schedule of GPF at the time of preparing pay bills. The DDO will sign the schedule at the time of signing the pay bills.

6. The DDO will be responsible to sending one copy of the schedule duly verified by the Treasury Officer to the maintenance authority of the department immediately through registered post.

INDEX REGISTER.

The Head of Department/ Head of Office shall maintain the General index register of GPF account containing the details of account number allotted to the subscriber as well as the detail of nomination in form P.F. 6. Bigger departments should maintain a separate alphabetical index register class wise.

SAFE CUSTODY OF NOMINATIONS

The nominations forms already lying in the office of A.G. will be transferred by him to the maintenance authorities. Appropriate arrangements should be made for the safe custody of nominations, and these should be kept under lock and key in the personal custody of the Head Of Department/office as the case may be and included in the list of documents to be handed and taken over at the time of transfer of the incumbent from one place to another.

ALLOTMENT OF ACCOUNTS NUMBERS

After taking over the GPF accounts from the Accountant General, Punjab, the Head of
Department/Head of office will allot fresh account numbers to existing subscribers in accordance with the following procedure while retaining the old numbers allotted by the Accountant General also. These should entered in the index register series-wise separately for each category.

TRANSFER OF ACCOUNTS FROM A.G.

The A.G. will while transferring the accounts, provide the balance of each subscriber upto 31.3.1989 and will indicate the details of missing credits in each individual case. The A.G. will transfer the amount lying in suspense account to meet missing credits of the employees. He will also indicate the advances already taken by the subscriber on the transfer letter.

NEW GPF NUMBER FOR CLASS IV WHEN PROMOTED.

When the Class IV employee is promoted to a post in Class III his previous G.P.F. account number should continue as heretofore for one year and the new account number in Class III should be allotted after he has completed one year service in Class III post and the new number should be allotted and deductions posted as class III from the next financial year which ever is later. The process of allotment of new account number should be started 1-2 months before the actual allotment of number to enable the authority to see the details of nominations and transferring the accounts etc.
भवन : 6/30/2013-5 दिपावली/2072  
भवन मवहाल  
हिंदी निर्देश  
(हिंदी पैकेट बयानिक अन्तर्गत उपलब्ध साहित्य)

भविष्य, चेंबीलाव : 9.12.14

में लिखिये,

मम्म पुलिस के भूमि,  
विश्वसनीय व्यक्ति, घनस्थ 2 वाला खम्भा चूहा बेटा,  
झीलपुर देव वाहु,  
भवन भाग्य के हिमालय,  
मम्म परिचय के मुलम भड़ी  
मम्म हिंदी वाहु, घनस्थ वाहु रंग विहंग

दिशा : हिंदीमाध्यम/विभेदक वाहनवाली/अधिकारीवाली ने नी.पी.डिड लिखी ता-नेत्रवेला अब्द्रावेंट याबे ।

मूलभूत/मूलभूत सी,

हिंदीमाध्यम हिंदी देश वाहनवाली वाहनवाली देश वाहनवाली देश वाहनवाली 13.13 अयो है 1-  
दो अयो है हिंदीमाध्यम ताल विभेद (removed) वाहनवाली है 13.13 अयो है 1-  
देवल में तेज रिम मना के विहार बाहुम धारी देवी है 1-  
देवल में जाति वाहनवाली ना अधिकारी वाहनवाली ना अधिकारी वाहनवाली ना अधिकारी वाहनवाली  
कर्म कर्म कर्म कर्म कर्म कर्म कर्म कर्म कर्म कर्म कर्म कर्म कर्म  
1. तेज विराम डिड ही अधिकारी ना दाहम नामक हिंदीमाध्यम है 1-  
2. तेज विराम डिड ही अधिकारी ना दाहम नामक हिंदीमाध्यम है 1-  
3. तेज विराम डिड ही अधिकारी ना दाहम नामक हिंदीमाध्यम है 1-  
4. तेज विराम डिड ही अधिकारी ना दाहम नामक हिंदीमाध्यम है 1-  
5. तेज विराम डिड ही अधिकारी ना दाहम नामक हिंदीमाध्यम है 1-  
6. तेज विराम डिड ही अधिकारी ना दाहम नामक हिंदीमाध्यम है 1-  
7. तेज विराम डिड ही अधिकारी ना दाहम नामक हिंदीमाध्यम है 1-  
8. तेज विराम डिड ही अधिकारी ना दाहम नामक हिंदीमाध्यम है 1-

हिंदीमाध्यम (डिड मरम्मल)  
हिंदीमाध्यम हिंदी
OBTAINING GPF DEDUCTIONS OF EMPLOYEE ON FOREIGN SERVICE/DEPUTATION.

STATE RUN HOARDS AND CORPORATIONS

The borrowing Authority shall effect the recovery of the subscription and deduction(s) out of the advances etc granted to the subscriber and the amount so recovered shall be remitted by the Borrowing authority through a Treasury Challan to the nominated authority in the parent office of the employee concerned. This shall be done within 7 days of the disbursement of the pay of which the subscription/recovery is a part or by the 5th of the succeeding month to which the salary relates.

DEPUTATION TO CENTRAL/OTHER STATE GOVERNMENTS.

The Bank draft(s) on the above account will be prepared by the DDO of the borrowing authority in favour of the officer designated by the maintenance authority.

