

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG: PITAMPURA: DELHI-110034

E-mail ID: dttehq@gmail.com Phone no: 27321076

No.F.DTTE/AC/X(5)/Cir./2008-09/ 157

Dated 07/10/17

ENDORSEMENT

A copy of the under mentioned paper is forwarded for information & necessary action to the following:-

1. Programmer, DTTE(HQ) for uploading on the website under the link circulars.

List of paper forwarded:-

Sr. No.	Received From	Letter No. and Date	Subject
1.	Dy. Secretary – V(FINANCE), Finance Department, Estb-III, 4 th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002	F.(21)/Fin.(Estb- III)/07CPC/2016/ dsv/1117 Dated-21/09/2017	1. Travelling Allowance Rules – Implementation of the Recommendations of the 7 th CPC. 2. Travelling Allowance Rules – Implementation of the Recommendations of the 7 th CPC. 3. TA/DA entitlements of Non-officials of Committees/Boards/Panels etc. 4. Recommendations of the 7 th CPC bunching of stages in the revised pay structure under All India Service Pay Rules, 2016. 5. Grant of Extra Work Allowance-(abolition of existing caretaking allowance, extra duty allowance, flag station allowance, flight charges certificate allowance, liberty allowance, rajbhasha allowance and special appointment allowance) decision of the Government on the recommendation of the 7 th CPC.
2.	Dy. Secretary – V(FINANCE), Finance Department, Estb-III, 4 th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002	F.No.31/Fin.(Estb- III)/ /2017/dsv/1118 Dated-21/09/2017	1. Delegation of powers to Ministries/Departments for payment of sitting fee in r/o Non-officials of Committees/Panels/Boards etc. 2. Grant of Non-Productivity Linked Bonus (Ad-hoc Bonus) to Central Government Employees for the year 2016-17.



3.	Dy. Secretary – V(FINANCE), Finance Department, Estb-III, 4 th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002	F.No.24/Fin.(Estb- III)/ /2016/dsv/1126 Dated-22/09/2017	1. Amendment to the Rule 170(i) of General Financial Rule (GFR) 2017.
4.	Joint Secretary (Accounts), Finance (Infra) Department, 4 th level, 'A' wing, Delhi Secretariat, New Delhi-110002	No.F1(9)/2015- 16/Infra/Exp./0123 18065/SSFA/945- 966 Dated-19/09/2017	1. Provision of Contingency and its utilization.



(K.N. SUBHASH BABU)
ACCOUNTS OFFICER

F.(21)/FIN.(ESTT.-III)/07CPC/2016/ *cls E/1117*

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (Estt.-III) DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002.
(CD:- 012391810)

5580/Dir (TTE)
26-9-17

Dated: *21/9/17*

ENDORSEMENT

The copies of the under mentioned papers are forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Asstt. Programmer with the direction to upload the same on Website of Finance Department.
9. Guard File.

AS
one copy

Manoj Kumar

(MANOJ KUMAR)
 DY. SECRETARY-V(FINANCE)

List of paper forwarded

S. No	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1	Department of Expenditure, Ministry of Finance, GOI	No. 19030/1/2017-E-IV, Dated 18.08.2017	Travelling Allowance Rules - Implementation of the Recommendations of the Seventh Central Pay Commission.
2	Department of Expenditure, Ministry of Finance, GOI	No. 19030/1/2017-E-IV, Dated 04.09.2017	Travelling Allowance Rules - Implementation of the Recommendations of the Seventh Central Pay Commission.
3	Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions	No. 19047/1/2016-E-IV, Dated 14.09.2017	TA/DA entitlements of Non-officials of Committees/Boards/Panels etc..
4	Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions	No. 20011/1/2016-AIS-II(pt), Dated: 05.09.2017	Recommendations of the 7 th Central Pay Commission (CPC)-bunching of stages in the revised pay structure under All India Service Pay Rules, 2016-reg.
5	Department of Expenditure, Ministry of Finance, GOI	No.12-3/2016-E-III(A), Dated 20.07.2017	Grant of Extra Work Allowance- (abolition of existing Caretaking Allowance, Extra Duty Allowance, Flag Station Allowance, Flight Charge Certificate Allowance, Liberty Allowance, Rajbhasha Allowance and Special Appointment Allowance) decision of the Government on the recommendation of the Seventh Central Pay Commission (7 th CPC)

238/AC
29/9/17

DCA
Pl. circulate
28/9/17

29/9/17

29/9/17

5654
29/9/17

F. No. 19030/1/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 18th August, 2017

OFFICE MEMORANDUM

Subject :- Travelling Allowance Rules – Implementation of the Recommendations of the Seventh Central Pay Commission.

Consequent upon the issuance of this Department's O.M. of even number dated 13.07.2017 regarding implementation of recommendations of 7th CPC on Travelling Allowance (TA), various references are being received in this Department seeking clarifications regarding admissibility of Composite Transfer Grant (CTG) and TA/Daily Allowance (DA).

2. The matter has been considered in this Department and with the approval of Competent Authority, it has been decided that admissibility of CTG and Transportation of personal effects on Transfer and Retirement will be regulated as under -

- i. In case, the employee has been transferred prior to 01.07.2017 and has assumed charge prior to 01.07.2017, the employee will be eligible for CTG at pre-revised scale of pay. If the personal effects have been shifted after 01.07.2017, revised rates for transportation of personal effects will be admissible.
- ii. In case, the employee has been transferred prior to 01.07.2017 and has assumed charge on/after 01.07.2017, the employee will be eligible for CTG at revised scale of pay. As the personal effects would be shifted after 01.07.2017, revised rates for transportation of personal effects will be admissible.
- iii. In case of retirement, if an employee has retired prior to 01.07.2017, the employee will be eligible for CTG at pre-revised scale of pay. If the personal effects have shifted after 01.07.2017, revised rates for transportation of personal effects will be admissible.

Hindi version is attached



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

F14/2017/26714

e/126
Dum

F. No. 19030/1/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, dated the 04th September, 2017


OFFICE MEMORANDUM

Subject :- Travelling Allowance Rules – Implementation of the Recommendations of the Seventh Central Pay Commission.

