

**PAY AND ALLOWANCES
OF JCOs/OR**

2018

**Pr. Controller of Defence Accounts (CC)
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Lucknow Cantt.**

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Preface

The Defence Accounts Department is entrusted with the responsibility of maintaining the pay accounts of million plus Jawans and JCOs of Indian Army. The Pay Accounts Offices (PAOs) of this department are at the forefront of the concerted efforts that are being put in to ensure that these men get their correct dues within reasonable time frame.

2. An important requirement to meet the expectations of the end user and ensuring their contentment is that the JCOs/OR understands their dues and their entitlement. If they further appreciate the processes involved in acceptance or denial of any dues, it would equip them with enough knowledge to have better awareness to contest entitlement inconsistencies, if any.

3. This handbook was conceptualized with the aim to provide more grasp on the rules of entitlement as well as to have complete transparency of procedures in the PAOs. This first edition contains all the procedures right from the inception stage of publishing and processing of DOs II, till the final processing and disbursement of entitlements.

4. The book also details the functional boundaries and constraints of PAOs. The chapters are so ordered that they lay down entitlement parameters in a user-friendly manner. Each of the chapter seeks to enlighten the JCOs/OR on the documentary and procedural requirements for processing an entitlement.

5. The audit and procedural requirements behind processing of Contingent Bill items, AFPP Fund claims, MACPs, transfer / deputation, leave/TD etc., are all detailed in distinct chapters. The deductions from pay and allowances, bank account details as well as the process of FSA are also elaborated in the book.

6. In a unique separate chapter interpretation of the Monthly Pay Slip has been elaborated. It details item-wise description of notifications provided in the Pay Slip, which, it is expected, would not only ameliorate grievances of Jawans at the inception stage but also give him confidence regarding legitimacy of the entitlements so granted. A chapter on general FAQs is also included for assistance and ready reference.

7. The book has sought to cover all the parameters of pay and allowances of JCOs/OR, incorporating the 7th CPC entitlements as well, wherever available on the date of publication. I am aware that there is scope for improvement and therefore, suggestions and propositions are welcome.

I acknowledge the efforts of officers & staff of PAO (ORs) AMC who selflessly put in great effort to put together this hand book. This book in pdf format is also available on the website of PAO (OR) AMC & 11 GRRC as well as of PCDA(CC), Lucknow.

Lucknow
March, 2018

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CHAPTER : 1. INTRODUCTION

1.1 FUNCTIONING OF PAO : AN INTRODUCTION

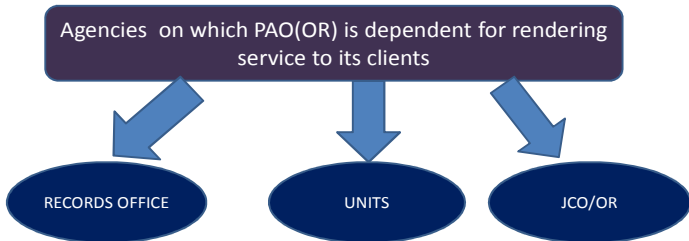
PAO (OR) maintains up-to-date records for easy and immediate location of an individual, conducts accounting and intelligent scrutiny of Pay Accounting, Allowances, Fund Accounting and ensures correct and prompt payments of entitlements to the Jawans. The work is accomplished in Ledger Groups of the office. PAO also renders advice to the Record Office/Centre Commandant on matters relating to Pay and Fund accounts and conducts liaison meetings with CRO/Brig. Records and Commandant regularly for better appreciation of respective areas of work and to remove bottlenecks.

DIAGRAMATIC REPRESENTATION OF FUNCTIONING OF PAO

PAO(OR)

➤ Responsible for maintaining Pay & Fund Accounts in respect of JCOs/OR of :

- ✓ Indian Army,
- ✓ Territorial Army,
- ✓ NCC Personnel, and
- ✓ Defence civilian non-gazetted employees posted in field areas.