DEPUTATION FROM CENTRAL/OTHER STATE GOVERNMENTS

The G.P.F. Schedule of deputations from other state Govt, to the Punjab State would be prepared category wise and Department wise.

DEDUCTION TO BE STOPPED 6 MONTHS BEFORE RETIREMENT.

The G.P.F. subscription can be stopped by the subscriber within one year from the date of retirement. However subscription should be stopped 6 months before the date of retirement.

VERIFICATION OF GPF ADVANCES W.E.F. 1.4.80 AT THE TIME OF FINAL PAYMENT.

The maintenance authority shall get the information regarding advances from the concerned DDOs w.e.f. 1.4.80 to 31.3.1989 as per F.D. letter No. 12/228/80-4 FP III/10751 dated 21.12.1990.

ADJUSTMENT OF MISSING CREDITS

The missing credits intimate by the A.G.Punjab while transferring the final balance to the concerned department, these may be adjusted by the concerned department on basis of collateral evidence by debiting the amount to head : 8658-suspense account provident fund suspense" and credit to Head 8005-State Provident Fund" (Punjab Government Finance Department No. 9/166/90-4FP3/3043 dated 10.4.1991.
मथुर गीया मदिव 1982

1. रिम मदिव मध्ये टेंटीवेस्ट भिड़ी 15 एप्रिल 1982 को देखी गई। भिड़ी 2.10.1982 को लागू बनी गई।

2. स्फुर्तिव्याख्यानी स्फुर्तिव 15.8.1982 को वेळ तयार हुए थे तज्ज्बा तिथि मदिव आयुक्तक थिए। 30.9.1982 देखे स्फुर्तियत्वीय डिप्लोम विषय में दिया गया स्फुर्तियत ठीक सर्वाधिकारीय में बाबत बनाया गया।

3. स्फुर्तिव्याख्यानी रिम भिड़ी 15.8.1982 को वेंबर डेंगिरुल बाल स्फुर्तियत्वीय में लागू बनवते बनवते।

4. 10/82 को अन्य देखे वेंबर डेंगिरुल डेंगिरुल स्फुर्तियत्वीय में बहुत भीमें आधुनिक हैं। स्फुर्तियत्वीय दिवस को तयार हुए थे भीमें मदिव को रिम स्फुर्तियत्वीय बनवते बनवते।

5. मदिव 10/82 को 12/89 देखे वेंबर तथा मदिव को मदिव विभाग मदिवीया में दिया गया था। मदिव में रिम डेंगिरुल बाहुल्यता को रिम डेंगिरुल बाहुल्यता को 10,20,40 लागू होने लगा।

6. स्फुर्तियत्वीय व्यवस्था मदिव में 1.1.1990 को डिप्लोम डेंगिरुल डेंगिरुल मदिव में लागू हुए।

7. स्फुर्तियत्वीय कार्यक्रम मदिव में 1.1.1990 को डेंगिरुल डेंगिरुल मदिव में लागू हुए।

8. स्फुर्तियत्वीय कार्यक्रम मदिव में 1.1.1990 को डेंगिरुल डेंगिरुल मदिव में लागू हुए।

9. स्फुर्तियत्वीय कार्यक्रम मदिव में 1.1.1990 को डेंगिरुल डेंगिरुल मदिव में लागू हुए।

10. स्फुर्तियत्वीय कार्यक्रम मदिव में 1.1.1990 को डेंगिरुल डेंगिरुल मदिव में लागू हुए।

11. स्फुर्तियत्वीय कार्यक्रम मदिव में 1.1.1990 को डेंगिरुल डेंगिरुल मदिव में लागू हुए।

12. स्फुर्तियत्वीय कार्यक्रम मदिव में 1.1.1990 को डेंगिरुल डेंगिरुल मदिव में लागू हुए।

13. स्फुर्तियत्वीय कार्यक्रम मदिव में 1.1.1990 को डेंगिरुल डेंगिरुल मदिव में लागू हुए।

14. स्फुर्तियत्वीय कार्यक्रम मदिव में 1.1.1990 को डेंगिरुल डेंगिरुल मदिव में लागू हुए।
भाषा : 18/8/2017 चंडीगढ़

मेला हिंदे,

‘पंचायत समिति’ ने मात्र हिंदियां में भुक्ती
बिनमतत्व पंचायत अंडे विकास उपक्रेन्ट
हीरीमल दे विभागित, मिला अंडे मैमत सं,।
मूहा डियर्टी विभागित अंडे मैं हीरीमल दे अभिविद्या।

विषय : पंचायत समिति विकास बीमिता मिलबिह, 1982 साक्षर बंटे लिखी दी मात्री (टेबल) मात्र 2017 दे अप्रैल, महती अंडे तुर्का ये अभिविद्या लिखी विभाग मध्ये।