Consequent upon the issuance of this Department's O.M. of even number dated 13.07.2017 regarding implementation of recommendations of 7th CPC on Travelling Allowance (TA), various references are being received in this Department seeking clarifications regarding TA/Daily Allowance (DA) entitlements of Officers in Level 13A. Level 13A (pre-revised Grade Pay of Rs. 8900/-) has been included in the Pay Matrix vide Notification No. GSR 592(E) dated 15.06.2017.

2. The matter has been considered in this Department and with the approval of Competent Authority, it has been decided that TA/DA entitlements of Officers in Pay Level 13A (pre-revised Grade Pay of Rs. 8900/-) shall be equivalent to TA/DA entitlements of Officers in Pay Level 13 (pre-revised Grade Pay of Rs. 8700/-) as mentioned in this Department's O.M. of even number dated 13.07.2017

Hindi version is attached.


04/09/2017
(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

F14/2017/26720

1/13/4

DA (111)

F.No. 19047/1/2016-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated: 14.09.2017

OFFICE MEMORANDUM

Subject: TA/DA entitlements of Non-officials of Committees/Boards/Panels etc.

The undersigned is directed to state that the issues related to payment of TA/DA to Non-officials of Committees/ Boards/ Panels etc. have been examined in D/o Expenditure. It has been decided that TA/DA entitlement of Non-officials may be regulated by the Administrative Ministries/ Departments in the following manner:-

(I) **Retired Govt. officials nominated as Non-official in the Committees/Boards/Panels etc. :**

TA/DA entitlement of these Non-officials will be same as per their entitlement at the time of retirement as per revised rates mentioned in this Department's O.M. No.19030/01/2017-E.IV dated 13.07.2017.

(II) **Persons from various fields nominated as Non-official in Committees/Boards/ Panels etc. :**

TA/DA entitlement of these Non-official will be same as admissible to officers in Pay level-11 (Pre-revised Grade Pay of Rs.6600/-) in the Pay Matrix. TA/DA Entitlements will be as under:-

- i) Travel entitlement within the country - Economy class by Air or AC-II by train.
- ii) Reimbursement for hotel accommodation/guest house of up to Rs 2250/- per day.
- iii) Reimbursement of non-AC taxi charges of up to Rs.338/- per day for travel within the city.
- iv) Reimbursement of food bills not exceeding Rs.900/- per day.

(III) **Eminent personalities nominated as Non-official in the Committees/Boards/Panels:**

TA/DA entitlement of these Non-officials will be same as admissible to officers in Pay level 14 (pre-revised Grade pay Rs.10,000/-) in the Pay Matrix. TA/DA Entitlements will be as under:


- i) Regarding travel entitlement of these Non-officials, Secretary in the Administrative Ministry, in consultation with the FA, may allow eminent personalities who are Non-officials in the Committees/Boards/Panels etc., to travel in Executive class in the Domestic airlines within the country subject to the following conditions :-
 - a) Where a Non-official is or was entitled to travel by air by Executive class under the rules of the organization to which he belongs or might have belonged before retirement.
 - b) Where the Administrative Ministry is satisfied that the travel by Executive class by air is the customary mode of travel by the Non-official concerned in respect of journeys unconnected with the performances of Govt duty.
- ii) Reimbursement for hotel accommodation/guest house of up to Rs.7500/- per day
- iii) Reimbursement of AC taxi charges as per actual for travel within the city.
- iv) Reimbursement of food bills not exceeding Rs.1200/- per day

14/09/17/26712

17k
Do (11)

Contd..2/-

- 2 In respect of Non-officials who are local, Mileage Allowance at the following rates will be admissible:-
 - i) For retired Government officers- TA/DA as per their entitlement at the time of retirement as per revised rates mentioned in this Department's O.M No 19030/01/2017-E.IV dated 13.07.2017.
 - ii) Other Non-officials nominated from various fields - Reimbursement of non-AC taxi charges of up to Rs.338/- per day for travel within the city.
 - iii) For eminent personalities nominated as Non-officials - Reimbursement of AC taxi charges as per actual for travel within the city.
- 3 The TA/DA entitlements mentioned in Para I above will be subject to the following conditions:-
 - i) These TA/DA entitlements will be applicable in case of Non-officials coming from outside. Local Non-officials will not be entitled for TA/DA.
 - ii) Local Non-officials will be entitled for Mileage Allowance only.
 - iii) Cases seeking deviation from the above entitlements may be referred to Min Finance giving full justification for seeking deviation.
- 4 These instructions will be effective from the date of issue of this O.M.
- 5 This is issued with the approval of Finance Minister.

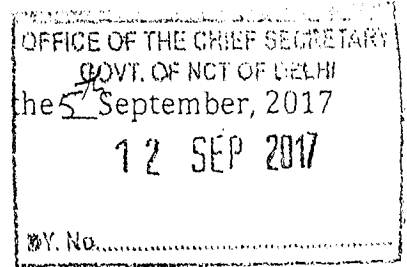

(Finance Dept)
Deputy Secretary (I) (A)
Telephone: 23071056

- 1 Secretaries of all Ministries/ Departments (as per standard list)
- 2 Financial Advisors of all Ministries/ Departments (as per standard list)

11/

No. 20011/1/2016-AIS-II(pt)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 5th September, 2017



To

- 2017/2017/65832
- (i) The Chief Secretaries of all States/UTs
(ii) The Joint Secretaries (Admn.) of all Ministries/Departments.

Subject: Recommendations of the 7th Central Pay Commission (CPC)-bunching of stages in the revised pay structure under All India Service Pay Rules, 2016-reg.

Sir,

10
In continuation of this department's letter of even number dated the 25th May, 2017 on the above mentioned subject, further clarifications are hereby issued, subsequent to the OM No. 1-6/2016-IC dated the 3rd August, 2017 issued by the Department of Expenditure, Ministry of Finance, for determining the extent of bunching as also the benefits to be extended on account of bunching at the time of initial fixation of pay in the 7th pay structure. These are as under:

- 12.9.17
- 12.9.17
12.9.17
12.9.17
- (i) Benefit on account of bunching is to be extended when two or more stages get bunched.
(ii) Benefit of one increment is to be extended on account of bunching of every two consecutive stages.
(ii) A difference of 3% to be reckoned for determination of consecutive pay stages, specific to each employee.