SERVICE DELIVERY MECHANISM : POST MPS & DOLPHIN

❖ During effective Service

➤ Unit

➤ Records Office

➤ PAO

❖ At the time of discharge from service (FSA)

➤ Records Office

➤ PAO

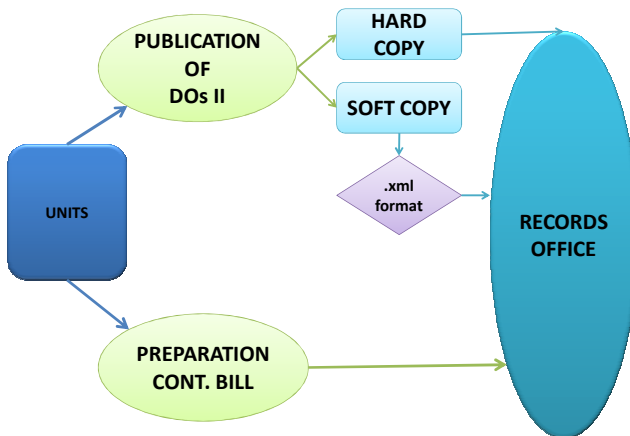
❖ Post discharge (PDCs)

➤ PAO

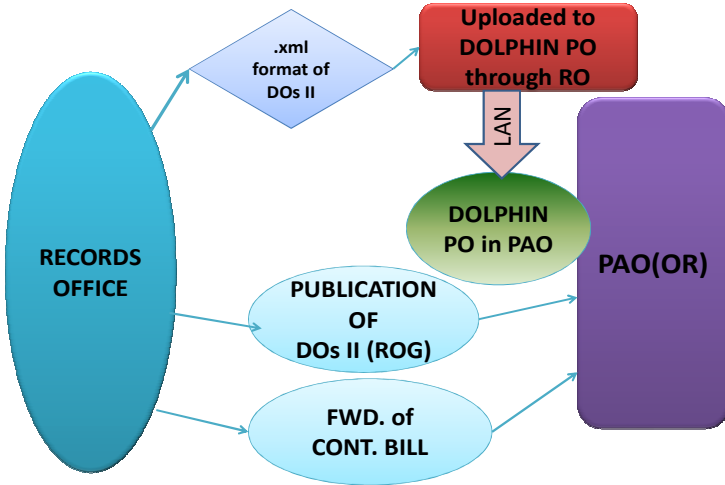
➤ Records Office

➤ NE Personnel

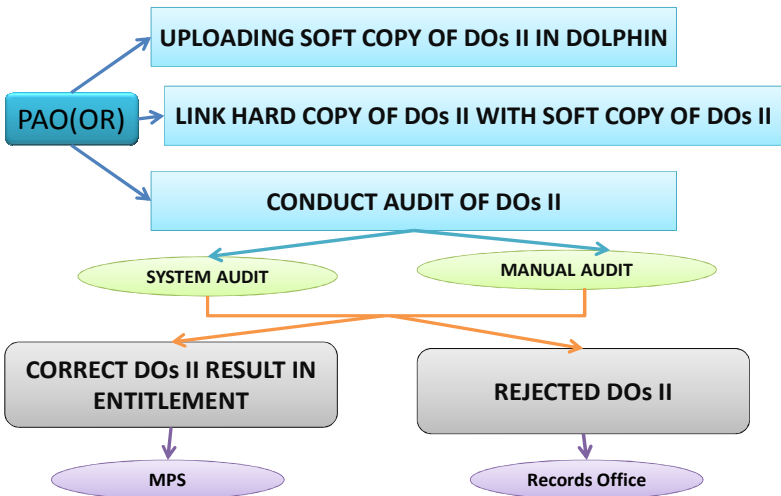
STEPS IN DELIVERY OF ENTITLEMENTS TO JCOs/OR IN UNITS: DURING EFFECTIVE SERVICE (IMPLEMENTED HRMS Vr.2.0)



**STEPS IN DELIVERY OF ENTITLEMENTS TO JCOs/OR IN UNITS:
DURING EFFECTIVE SERVICE (IMPLEMENTED HRMS Vr.2.0)**



**STEPS IN DELIVERY OF ENTITLEMENTS TO JCOs/OR IN UNITS:
DURING EFFECTIVE SERVICE**



1.2 **PART II ORDER : AN INTRODUCTION**

- Part II Orders are authorized notifications affecting an individual's service, pay and records.
- Prompt and correct adjustment based on the information contained therein constitutes one of the chief functions of the PAO.
- A set of columnar formats for the publication of Part II Orders by the Record Offices/ Units in respect of JCOs & OR of the Army has been designed in the Appendix 'I' to Manual of Documentation JCOs, ORs & NCs(E).
- The softcopy of the formats have been duly mapped with ARPAN 3.0, DOLPHIN and HRMS 2.0.
- This will facilitate manual as well as online flow of data to the Record Offices and PAOs (OR). Any deviation from the instructions would, therefore, result in rejection of the Part II Orders and/or wrong adjustment of Pay & Allowances.