मूर्खता/मूर्खती नी,

‘पंचायत समिति’ ने मेला अंडे रुपया विकास समिति दे पंचायत दे : 10/3/2000-5/हस।.2/166 भिंडी डेल्टा लिंडा दी उद्दित।
‘पंचायत समिति’ ने मात्र हिंदी मात्र 2017 दे मात्री, डब्बी अंडे महती दे अभिविद्या दी पंचायत समिति विकास बीमिता मिलबिह दे ‘सूचना बंटे लिखी दी मात्री (टेबल)’ नती बीवी दी मात्री। उपरोक्त विभाग विकास दे मात्र 2017 साक्षर बंटे लिखी दी मात्र 01.04.2017 दे 30.06.2017 (अप्रैल, महती अंडे तुर्का) उंच 7.90% दी सं सम समान विभिन्न विभाग अधिकार 10/- तुप्ते पुली पुलिस बंटे 15 तुप्ते पुली पुलिस दे विभाग दल 2017 साक्षर बंटे लिखी बिंग मच्छर।

2. अप्रैल तुर्का बीवी दी मात्री दी दी पंचायत समिति (टेबल) अप्ते अप्रैल बंटे बंटे बंटे बंटे मिलबिहों/उद्दित बंटे पंचायत अंडे डॉपी अंडे मात्रा दे पंचायत दी विभागित हिंदी विभाग मिलबिह मात्र।

विभाग कार्यालय

छुटीकर का

(मेला)

अप्रैल मंसूब बंटे


विभाग लेखा दी उद्दित दी लिपिपत्र नये उद्दित दे अभिविद्या दी बांटवारी मध्य परिवहन मिलबिह नतीत है:-

1. पुरुष भवन स्थिति (पंचायत), पंचायत, चंडीगढ़।
2. महल भवन स्थिति (लेख डाइ पुरुषीय), पंचायत, चंडीगढ़।

(मेला)

अप्रैल मंसूब बंटे
पिछला अंक है : 10/3/2000-5 अदव.भ. 2/501-503    मिलित, चंडीगढ़ : 18.08.2017

पिछला अंक है : 10/3/2000-5 अदव.भ. 2/504-506    मिलित, चंडीगढ़ : 18.08.2017

पिछला अंक है : 10/3/2000-5 अदव.भ. 2/507    मिलित, चंडीगढ़ : 18.08.2017

1. भूमि संलग्न, पंजाब
2. मभूत हिंदी विभागकार/भूमि संलग्न, पंजाब/पुरुषोत्तम संलग्न, पंजाब
3. मजबूत हिंदी विभागकार, पंजाब उड़ान, भविष्यवाणी भाषा, दूसरी पंजी

(संवीदा)
मानिस संलग्न

उपन्यास श्रीवस्ती

उपन्यास श्रीवस्ती

उपन्यास श्रीवस्ती
मन्चटी (टैक्स) बैंक पर मतदान वर्तमान समय की सभी मदद, 1982

वित्तीय विषयक दिवस में यह पाठ के शीर्ष पर मतदान को देने के अंदर ऑफ 15/- के पृथ्वी भविष्य की ओर से भी भर्त हुए (भविष्यवाणी) करते हैं मन्चटा वर्णित मंथन में जितना है।

मन्चटा वर्तमान मंथन 2017/मन्चटा ए क भविष्य

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मानवी (टेलर) योजना तथा मुद्रण सब्सक्रिय संबंधित योजना, 1982

विटारिकेनी/विवरण: योजना की तारीख के रूप में आयुष्मान अभयारण्य तथा मुद्रण सब्सक्रिय संबंधित।

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वेब: मार्च 30.9.1988 ते 30.6.2017 तक वेब्स छेत्र 68.75% तथा सेब्स 31.25% ते मार्च 1.10.1988 ते 30.6.2017 तक वेब्स 10% तथा सेब्स 30%
DISMISSAL, REMOVAL, SUSPENSION, RESIGNATION

7.1 The pay and allowances of a Government Employee who is dismissed or removed from service cease from the date of such dismissal or removal.

7.2 ALLOWANCES DURING SUSPENSION.

1) A Government Employee under suspension shall be entitled a subsistence allowance at an amount equal to the leave salary which the government employee would have drawn if he had been on leave on half pay and in addition dearness allowance, if admissible on the basis of such leave salary. Where the period of suspension exceeds six months the subsistence allowance for any period subsequent to the period of the first six months as follows:

(i) The subsistence allowance may be increased upto a suitable amount not exceeding the 50 % of the allowance drawn during first six months if the suspension is prolonged due to the reasons not directly attributable to the Government employee. (ii) the amount of subsistence allowance may be reduced by a suitable upto not exceeding 50 % of the allowance drawn during first six months. The rate of Dearness allowance will be based on the increased/decreased amount of allowance.

Any other compensatory allowance admissible from time to time on the basis of pay of which the Government employee was in receipt on the date of suspension.

2) No payment under Sub-rule 1 shall be made unless the Government employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

ALLOWANCES ON REINSTATEMENT.

7.3 1) Where a Government Employee who has been dismissed, removed, or compulsory retired, is reinstated as a result of appeal etc. the authority competent to order re-instatement shall, consider and make a specific order:

(a) regarding the pay and allowances to be paid to the Government Employee for the period of his absence from duty including period of suspension prior to dismissal, removal, or compulsory retirement, as the case may be and

(b) whether or not the said period shall be treated as a period spent on duty.

2) where the Government Employee re-instatement has been fully exonerated, he will be paid full pay and allowances to which he would have been entitled, had be not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement as the case may be.

3) In a case falling under sub-rule 2 the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirement, as the case may be, shall be treated as a period spent on duty for all purposes.