2. All the State Governments/Ministries/Departments are advised to review all cases of AIS officers wherein benefits on account of bunching has been extended in terms of this Department's letter dated the 25th May, 2017.

3. This issues with the approval of the competent authority.

Yours faithfully,

(Rajesh Kumar Yadav)

Under Secretary to the Government of India

12/9/17
12/9/17
12/9/17
12/9/17
12/9/17

Chief Secretary list

Shri S.P. Tucker,
Chief Secretary,
Government of Andhra Pradesh,
Hyderabad-500001.

Shri T. Bam,
Chief Secretary,
Government of Arunachal Pradesh
Itanagar-791111

Shri Vinod Kumar Pipersenia,
Chief Secretary,
Government of Assam
Dispur-781006.

Shri Anjani Kumar Singh,
Chief Secretary,
Government of Bihar,
Patna-800001

Shri Vivek Kumar Dhand,
Chief Secretary,
Government of Chattisgarh,
Raipur-492001.

Shri Sanjay Kumar Srivastava
Chief Secretary,
Government of Goa
Porvorim

Shri Ganga Ram Aloria,
Chief Secretary,
Government of Gujarat,
Gandhinagar-382010.

Shri Depinder Singh Dhesi,
Chief Secretary,
Government of Haryana,
Chandigarh-160017.

Shri V.C. Pharka
Chief Secretary,
Government of Himachal Pradesh,
Shimla-171002.

Shri B.R Sharma,
Chief Secretary,
Government of Jammu & Kashmir,
Srinagar-190001.

Ms. RajbalaVerma,
Chief Secretary,
Government of Jharkhand,
Ranchi-834002.

Shri Subash Chandra Kuntia
Chief Secretary,
Government of Karnataka,
Bangaluru-560001.

ShriS.M. Vijayanand,
Chief Secretary,
Government of Kerala,
Thriuvananthapuram-695001.

Shri Basant Pratap Singh,
Chief Secretary,
Government of Madhya Pradesh,
Bhopal-462001.

ShriSwadheen S Kshatriya,
Chief Secretary,
Government of Maharashtra,
Mumbai-400032.

Shri O Nabha Kishore Singh,
Chief Secretary,
Government of Manipur,
Imphal-795001.

Shri P.K. Kropfa,
Chief Secretary,
Government of Meghalaya,
Shillong-793001.

Shri Vanhela Pachuau,
Chief Secretary
Government of Mizoram
Aizwai-796001

Shri Rahul Bhatnagar,
Chief Secretary,
Government of Uttar Pradesh,
Lucknow-226001.

Shri Basudeb Banerjee,
Chief Secretary,
Government of West Bengal,
'NABANNA' HRBC Building,
325 Sarat Chatterjee Road,
Howrah-711102.

Shri Vivek Rae,
Chief Secretary,
Government of Andaman & Nicobar Islands,
Port Blair

Shri Pradip Mehra, IAS
Advisor to Administrator Union Territory of Chandigarh,
Punjab Raj Bhawan, Sector - 6
Chandigarh-160017

Shri Satya Gopal, IAS
Administrator Government of Puducherry & Nagar Havelli,
Secretariat,
Silvassa-340230

Shri Satya Gopal, IAS
Administrator Secretariat Daman,
Government of Daman & Diu,
Daman & Diu

Shri Rakesh Mehta, IAS
Chief Secretary Govt of NCT Delhi,
Delhi Secretariat, I.P. Estate,
New Delhi- 110002

Shri J. K. Dadoo, IAS
Administrator Union Territory of Lakshadweep,
Kavaratti,
Lakshadweep-682555

Shri R. Chandra Mohan
Chief Secretary
Puducherry Administration,
Chief Secretariat, 1 Beach Road, U.T. of Puducherry, Puducherry- 605001

ShriPankaj Kumar,
Chief Secretary,
Government of Nagaland,
Kohima-797001.

ShriAditya Prasad Padhi,
Chief Secretary,
Government of Orissa,
Bhubaneswar-751001.

ShriSarveshKaushal,
Chief Secretary,
Government of Punjab,
Chandigarh-160017.

ShriOm PrakashMeena
Chief Secretary,
Government of Rajasthan,
Jaipur-302001.

Dr. A.K' Srivastava,
Chief Secretary,
Government of Sikkim,
Gangtok-737101.

Shri P. Rama Mohan Rao,
Chief Secretary,
Government of Tamil Nadu,
Chennai-600009.

Dr. Rajiv Sharma,
Chief Secretary,
Government of Telangana,
Hyderabad-500001.

ShriYashpal Singh,
Chief Secretary,
Government of Tripura,
Agartala-799001.

ShriShatrughan Singh,
Chief Secretary,
Government of Uttarakhand,
Dehradun-248001.

(1) (R)

North Block, New Delhi
Dated: 20th July, 2017

OFFICE MEMORANDUM

Sub: Grant of Extra Work Allowance- (abolition of existing Caretaking Allowance, Extra Duty Allowance, Flag Station Allowance, Flight Charge Certificate Allowance, Library Allowance, Rajbhasha Allowance and Special Appointment Allowance) – decision of the Government on the recommendation of the Seventh Central Pay Commission (7th CPC).

The undersigned is directed to say that the decisions of the Government on various allowances based on the recommendations of the 7th Central Pay Commission and in the light of the recommendations of the Committee under the Chairmanship of Finance Secretary have since been notified vide Resolution No. 11-1/2016-IC, dated 6th July 2017

2. As mentioned in the Appendix-II of the said Resolution, dated 6th July, 2017, the existing allowances viz. Caretaking Allowance (Sl. No. 22 of Appendix-II, as at present governed under this Department's OM No. 7(21)/2006/E IIIA dated 22.9.2008), Extra Duty Allowance (Sl. No. 57 of Appendix-II), Flag Station Allowance (Sl. No. 61 of Appendix-II), Flight Charge Certificate Allowance (Sl. No. 65 of Appendix-II), Library Allowance (Sl. No. 100 of Appendix-II), Rajbhasha Allowance (Sl. No. 136 of Appendix-II) and Special Appointment Allowance (Sl. No. 157 of Appendix-II) have been abolished as a separate allowance and the eligible employees are now to be governed by the newly proposed Extra Work Allowance.