4) In cases other than those covered by sub-rule (2) including cases where the order of dismissal, removal, or compulsory retirement from service is set aside by the authority exercising the powers of appeal revision or review solely on the ground of
non-compliance with the requirement of clause (2) of article 311 of the constitution and no further inquiry is proposed to be held, the Government employee shall be paid such amount (not being the whole) of pay and allowances to which he would have been entitled had he not been dismissed, removed, or compulsorily retired as the case may be, as the competent authority may determine, after giving notice to the Government employee of the quantum proposed and after considering representation if any submitted by him in that connection within such period as may be specified in the notice. The pay and allowances are restricted to three years immediately before the date of reinstatement.

5) In the cases falling under sub-rule 4, the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement as the case may be, shall not be treated as a period spent on duty, unless the competent authority specifically directed that it shall be so treated for any specified purpose. If the employee so desires such authority may direct that the period of absence from duty including the period of suspension preceding his dismissal, removal, compulsory retirement as the case may be, shall be converted into leave of any kind due and admissible to the Government employee. Note (3) If no order is passed under sub rule (5) the period of absence should be treated as 'non-duty' Note 4 In case the period of suspension prior to dismissal, removal, compulsory retirement as the case may be, converted into extra ordinary leave the subsistence allowance already paid to the employee will have to be recovered.

7.3 A 1) Where the order of dismissal, removal, compulsory retirement of a Government Employee is set aside by a court of law and such Government Employee is re-instated without holding any further inquiry, the period of absence from duty shall be regularized and the Government employee shall be paid pay and allowance in accordance with the provisions of sub-rule (2) or sub-rule(3) subject to the direction if any, of the court.

2) Where the dismissal, removal, or compulsory retirement of a Government employee is set aside by the court solely on the ground of non-compliance with the requirement of article 311 of the Constitution, and where he is not exonerated on merits, the Government Employee shall be paid such amount (not being the whole) of pay and allowances to which he would have been entitled had he not been dismissed, removed, or compulsorily retired as the case may be, as the competent authority may determine, after giving notice to the Government employee of the quantum proposed and after considering representation if any submitted by him in that connection within such period as may be specified in the notice. The pay and allowances are restricted to three years immediately before the date of reinstatement. (ii) the period intervening the date of dismissal, removal, compulsory retirement including the period of suspension preceding such dismissal, removal, compulsory retirement as the case may be, and the date of judgment of the court shall be regularized in accordance with the provisions contained in sub-rule (5) of rule 7.3

3) If the dismissal, removal, or compulsory retirement of a Government employee is
set aside by the court on the merits of the case, the period intervening the date of
dismissal, removal, or compulsory retirement including the period of suspension
preceding such dismissal, removal, compulsory retirement as the case may be, and
the date or reinstatement shall be treated as spent on duty for all purposes and be
shall be paid full pay and allowances for that period to which he would have been
entitled had he not been dismissed, removed or compulsory retirement, as the case
may be. (5) the payment shall be subject to adjustment of the amount if any, earned
by him through an employment during the period between the date of dismissal,
removal, compulsory retirement as the case may be, and the date of reinstatement.

7.3 B 1) Where a Government employee who has been suspended is reinstated or would have
been so re-instated but for his retirement on superannuation while under suspension
the authority competent to order re-instatement shall consider and make a specific order:
a) regarding the pay and allowances to be paid to the Government Employee for
the period of suspension ending with re-instatement or the date of his
retirement on superannuation, as the case may be and
b) whether or not the said period shall be treated as a period spent on duty.

2) Where a Government employee under suspension dies before the disciplinary or
court proceedings instituted against him are concluded, the period between the date
of suspension and the date of death shall be treated as spent on duty for all purposes
and his family shall be paid the full pay and allowances for that period to which he
would have been entitled had he not been suspended, subject to adjustment in
respect of subsistence allowance already paid.

3) Where the authority competent to order re-reinstatement is of the opinion that the
suspension was wholly unjustified, the employee shall be paid full pay and
allowances to which he would have been entitled had he not been suspended.

4) In the cases falling under sub rule (3) the period of suspension shall be treated as
duty for all purposes.

5) In cases other than those falling under sub rule (2) and (3) the Government employee
shall be paid such amount not being the whole as the competent authority may
determine.

6) Where the suspension is revoked pending finalization of the disciplinary or court
proceedings against the Government employee shall be reviewed on its conclusion.

7) In the cases falling under sub rule (5) the period of suspension shall not be treated
as a period spent on duty unless the competent authority specifically directs that it
shall be so treated for any specified purpose. If the Government employee desire the
suspension period may be allowed to convert into leave of the kind due.

8) The payment of allowances under sub-rule (2), Sub-rule(3) or Sub rule(5) shall be
subject to all other conditions under which such allowances are admissible.