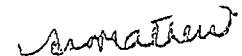
3. Accordingly, the above allowances shall stand abolished and the President is pleased to decide that the eligible employees shall now be covered under a new Extra Work Allowance which shall be governed as under:

- a) Extra Work Allowance will be paid at a uniform rate of 2% (two percent) of the basic pay per month.
- b) An employee shall receive this allowance for a maximum period of one year, and there should be minimum gap of one year before the same employee is deployed for similar duties again.
- c) This allowance shall not be combined i.e. if the same employee is performing two or more such duties and is eligible for 2% (two percent) allowance for each add-on, then the total Extra Work Allowance payable will remain capped at 2% (two percent) of basic pay

4. In respect of the existing Special Appointment Allowance, which stands abolished, apart from the existing eligible employees, Assistant Sub-Inspector (Radio Mechanic), Assistant Sub-Inspector (Radio Operator) and Sub-Inspector (Radio Mechanic) are also to be included in the list eligible for Extra Work Allowance at the rate of 2% of Basic Pay per month with the conditions recommended by the 7th CPC

5. These orders shall be effective from 1st July, 2017.

6. In so far as persons serving in the Indian Audit & Accounts Department are concerned, these orders issued after consultation with the Comptroller & Auditor General of India



(Annie George Mathew)
Joint Secretary to the Government of India

To

All Ministries/Departments

F. No.31/Fin. (Estb-III)/2017/ *ds/1118*
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT.
I.P. ESTATE, NEW DELHI 110002
CD No:- 012433322

5609/Diy(TTE)
27-9-17

Dated: *21/9/17*

ENDORSEMENT

The copies of the under mentioned papers are forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan. Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Asstt. Programmer with the direction to upload the same on Website of Finance Department.
9. Guard File

my Director
Add. Dir.
Consul
28/9

OCA

(Signature)

(MANOJ KUMAR)
DY. SECRETARY-V(FINANCE)

List of paper forwarded

S No	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1	Department of Expenditure, Ministry of Finance, GOI	No.19047/10/2016-E-IV, Dated 12.04.2017	Delegation of powers to Ministries/Departments for payment of sitting fee in r/o Non-Officials of Committees /Panels/Boards etc.
3.	Department of Expenditure(E-III Branch), Ministry of Finance, Govt. of India	No. 7/4/2014/E-III(A), Dated: 19.09.2017	Grant of Non-Productivity Linked Bonus (Ad-hoc Bonus) to Central Government Employees for the year 2016-17

736/OC
29/9/17
PE - circulate

25/9/17
5624
29/9/17

2
28/9/17

Ms. Pradeep
29/9/17

No.19047/10/2016-E-IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated: 12.04.2017

OFFICE MEMORANDUM

Subject: Delegation of powers to Ministries/ Departments for payment of Sitting Fee in respect of Non-officials of Committees/ Panels/ Boards etc.

The undersigned is directed to state that the issues related to payment of Sitting Fee to Non-officials of Committees/Panels/Boards etc. have been examined in D/o Expenditure. It has been decided that Administrative Secretaries of the Ministries/ Departments may decide the Sitting Fee in respect of Non-officials of Committees/Panels/Boards etc. in consultation with their Financial Advisors and with the approval of their Ministers.

2. While considering the proposals for payment of Sitting Fee to Non-officials, the Ministries/Departments are directed to keep in view the following instructions/guidelines:-

- 2.1. **Categorisation of Committees:** For the purpose of payment of Sitting Fee, Committees/Boards/panels are categorized into following three categories:-
- (i) **High Level Committee :** In terms of Cabinet Secretariat Circular No. 1/16/1/2000-Cab. dated 15.04.2002, a High Level Committee is a Committee set up with the approval of Hon'ble Prime Minister through the Cabinet Secretary and presided over by a high ranking dignitary e.g. a Minister, a Judge of the Supreme Court of India, a Vice-Chancellor etc. including prominent persons in public life as Members.
 - (ii) **Technical or Expert Committee:** A Technical or Expert Committee is a Committee constituted to discharge functions as prescribed under Acts/Rules/Subordinate legislation on the subject. Such Committee is to be set up with the approval of the Minister of the concerned Ministry. In case any Member of Parliament is included in the Committee, the prior approval of Prime Minister to their inclusion is to be obtained in terms of Cabinet Secretariat Circular No.1/16/1/2000-Cab. dated 15.04.2002.
 - (iii) **Other Committees:** All other Committees will be covered under this category. These Committees will be constituted with the approval of the Administrative Secretary or Minister.

2.2 **Definition of a Non-official :** For the purpose of grant of Sitting Fee only such persons are to be considered as Non-officials who are not employed in any institution/ organisation/body funded by the Central Government.

Contd...2/-

3. **Rates of Sitting Fee:** On the basis of categorisation of Committees viz. High Level Committee, Technical or Expert Committee and Other Committees, The Ministries/Departments shall ensure that the maximum rates of Sitting Fee to be paid to Non-official Chairman/ Members will not be more than the following:-

- (i) High Level Committee : Not more than Rs.10,000/- per day of Sitting.
- (ii) Technical or Expert Committee : Not more than Rs.6000/- per day of Sitting.
- (iii) Other Committees : Not more than Rs.4000/- per day of Sitting.

4. For arriving at the rates of the Sitting Fee to Non-official Chairman and Members of the Committees/Boards/Panels, the Ministries/Department shall observe the following conditions:

- i. While considering the amount of Sitting Fee, the Ministries/Departments have to keep in view facts such as nature and scope of the Committee, importance of the subject assigned to the Committee, category of the Committee (i.e. High level Committee, Technical or Expert Committee or other Committee), level/status of Chairperson/ Members, duration of the Committee, frequency of meetings, Terms of Reference of the Committee etc.
- ii. In no case, the ceiling should exceed 10 meetings in a month in respect of all categories of Committees viz. High Level, Technical or Expert Committees and Other Committee. It is presumed that such committees are constituted for a limited duration specified in the order.
- iii. It is clarified that the Govt. employees nominated to such Committees/ Boards/ Panels etc. will not be entitled to Sitting Fee.
- iv. Cases seeking deviation from the above norms may be referred to M/o Finance giving full justification for seeking deviation.