9) The amount determined under the proviso to sub-rule (3) or under sub rule (5) shall
not be less than the subsistence allowance and other allowances admissible under
rule 7.2
वक्तव्य अनुच्छेद निर्देश 1966 अपैद्विकम् 23
मी. ओम. आन. जयधीम 1 पान्त 2
अपृष्टे जिमे अनन्तीय निर्देशम् है पुष्पिकेत वंशीय विच तेवरी मंथणी 1 गुल 4

वेंशी की वक्तव्यी अपर्याप्ती मिंपे सं आशिये उठे इन रस्तुकी पुनरार्ध र वहसिद कैसे बिमे वंशीय विच अपृष्टे जिमे पीछा रे मिंपतु इन तेवरी तहिर स्थापना।

गम तीव्र विच जिमे हैते बनें गुल 5
वेंशी की वक्तव्यी अपर्याप्ती मिंपे सं आशिये उठे इन रस्तुकी विच विचार तहिर झुकेचा भजि तं जी जिमे अभिभाष ता मेंग बनतेचा सं भज्ज बनेतचे सं देश की प्रतिभा दें प्रेम बंध बनती होंने। नेधं वेंशी पीछेकन प्रेमाप एम विच निम्न तेंसः उं दुम थूँ केलेगा। अठने सेवक पीछेकन मेंग दिम उं दं वेंशी विच वक्तव्यी दे बनकें उं बनक दे उं महजाप हूँ दिम ही विपेक वेंशे।
अपृष्टे उपेत, वंशीय सं पठ दे वेंशी रस्तुकी सिद्ध कलाभित्तर की दिम गुल ही ऐंकिल महत्त्व नापोया।


gau 13
1. वक्तव्यी जिमे मंची सं जिमे तेंत बनकेत दे गाउ नेपाल तं वेंशी उं यथा उं देशेण्डी उं महजाप अभिभाष दी भज्जी तेवरी तेवरी। मंपिन्दी 1.8.2008

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8. वक्तव्यी तं स्थेत झुकेगा उं तं देशेन्दर भजि तं जी जिमे हूँ दिम वेंशी दुई खूब उपेशेन्द्र।

हूपण हैटा तं स्थेत गुल 16
वेंशी की वक्तव्यी मन्त्र, नेपाल आर्थिक विच मंटा तहिरें बनेगा। नेधं वेंशी वक्तव्यी मन्त्री वंशीय मंटा प्रबंध देउँ आवंजे। रैली वेंशी वक्तव्यी सं दुम रा पीछेकन प्रेमाप जिमे अभिभाष भजि तं हृदय भज्जी महजाप की विच दुमे इन रस्तुकी मंथणी उठें। जिमे बैंड सं वेंशी देउँ दिम विच दाँवः मंटा दे जेम हूँ डडें वेंशी की वक्तव्यी मन्त्री ची भज्जी दी रंगुनी दी जिमे हूँ रंगुनी तं हूपण हैटा भजि तं जी देशेन्द्र।

तारिखिक मंथणी 1 गुल 18
1. वेंशी की वक्तव्यी जिमे महजाप अभिभाष दी भज्जी दी उं जी वेंशी आबार साहित्य धरोद्व निर्देश भजि तं उं जी बेच
वर्तमान दैannya सामान्य रूप में है। तुल 18(2)

2. वेशी की वास्तविकता कितना माहू कहने की अधिकारी हैं। यह मूल स्थिति के बावजूद कि किसी भी रूप में द वेशी की रुचि के लिए उन्हें वेशी करने का अनुभव है। पूछे नेपाल में वेशी हापरार्ड खेलों में विशेषता व्यक्त करने के तत्वों में वेशी की निश्चितता है। वहुदार अदालत की निर्णय दी मुख्य वक्ता ने कहा था।


3. वर्तमान स्थिति के बावजूद कि किसी वास्तविकता कितना माहू कहने की अधिकारी हैं। वेशी की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है। 10000 तुल दे प्रति अधिकारी की मुख्य वक्ता एक दिन की रूढ़िवाली। तुल में वक्ता विषयों के लिए मुख्य वक्ता दी जल्दी साबित होगी।

4. वर्तमान स्थिति के बावजूद कि किसी वास्तविकता कितना माहू कहने की अधिकारी हैं। वेशी की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है। वेशी की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है। 20000 तुल दे प्रति अधिकारी के मुख्य वक्ता एक दिन की रूढ़िवाली।

विभाग संख्या 1 तुल 21

1. वेशी की वास्तविकता कितना माहू कहने की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है। हमें वक्ता की निर्णय दी मुख्य वक्ता दी रूढ़िवाली। पूछे नेपाल में वेशी की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है।

तमिल क्षेत्र की वादें संख्या 22

1. वास्तविकता कितना माहू कहने के बावजूद कि किसी रूढ़िवाली क्षेत्र की रूढ़िवाली कितना माहू कहने की रुढ़िवाली में रूढ़िवाली भविष्य दी में इंदिरा शिवदिन के साथ रूढ़िवाली है। वेशी की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है। वेशी की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है।

पॉश न्यूज़ीलैण्ड संख्या:

उर्वर के बेस्ट विश्व विश्व वर्ल्ड लेख: संख्या

1. वेशी की वास्तविकता कितना माहू कहने की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है। वेशी की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है। पूछे नेपाल में वेशी की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है।

2. वेशी की रुचि के रूप में इंदिरा शिवदिन के बेस्ट विश्व वर्ल्ड लेख 3: वेशी की रुचि के रूप में इंदिरा शिवदिन के साथ रूढ़िवाली है।
वाणिज्य उद्योग और वित्तीय बैंकों की मानकता पुस्तक रिपोर्ट दर्ज करना और वित्तीय दृष्टि से आचरण करना।