3. These instructions will be effective from the date of issue of this O.M.

4. This is issued with the approval of Finance Minister.


12/04/2017
(Nirmala Dev)

Deputy Secretary to the Government of India
Telefax. 23093276

- 1. Secretaries of all Ministries/ Department (as per standard list).
- 2. Financial Advisers of all Ministries/ Departments (as per standard list).
- 3. Cabinet Secretariat - For information.

North Block, New Delhi
10 September 2017

GenAD/2017/68829

OFFICE MEMORANDUM

Subject: Grant of Non-Productivity Linked Bonus (ad-hoc bonus) to Central Government Employees for the year 2016-17

The undersigned is directed to convey the sanction of the President to the grant of Non-Productivity Linked Bonus (Ad-hoc Bonus) equivalent to 30 days emoluments for the accounting year 2016-17 to the Central Government employees in Group 'C' and all non-gazetted employees in Group 'B' who are not covered by any Productivity Linked Bonus Scheme. The calculation ceiling for payment of ad-hoc Bonus under these orders shall be monthly emoluments of Rs. 7000/- (as revised w.e.f 01/04/2014 vide OM No. 7/4/2014-I-III(A), dated 29th August, 2016). The payment of ad-hoc Bonus under these orders will also be admissible to the eligible employees of Central Para Military Forces and Armed Forces. The orders will be deemed to be extended to the employees of Union Territory Administration which follow the Central Government pattern of emoluments and are not covered by any other bonus or ex-gratia scheme.

2. The benefit will be admissible subject to the following terms and conditions:-

(i) Only those employees who were in service as on 31.3.2017 and have rendered at least six months of continuous service during the year 2016-17 will be eligible for payment under these orders. Pro-rata payment will be admissible to the eligible employees for period of continuous service during the year from six months to a full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months).

(ii) The quantum of Non-PLB (ad-hoc bonus) will be worked out on the basis of average emoluments/calculation ceiling whichever is lower. To calculate Non-PLB (Ad-hoc bonus) for one day, the average emoluments in a year will be divided by 30.4 (average number of days in a month). This will thereafter be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of monthly emoluments of Rs. 7000 (where actual average emoluments exceed Rs. 7000), Non-PLB (Ad-hoc Bonus) for thirty days would work out to Rs. $7000 \times 30/30.4 = \text{Rs. } 6907.89$ (rounded off to Rs. 6908/-).

(iii) The casual labour who have worked in offices following a 6 days week for at least 240 days for each year for 3 years or more (200 days in each year for 3 years or more in the case of offices observing 5 day week), will be eligible for this Non-PLB (Ad-hoc Bonus) Payment. The amount of Non-PLB (ad-hoc bonus)

077

975
Do (1/10)
22/9

MA

payable will be (Rs. 1,000 to 30.4 i.e. Rs. 164.2) rounded off to Rs. 154. In cases where the actual emoluments fall below Rs. 1200/- p.m., the amount will be calculated on actual monthly emoluments.


(ii) All payments under these orders will be rounded off to the nearest rupee.

(vi) Various points regarding regulation of Ad-hoc / Non-PLB Bonus are given in the Annexure.

3. The expenditure on this account will be debitabale to the respective Heads to which the pay and allowances of these employees are debited.

4. The expenditure to be incurred on account of Non-PLB (Ad-hoc Bonus) is to be met from within the sanctioned budget provision of concerned Ministries/Departments for the current year.

5. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the Comptroller and Auditor General of India.


(Amar Nath Singh)
Director

To,

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

Copy (with usual no. of spare copies) forwarded to C&AG, UPSC etc. as per standard list.

Point	Clarification
1. Whether the employees in the following categories are eligible for the benefit of ad-hoc bonus for an accounting year	Subject to completion of minimum six months continuous service, and being in service as on 31 st March 2017
(a) Employees appointed on purely temporary ad-hoc basis	(a) Yes if there is no break in service
(b) Employees who resigned/retired from service or expired before 31 st March 2017	(b) As a special case, only those persons who superannuated or retired on invalidation on medical grounds or died before 31 st March 2017 but after completing at least six months regular service during the year will be eligible for the ad-hoc bonus on pro rata basis in terms of nearest number of months of service
(c) Employees on deputation/foreign service terms to state governments, U.I. Governments, Public Sector Undertakings etc. on 31 st March 2017	(c) Such employees are not eligible for the ad-hoc bonus to be paid by the lending departments. In such cases the liability to pay ad hoc bonus lies with the borrowing organization depending upon the ad-hoc bonus/PLB/ex-gratia/incentive payment scheme, if any, in force in the borrowing organization
(d) Employees who reverted during accounting year from deputation on foreign service with the organizations indicated in 'C' above	(d) The total amount of bonus/ex-gratia received for the accounting year from foreign employer and the ad-hoc bonus, if any, due from a central government office for the period after reversion will be restricted to the amount due under ad-hoc bonus as per these orders
(e) Employees from state Government/U.I. Admn./Public Sector Undertakings on reverse deputation with the Central Government	(e) Yes they are eligible for ad-hoc bonus to be paid by the borrowing departments in terms of these orders provided no additional incentive as part of terms of deputation, other than Deputation Allowance, is paid and the lending authorities have no objection
(f) Superannuated employees who were re-employed	(f) Re-employment being from employment, eligibility period is to be

drawn out separately for re-employment period. The total amount admissible if any for prior to superannuation and that for re-employment period being restricted to the maximum admissible under ad-hoc bonus orders under these orders.

(g) Employees on half pay leave, F.O.L, leave not due, study leave at any time during the accounting year

(g) Except in the case of leave without pay the period of leave of other kinds will be included for the purpose of working out eligibility period. The period of F.O.L, leave not due will be excluded from eligibility period but will not count as break in service for the purpose of ad-hoc bonus.

(h) Contract employees

(h) Yes, if the employees are eligible for benefits like dearness allowance and interim relief. Categories not eligible for these benefits would be considered at par with casual labor in terms of ad-hoc bonus orders.