सरकार के प्रभाव के लिए व्यवसायी वाणिज्य बैंकों की मानकता पुस्तक रिपोर्ट दर्ज करना और वित्तीय दृष्टि से आचरण करना।

हेल्थरीटी बैंकों की मानकता पुस्तक रिपोर्ट दर्ज करना और वित्तीय दृष्टि से आचरण करना।

शुभदर्शन वाणिज्य वाणिज्य बैंकों की मानकता पुस्तक रिपोर्ट दर्ज करना और वित्तीय दृष्टि से आचरण करना।

प्रतिभावन्दन के समर्थन में व्यवसायी वाणिज्य बैंकों की मानकता पुस्तक रिपोर्ट दर्ज करना और वित्तीय दृष्टि से आचरण करना।

पुस्तक का नाम 'स्वच्छ भवन' है।

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पृष्ठ 3

पृष्ठ 2

पृष्ठ 1

पृष्ठ 4

पृष्ठ 5
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PURCHASE PROCEDURE.

CHAPTER 15 PFR VOLUME I AND APPENDIX 8 PFR VOLUME II

1. Purchase must be made in the most economical manner, in accordance with the definite requirements of the public service. Purchase orders should not be split up so as to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the orders. 15.2 PFR

2. Products of Small scale Industries in Punjab shall be purchased in preference to the products of other States of India. First Preference shall be extended to the products of Government owned industries carried on in Government Work Centers, Industrial Co-operative Societies, Jails, Reformatory Settlement and Industrial Institutions and Schools in the Punjab.

3. The Value of Articles to be purchased without inviting quotations shall not exceed 500 and total value of purchased without inviting tenders during financial year shall not exceed Rs. 5000.00

4. In case of immediate required of stores and the emergency shall be established and certified by the Indenting Officer in writing, quotations from at least 6 registered firms should be obtained.

5. Articles of proprietary nature shall be purchased according to financial powers delegated to officers, after a certificate from the manufacturers or sole agents that the rates quoted by them are identical to those approved by the DGSD or they would quote to that Organization or to any other state in the country.

6. Where the Punjab Store Department arrange a rate contract the Indenting Officers in the State shall be under contractual obligations to drawn their requirements of these articles in terms of the rate or the running contract and no indent shall be sent either to Controller of Store or Supply arranged of such item, even of slightly varying specifications, direct from the market.

7. 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 may be appointed by the competent authority from time to time.

RECEIPT OF STORE 1.4 PFR-1

1. All materials received should be examined, counted, measured or weighed, as the case may be, hen delivery is taken, and they should be taken in charge by a responsible Government Employee who should see that the quantities are correct and their quality good and record a certificate to this effect. The Government employee receiving the store should also be required to give a certificate that he has actually received the materials
and recorded them in the appropriate stock registers. 2. At the time of making payment, it should be seen that the rates paid are not in excess of those entered in the contract or agreement made for the supply of stores and that suitable notes of payment are recorded against the indents and invoices concerned to prevent double payments.

ISSUE OF STORE 15.5 PFR-1

When materials are issued from stock for departmental use, the Government employee in charge of the stores should see that an indent in P.F.R.Form 20 has been made by a properly authorized person, examine it carefully and with reference to the order or instructions under his dated initials in the description and quality of materials, if he is unable to comply with the requisition in full. He should then prepare and sign the form of the invoice attached to the indent according to the supply actually made.

TRANSFER OF CHARGES 15.6 PFR-1

When a Government Employee in direct charge of stores makes over charge to another Government Employee, a joint transfer report accompanied by the relieving Government employee's receipt for the stores which have been in the custody of the relieved Government Employee should be submitted to the next higher authority. If the relieving Government Employee fails to bring to notice within a reasonable period any deficiency or defect in store taken over from his predecessor, he will be held responsible for the same both as to quantity and quality so far as he was in a position to ascertain it.

KINDS OF STORE

1. Dead Stock: such as plant, machinery, furniture, equipment and fixture etc and
2. "Other Stock" which consists of consumable and perishable articles.

INVENTORY OF DEAD STOCK.

An inventory of the dead stock should be maintained in all Government offices in a form prescribed by competent authority, showing the number of items received, the number of items disposed of (by Transfer, sale, loss etc) and the balance in hand for each kind of articles. Following instructions should be carefully observed by all concerned:

1. The Inventory should be priced for articles costing above Rs. 25/-
2. The inventory should ordinarily be maintained at the site of the dead stock.
3. The inventory should be checked by the head of department once a year and a certificate of the result of check recorded.
4. Articles of dead stock should be verified at least once a year and result of verification recorded on the inventory. All the discrepancies noticed must be properly investigated and brought to account immediately so that the inventory may represent the true account.
5. When articles of dead stock, e.g. tools and plants are lent to local bodies, contractors and others, the hire and other charges as determined under rules prescribed by competent authority, should be recovered regularly.

6. Government libraries and museums should maintain up-to-date catalogues as well as prescribed accounts stock and inventories.

**OTHER STOCK**

A reliable list, inventory or account of all stores in the custody of Government employee should be maintained, in a form prescribed by the Head of Department, to enable a ready verification of stores and check of accounts at any time and transactions must be recorded in it as they occur.