(i) Employees under suspension at any time during the accounting year

(i) Subsistence allowance given to an employee under suspension for a period in the accounting year cannot be treated as emoluments. Such an employee becomes eligible for the benefit of ad-hoc bonus if and when reinstated with benefit of emoluments for the period of suspension and in other cases such period will be excluded for the purpose of eligibility as in the case of employees on leave without pay.

(j) Employees transferred from one Ministry/Department/Office covered by ad-hoc bonus orders to another within the Government of India or a Union Territory Government covered by ad-hoc bonus orders and vice versa

(j) Employees who are transferred from any part of the Ministry/Department/Office covered by ad-hoc bonus orders to another such office without break in service will be eligible on the basis of combined period of service in the different organizations. Those who are nominated on the basis of a limited departmental or open competitive exam from one organization to a different organization will also be eligible for the ad-hoc bonus. The payment will be made only by the organization where he was employed as on 31st March, 2017 and no adjustments

11/2

with the previous employer will be necessary.

(k) Employees who are transferred from a Government Department/Organization covered by ad-hoc bonus orders to a Government Department/Organization covered by productivity Linked Bonus scheme or vice versa.

(x) They may be paid what would have been paid on the basis of emoluments in ad-hoc bonus covered department for the entire year less the amount due on productivity linked bonus. The amount so calculated may be paid by Department where he was working on 31st March 2017 and/or at the time of payment.

(l) Part-time employees engaged on nominal fixed payment.

(y) Not eligible.

2. Whether ad hoc bonus is payable to casual labour for an accounting year in the following cases:

(a) Those who have put in specified number of days of work in different offices during each of the three years ending with the said accounting year.

(a) The eligibility is to be worked out for three years from the said accounting year backwards. The period of 240 days of work in each of these years may be arrived at by combining the number of days worked in more than one offices of the government of India, for which bonus, ex-gratia or incentive payment has not been earned and received.

(b) Casual labour who were not in work on 31st March 2017.

(b) The condition of being in employment on 31st March 2017 as laid down in these orders is applicable to regular Government Employees and not to casual labour.

(c) Those who have put in at least specified number of days of work in each of two years preceding the accounting year but are short of this limit due to regularization in employment in the said accounting year.

(c) If a casual labour, who has been regularized in the accounting year does not fulfill the minimum continuous service of six months as on 31st March, 2017 and therefore, cannot be granted benefit as a regular employee, he may be allowed the benefit as for a casual labour provided the period of regular service in the said year if added to the period of work as casual labour works out to at least specified number of days in that accounting year.

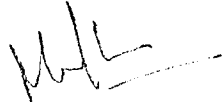
No.F.4(7)/Fin.(Estt.-III)/15/pt.file/*dsz/1106*
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (Estb.-III) DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002.
CD:-012415196

Dated:- *20/8/17*

CIRCULAR

Please find enclosed herewith the letter no. 15039/108/2016-UT (Coord.) dated 30.08.2017 along with the following O.Ms received from Ministry of Home Affairs, Govt. Of India for information and further necessary action:-

S. No.	Letter number & Date	Received from	Subject
1	O.M. No. 01/16/2017-IC-II dated 23.08.2017	International Cooperation Division, Ministry of Home Affairs, Govt. of India	Foreign visits on direct invitations- Instructions – reg.
2	O.M. No. 4(4)/E.Coord/2015 dated 05.01.2016	Department of Expenditure, Ministry of Finance, Govt. of India	Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS)


(MANOJ KUMAR)
DY. SECRETARY-V(FINANCE)
(011-23392151)

To,

1. All the Pr. Secretaries/Secretaries/Heads of Department(s) of all the departments/Autonomous Bodies/Corporation etc under Govt. of NCT of Delhi.
2. Asstt. Programmer with the direction to upload the same on Website of Finance.

1448/UT (Coord)
28/8/17

Most Immediate

F. No. 01/16/2017-IC-II
Government of India
Ministry of Home Affairs
(International Cooperation Division)

Office of A.S. (UT)
No. 1078866
IN. 25/8

'A' Wing, 3rd Floor, NDCC-II Building
Jai Singh Road, New Delhi

23rd August, 2017

OFFICE MEMORANDUM

Subject: Foreign visits on direct invitations – Instructions – reg.

The undersigned is directed to say that instances have come to notice that officers from the agencies under the control of Ministry of Home Affairs have proceeded on deputation to attend Workshops/Conferences in foreign countries after receiving invitation directly from foreign organizations and without obtaining prior approval of the competent authority.

2. In this regard, attention is invited to Para 20 of the instructions relating to foreign visits issued by Ministry of Finance, Department of Expenditure's O.M. No.4(4)/E.Coord/2015 dated 05.01.2016, 'Invitations received directly by the officers by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary and above level officers require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at Government costs.' A copy of the said instructions is enclosed for ready reference.

3. All officers in MHA and in the attached/subordinate offices/organizations under MHA are requested to scrupulously adhere to the above said instructions.

Encl: As above

*This is very important.
Please keep in
grand file &
follow the
instructions*

Shri Prakash
(Shri Prakash)
Joint Secretary

To AS(UT)

1. All Joint Secretaries in MHA (P)
2. RG & CCI
3. Attached/subordinate offices under MHA

25/08/17

US(UTS-I)
US(UTS-II)

US/Coord

25/8/17

No.4(4)/E.Coord/2015
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 5th January, 2016

OFFICE MEMORANDUM

Subject: Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS).

In order to regulate foreign visits of Government of India officers and delegations and to make these visits more effective, the existing sets of guidelines/instructions on the subject have been comprehensively reviewed. The revised guidelines, as follows, are hereby circulated for strict compliance by all Ministries/Departments:-

- (1) Ministries/Departments shall upload the data related to foreign visits on the online Foreign Visit Management System (FVMS) which has been developed and can be accessed at the URL notified at the Department of Expenditure website. Each Ministry/ Department has been provided with an user ID and Password for this purpose.
- (2) To optimize the outcome from foreign tours of officers, each Ministry/Department shall prepare a Quarterly Rolling Plan (QRP) of proposed programmes/ visits for the next 3 months. Such a QRP will be uploaded on the FVMS and will be reviewed every month with one additional month being added to it. Only the essential foreign visits which cannot be avoided may be included.
- (3) The level of officers and the strength of the delegation be worked out keeping in view factors such as expertise and manpower available with our Missions abroad, leveraging modern technology of tele-conferencing or video conferencing, etc. so as to keep the delegation size to the bare minimum. In respect of objectives that can be achieved through exchange of letters, tele/video conferencing or representation from our Missions abroad, no foreign visit need be undertaken.
- (4) Duration of the visit shall also be kept to the absolute minimum. The administrative Secretary shall ensure in every case, that officers of appropriate functional level dealing with the subject are sponsored/ deputed instead of those at higher levels.