**PHYSICAL VERIFICATION OF STORES**

A physical verification of all stores should be made at least once in every year under rules prescribed by the Head of Department. Subject to the conditions that: verification is not entrusted to a person:

a) who is the custodian, the ledge-keeper, or the Accountant of the stores to be verified.

b) Who is not conversant with the classification, nomenclature and technique of the particular stock of the store.

2. The verification should not be left to low paid subordinates and in case of large and important stores it should be as far as possible be entrusted to responsible Government Employee who is independent and superior executive.

3. A certificate of verification of store with its results should be recorded on the list inventory or account as the case may be.

4. Verification must always be made in the presence of the Government Employee responsible for the custody of the stores or a representative deputed by him.

5. All discrepancies noticed should be properly investigated and brought on account immediately.

6. Shortage and damages as well as un-serviceable stores should be reported immediately.

**CONDEMNATION OF STORES.**

1. The Head of the office is authorized to condemn and disposal of stores upto book value of Rs. 5000.00

2. Head of the Department is authorized to condemn and disposal of stores upto book value of Rs. 50,000.00

3. The stores whose book value is more than 50,000.00 should not be condemned except by the committee constituted by Controller of Stores.
Responsibilities of DDO's

Receipt of Government Money.
2.1 A person may tender moneys in payment of dues to Government either to concerned Departmental officer by cheque, bank draft, postal order, or money order or in cash if the amount does not exceed one hundred.

Every Government employee is personally responsible for the money which passes through his hands for prompt record, correctness in every respect. Private cash should not be mixed up with Government money.

A government employee supplied with funds for expenditure is responsible for their proper disposal. The DDO should see that the payment is being made to the person entitled to receive them and that undisguised funds are either repaid into the treasury or adjusted by short drawl in the next bill or bills. Payee should sign the office copies of pay bills or A quittance rolls in token of their having received the amount with stamp where necessary. Acknowledge setting forth full particulars should be obtained for payment to private parties.

Maintenance of Cash Book.

The DDO's should observe the following rules for maintenance of cash book.
1. Every officer receiving money on behalf of the Government should maintain a cash book in form P.F.R. I
2. All monetary transitions should be entered in the cash book as soon as they occur and attested by the head of the office in token of check.
3. The cash book should be closed regularly and its total should be checked by DDO or get it checked from responsible employee of the office other than writer of the cash book.
4. At the end of each month the Head of office should verify the cash balance in the cash book and record a signed and dated certificate of correctness. If the Head of office is absent from Head Quarter at the end of the month he may delegate the powers to record certificate to a Gazetted officer, if any and if there is no gazetted officer to Superintendent of the office and should personally verify the cash balance on his return to HQ
5. If the cash found incorrect, unless the error can be detected and set right, entry regarding "to cash found surplus" or "By cash found deficient" may be done.
6. By the 15th of every month, a consolidated receipt for all remittances made during the previous month, which should be compared with the posting in the cash book.
7. An erasure or over-writing of any entry once made in the cash book is strictly prohibited. Any correction should be made by drawing pen through the incorrect entry and inserting the correct one in red ink between the lines.
8. The class IV employee may not allow carrying the cash. When it is absolutely necessary a man of some length of service and proved trustworthiness should only be selected.

2.4 All Government receipt utilization of which towards expenditure is strictly prohibited, should be deposited in to Treasury on the same day or on the morning of next day.

2.5 Self check to replenish the cash chest should at once be entered as receipt in the cash book. This entry must not be delayed until the money has been received after the encashment of the cheque.

2.10 GENERAL PRINCIPLES AND RESTRICTIONS RELATING TO EXPENDITURE
Every Government Employee incurring or sanctioning expenditure from the revenue of the State should be guided by high standards of financial propriety. Among the principles on which emphasis is generally laid are the following:

1. Every Government Employee is expected to exercise the same vigilance in respect of expenditure incurred from public money as a person of ordinary produce would exercise in respect of the expenditure of his own money.

2. The expenditure should not be prima facie more than the occasion demands.

3. Money borrowed on the security of allocated revenues should be expanded on those objects only for which money is borrowed.

4. No authority should exercise its powers of sanctioning expenditure to pass on order which will be directly or indirectly to its own advantage.

5. Government revenues should not be utilized for the benefit of a particular person or section of the community except in pursuance of recognized policy or custom.

6. No authority should sanction any expenditure which is likely to involve, at a later date, expenditure beyond its own powers of sanction.

7. The amount of allowances such as traveling allowance, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole the sources of profit to the recipients.

2.10 (b) NECESSARY CONDITIONS FOR GOVERNMENT EXPENDITURE

1. That special or general sanction of the expectant authority for the expenditure exists.

2. Necessary funds to cover the charge exist.

3. All charges incurred are drawn and paid at once and are not held up for want of funds and allowed to stand over to be paid from the grant of another year.

4. Money actually paid is under no circumstances kept out of account a day longer than is absolutely necessary.

5. No money is withdrawn from Treasury unless it is required for immediate disbursement.
2.16 **CURRENCY OF GOVERNMENT CHEQUES**
Government cheques remain current for three months only after the month of issue.

2.17 **CANCELLATION OF CHEQUE**
When it is necessary to cancel a cheque, the cancellation should be recorded on the counterfoil, and the cheque, if in the drawer possession, should be destroyed.

2.17 **LOSS OF CHEQUE**
If a Drawing Officer be informed that a cheque drawn by him has been lost, he shall address the Treasury Officer and a certificate be obtained from him that such which has been reported lost has been paid and will not paid if presented thereafter.

2.25 **TIME BAR CLAIMS**
Claims against Government not preferred within one year from the date of due can be submitted with the approval of Head of Department if claims pertains to Subordinate office and with the approval of Government if pertains to Head of Department. Claims upto Rs. 500.00 can be preferred upto three years from the date of due. Three years old claims can be preferred with the approval of Administrative Department.

2.31 **RESPONSIBILITY FOR OVER CHARGES.**
Drawer of bill for pay allowances, contingent and other expenses will be held responsible for any overcharges, frauds and mis appropriations. He should, therefore, make himself thoroughly equainted with the meaning of the various financial checks which he is expected to exercise so that he can be in a position to detect immediately any attempt at defalcation and should pay special care to those pints in financial procession. With a flew to enable the Head of Office to see that all amounts drawn from Treasury have been entered in the cash book he should obtain from the Treasury Officer by 15th of very month a list of all bills drawn by him during the previous month and trace all the amount in the cash book.

2.32 **CONTROL OVER ACCOUNTS.**
It is not sufficient that a Government employees accounts should be correct to his own satisfaction. He has to satisfy not only himself, but also the Accountant General, that a claim which has been accepted is valid, that a voucher is a complete proof of the payments which it support.

2.33 **RESPONSIBILITY FOR LOSSES SUSTAINED THROUGH FRAUD OR NEGLIGENCE**
Every Government Employee should realize fully and clearly that he will be reld personally responsible for any loss sustained by Government through fraud or negligence on his part and that he will also be held personally responsible for any loss
arising from fraud or negligence on the part of any other Government Employee to the extent to which it may be shown that he contributed to the loss by his own action or negligence.

2.40 **ISSUE OF DUPLICATE BILLS.**

In the case of a bill passed by the Dawning Officer/Controlling Officer for presentation at a treasury but lost either before payment or before presentation at the treasury, the Government Officer who drew the original bill shall ascertain from the treasury that payment has not been made on it before the issue a duplicate thereof.

2.46 **RECOVERY OF MONEY DUE TO GOVERNMENT FROM THE G.P.F.**

The amount at credit of subscribers, compulsory or optional, to a Provident Fund, are under section 2(a) of the Provident Fund Act 1925 compulsory deposits and are therefore, protected from attachment by a court of law under section 3 ibid. Claims by Government are not, therefore, compulsorily and without the subscribers consent recoverable from the balance at his credit.

**PAY AND ALLOWANCES.**

5.31 Pay, allowances or pension can be drawn for the day of death, the hour at which death takes place has not effect on the claim.

7.11 Drawing Officers are responsible for seeing that pay bills are checked and initialed by a responsible Government Employee and that the check must always include verification of the total amount entered in the bills.

7.12 Undisbursed amount of pay and allowances may, at the option of the DDO be retained for a period not exceeding three months provided proper arrangements can be made for the safe custody of the sums retained.

7.14 Head of office are responsible for seeing that signatures on office copies of the pay bills or a quittance rolls, as the case may be are taken by the official making the payment at the time of payment and not by the bill clerk previous to payment and that in the case of offices in which Government employees are present on the spot, payment are ordinarily made to them in person and not to a third person on the authority of the payee.

7.15 Head of an office is not at liberty to re-adjust the pay of Government employee by giving one more and another less than the sanctioned pay of his post. There is no objection to excess appointments being made in a lower unit or cadre against an equal or grade number of vacancies left unfilled in the higher grade. This liberty must, however, not be used for the purpose of increasing the numerical strength of an office.
Main Objectives of RMSA

1) To ensure that all secondary schools have physical facilities, staffs and supplies at least according to the prescribed standards through financial support in case of Government/Local Body and Government aided schools, and appropriate regulatory mechanism in the case of other schools.

2) To improve access to secondary schooling to all young persons according to norms - through approximate location (say, Secondary Schools within 5 kms, and Higher Secondary Schools within 7 kms)/ efficient and safe transport arrangements/ residential facilities, depending on local circumstances including open schooling.

3) To ensure that no child is deprived of secondary education of satisfactory quality due to gender, socio-economic, disability and other barriers.

4) To improve quality of secondary education resulting in enhanced intellectual, social and cultural learning.

5) To ensure that all students pursuing secondary education receive education of good quality.

6) Achievement of the above objectives would also, inter-alia, signify substantial progress in the direction of the Common School System.

7) To carry out the The Teacher Training Programme for Teachers & School Heads of Secondary & Sr. Secondary Schools under Rashtriya Madhyamik Shiksha Abhiyan under the Chairmanship of worthy State Project Director to improve the quality of education at Secondary Level.

With this objective, the RMSA Society for the implementation of Rashtriya Madhyamik Shiksha Programme has been registered under Societies Registration Act 1860 in the State of Punjab. It has been named as Rashtriya Madhyamik Shiksha Abhiyan Authority, Punjab.

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