- (5) Foreign visits shall not exceed 05 working days. Any delegation for foreign travel (irrespective of the level of officers), exceeding 05 working days or 05 members, shall be placed before the SCoS for approval.
- (6) No officer shall undertake more than 04 official visits abroad in a year. For visits exceeding 04 by Secretary/equivalent, proposal shall be submitted for approval of the Prime Minister through SCoS. For visits exceeding 04 by officers below Secretary level, proposal shall be submitted to SCoS for approval. Ministries/Departments shall make efforts to ensure that at least two to three officers at appropriate levels are trained and made adept on concerned subjects so as to avoid repetitive visits of the same officers.
- (7) Participation of officials in international fairs/exhibitions/workshops and conferences shall be discouraged. If considered essential, only the officer directly dealing with the subject shall be deputed. In such international events, if required to do so, a coordinated presence and projection of 'Brand India' should be attempted instead of individual Departments/ Ministries setting up individual stalls. For this purpose, depending on the nature of the exhibition, a nodal Department should be identified to take the lead in consultation with the Ministry of External Affairs.
- (8) In an outgoing Indian delegation, there need not be any Ministry of External Affairs' official from India. Instead, services of the Indian Mission situated in the destination country could be utilised. Also, the practice of mobilisation of personnel by the host Mission from other Missions situated in other countries should not be resorted to. For any exceptional requirements, prior approval of the Cabinet Secretary should be obtained.
- (9) Secretaries to Government shall travel abroad only when their presence is required and no one else can be deputed instead.
- (10) Secretaries shall not undertake any foreign visits during the Parliament Session unless it is absolutely unavoidable.
- (11) The Minister and the Secretary shall not, normally, be away from the headquarters at the same time. If, however, both are required to be deputed abroad, the necessity for deputing the Secretary at the same time as the Minister may be brought out clearly for consideration of Prime Minister through SCoS.
- (12) Proposals relating to foreign visits/deputation abroad of officers of the rank of Secretary and Additional Secretary shall continue to be sent to SCoS except visit to SAARC countries (including Myanmar).

- (13) The proposals for the visit to SAARC countries (including Myanmar) will be decided by the Ministries concerned in consultation with their Financial Advisers (FAs). However, proposals of foreign tour of Secretary accompanying the Minister to SAARC countries will require to be submitted to the SCoS for approval.
- (14) In respect of foreign visits of officers, all cases which require approval of the SCoS shall be submitted to Department of Expenditure after obtaining the approval of competent authority viz. Minister-in-Charge with the concurrence of FA.
- (15) Composite delegation led by Secretary/Additional Secretary comprising officers of the level of Joint Secretary and below including non-officials (visiting at Government cost), is to be submitted for SCoS approval. The proposal shall not be split and details of the entire delegation shall be sent to the SCoS.
- (16) Visits of officers of Public Sector Undertakings (PSUs)/Autonomous Bodies (ABs) are exempted from SCoS procedure unless they form part of a composite delegation from the administrative Ministry.
- (17) Expenditure on the foreign visit of officers of Ministries/Departments shall be borne by Government only, even if the visit of the officer(s) is in his capacity as ex-officio member of PSUs/ABs or otherwise, and in connection with affairs of PSUs/ABs. Any proposal for relaxation in this regard shall be referred to Secretary (Expenditure).
- (18) Visit of non-officials at Government cost will require approval of PM. Their visits are to be routed through SCoS only if they form a part of a composite delegation. In other cases, the PM is to be approached (through PMO) by the administrative Ministry directly.
- (19) There shall be no objection in accepting international air travel costs and hospitality from an international body of which India is a member or the visit abroad is covered under bilateral/multilateral agreement or under a regular exchange programme. The terms and conditions on deputation shall not be supplemented with the terms and conditions on deputation offered by the Government of India viz. the mode and class of travel. Payment of cash allowance and other allowances including local travel and stay in hotel would be as per the terms offered by the foreign Government/ sponsors.
- (20) Invitations received directly by the officers by virtue of expertise in a particular field and where no particular Government of India business is to be transacted will be treated as personal visits. Such visits in respect of Additional Secretary

and above level officers require SCoS approval. The officer would have to take leave for the period of such visits and such visits are not to be undertaken at government costs.

(21) Proposals shall be submitted along with deputation proforma containing all relevant details (including political clearance from MEA and FCRA clearance from MHA, if required). Only those proposals are to be referred to SCoS where funds are available to bear the expenditure on the foreign visit.

(22) Proposals, complete in all respects, seeking approval of SCoS shall be submitted to Department of Expenditure 15 days prior to departure date of delegation.

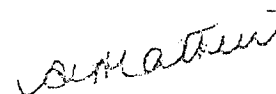
(23) Deputation abroad of officers of the level above Director upto Joint Secretaries will be decided by Ministries/Departments, under delegated powers, in consultation with their FA and with the approval of the Minister-in-charge. Foreign visits of officers upto the level of Director and equivalent will be decided by the administrative Secretaries in consultation with the concerned FA.

(24) Deputations of officers upto the level of Joint Secretaries in Ministries/Departments and officials from PUs/ Autonomous Bodies shall also be regulated in accordance with the spirit of these guidelines.

(25) The leader of the delegation shall upload the tour report in the requisite form on FVMS and also submit the same to the Minister containing, inter-alia, the major achievements from the tour and post-visit outcomes. A copy of the report shall also be marked to Department of Expenditure and Ministry of External Affairs.

2. These instructions are in supersession of all earlier instructions on the subject.

3. This issues with the approval of Finance Minister.



(Annie G. Mathew)

Joint Secretary to the Government of India

All Secretaries to the Govt of India
All Financial Advisers of Ministries/ Departments
Private Secretaries to all Ministers

Copy for information to:

- (i) Additional Secretary, PMO
- (ii) Staff Officer to Cabinet Secretary
- (iii) PSO to Finance Secretary

5577/Dis(TTE)
26-9-17

F. No.24/Fin. (Estb-III)/2016/ NSO/1126
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT.
I.P. ESTATE, NEW DELHI 110002
CD No:- 012400830

Dated: 22/09/2017

ENDORSEMENT

The copies of the under mentioned papers are forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Asstt. Programmer with the direction to upload the same on Website of Finance Department.
9. Guard File.

735/AC
29/9/17

28/9/17

AS
26/09

(MANOJ KUMAR)
DY. SECRETARY-V(FINANCE)

List of paper forwarded

S N o	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1	Department of Expenditure, Procurement Policy Division, Ministry of Finance, GOI	No.F.20/2/2014 PPD(Pt.) Dated 25.07.2017	Amendment to the Rule 170(i) of General Financial Rule (GFR), 2017 - Reg.

CA
v. group.
As (4/2/17)
2. circulate

28/9/17

Mr. Doodal

Diary No. 565 / Adm. Dk. Bt.
Date: 29/9/17

29/9/17

No.F.20/2/2014-PPD(Pt.)
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan,
New Delhi the 25th July, 2017.

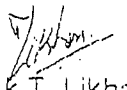
OFFICE MEMORANDUM

Subject: Amendment to the Rule 170(i) of General Financial Rules (GFR), 2017.

The reference of Department of Industrial Policy & Promotion (DIPP) to exempt Startups from submitting Earnest Money Deposit (EMD) has been considered and it has been decided to revise the Rule 170(i) of GFRs, 2017 regarding 'Bid Security' as under:

"Revised Rule 170 (i): To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognised by Department of Industrial Policy & Promotion (DIPP). The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two percent to five percent of the estimated value of the goods to be procured. The amount of bid security should be determined accordingly by the Ministry or Department and indicated in the bidding documents. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period."

2. This OM is also available on our website <http://doe.gov.in> -> Notification -> Circular --> Procurement Policy OM.
3. Hindi version of this OM will follow.


(Vinayak T. Likhar)

Under Secretary to the Govt. of India
Tel.No.2462 1305.

To

All Secretaries & Financial Advisers of Ministries/ Departments of the Government of India.

No.F1(9)/2015-16/Infra/Exp./012318065/JSFA/945-966
Government of NCT of Delhi
Finance (Infra) Department
4th level, 'A' wing, Delhi Secretariat
New Delhi-110002

5594/Dir (TTE)
27-9-17

Office of Pr. Secretary TTE (Delhi)
Diary No. 2620
Date 21-9-2017

Dated: 19/09/2017

OFFICE MEMORANDUM

Subject: Provision of Contingency and its utilization

This is in modification to this office O.M. No.F.1(9)/2015-16/Fin-Infra/012318065/jsfina/323-344 dated 12.7.2017 on the above subject. The component of contingency as sanctioned by the Competent Sanctioning Authority shall be strictly utilised only for the Project related work as prescribed in para 4.1.5. of the CPWD Works Manual and not for any other purposes like conveyance, office contingencies, etc .

02. The expenditure incurred on account of contingency shall be restricted as per powers delegated to HOD or Administrative Secretary under the Delegation of Financial Power Rules or various O.M. issued by GNCTD or powers vested to Engineering Officers as per CPWD Manual.

03. It is once again reiterated that in cases where ban has been imposed by GNCTD under Economy measures, necessary approval of Finance Department for relaxation of ban is required before incurring such expenditure even if such expenditure comes within delegated power of Administrative Secretary or HOD or Engineering Officers.

04. Work Charged Establishment shall be booked as per procedure prescribed in CPWD Works Manual.

05. The instructions issued by Finance Department are to be strictly adhered and any deviation to this effect shall be viewed seriously.

Yours faithfully


19/9/2017
(L.D. Joshi)

Joint Secretary (Accounts)
Ph. 23392133

No.F1(9)/2015-16/Infra/Exp./012318065/945-966 Date: 19/09/2017


1. All Administrative Secretaries, GNCT of Delhi
2. All Heads of the Departments, GNCT of Delhi
3. Chairman, New Delhi Municipal Council
4. Commissioner, EDMC/NDMC/SDMC
5. CMD, DSIIDC/DTTDC/DIMTS/DTIDC/DTL/DTC

Handwritten notes and signatures:
- Top left: "Infra-Exp" and "Dir (TTE)" with a signature.
- Middle left: "Addl. Dir" with a signature and "28/9/17".
- Bottom left: "Mr. Pradip" with a signature and "29/9/17".
- Far left: "737/AC", "29/9/17", "DA", "imp.", "2-circulate with copy to JD (PLG)", "28/9/17".
- Center: A circular stamp containing "Diary No. 5667 Addl. Dir. Br." and "Date 22/9/17".

6. CEO, DJB/DUSIB
7. Engineer-in-Chief, PWD, Delhi
8. Accountant General (Audit), AGCR, Delhi.
9. Controller of Account, Pr. Accounts Office, New Delhi
10. Controller of Audit, Directorate of Audit, New Delhi
11. All Deputy Secretaries in Finance Department
12. Programmer, Finance department.

Copy for information to:

- 1) Secretary to Hon. Dy. Chief Minister/Minister(Finance), GNCTD
- 2) Secretary to Hon. Minister (UD/Health/ Industries/PWD /Home), GNCTD
- 3) Secretary to Hon. Minister (Employment/Development/ Labour/ I&FCD GNCTD
- 4) Secretary to Hon. Minister (Law & Justice/Transport), GNCTD
- 5) Secretary to Hon. Minister (Food & Supply/Environment), GNCTD
- 6) Secretary to Hon. Minister (Social Welfare/Tourism), GNCTD
- 7) Pr. Secretary (Finance/Planning)
- 8) Director (Planning)
- 9) Guard File


19/9/2017
Jt. Secretary (Accounts)