(A) GROUPING OF OCCURRENCES

The Part II Orders are arranged in two parts namely Part I and Part II:-

(a) Part I contains all occurrences affecting pay & allowances, which are required to be acted upon by the PAOs (OR) and Record Offices as well.

(b) Part II contains the remaining occurrences which constitute the data items common to Units, Record Offices and PAOs (OR).

(B) DIVISION OF PART I

Part I is divided into three Groups as under:-

(i) Group IA. All general occurrences affecting pay and allowances are published under this group. However, Battle Casualty Part II Orders are published by Record Offices under Group IA in a different format as given in Army Order 1/2003/MP. These are not acted upon by the PAOs (OR).

(ii) **Group IB.** All punishment occurrences would be published under this group.

(iii) **Group IC.** Allotment of Army Nos., Enrolment, Re-enrolment into DSC, Change in Name, Religion and Date of Birth of the Individual would be published under this group.

(C) **DIVISION OF PART II**

(i) **Group II A.** Kindred Roll, Joint/Single Bank Accounts and PAN occurrences would be published under this group.

(ii) **Group II B.** Occurrences like Medical Categorisation, Courses and Attachments etc would be published under this group.

1.3 RECEIPT AND PROCESSING OF DOs II

- Consequent upon implementation of DOLPHIN in PAOs, in order to have a control over the receipt of DOs-II in the PAO and to facilitate batch-making for import of DOs-II into the database, the same is being done through the system.
- DOs II published by Units/formations and Record Offices are received centrally in Record Offices.
- DOs II, segregated unit-wise, are transmitted online from ARPAN-3 to DOLPHIN Post Office and hard copies of same are handed over in 'DO II' Section of the PAO.
- DOs II published by Record Office/units are received in the PAO in the form of soft copies along with hard copies and processed as per systems requirements.
- In order to strengthen the system and avoid any fraudulent alterations, the soft copies of DOs II are protected through CRC code.
- All DOs II received from Record Offices in 'DOII' section are date stamped and detailed action is undertaken for segregation, batch-making and processing the same before forwarding to ledger groups.
- These are to be first segregated into the following categories:
 - Soft copies of DOs II received in Dolphin PO along with hard copies;

- Only hard copies received;
- Only soft copies received.
- Till digital signatures are appended to soft copies of DOs II, only the DOs II falling in first category will be accepted and processed. Thereafter, hard copies of DOs II will not be required in PAOs.
- Number of DOs II from same unit are merged into a single file and duplicate DOs II are isolated and deleted.
- Data restored from soft copies of DOs II are verified to see and it is ensured that :
 - Any change required for acceptance is made without tampering the data and is uploaded from 'DO II' section.
 - Data are stored in a folder with the name of the month in which it is generated, creating one folder for each month.
 - Top sheets are printed, tagged to the hard copies of the batch and sent to the concerned Ledger /Task for further action.

(a) PRELIMINARY SCRUTINY OF DOs II

- Preliminary scrutiny of the DOs II is carried out by the task holder of Ledger Groups.
- Some of the important points to be seen in preliminary scrutiny are given below and are taken care to avoid rejections.
 - Pairing with the Hard Copy of the DO II and looking for the certificates/sanctions required.
 - Verification of the specimen signature
 - Ensure that check digits are given in Army No.
 - Classify the normal rejections made at the time of preliminary stage with reference to their nature and codify with the relevant rejection code on the left margin of the DOs II against the concerned rejected items.

(b) COMMON REASON FOR REJECTION OF DOs II AT

LEDGER GROUPS LEVEL

- "From date" is not mentioned within AL/TD period in DOs II with regard to "ABF".

- Unit code is not mentioned under column 7C of DOs II in case of “POSOUT”.
- Copy of Station Order is not enclosed in case SRA is granted for more than 10 days.
- Reference Part II orders not mentioned whenever it is required to be mentioned. For example, in case of REJAL/REJCL/FINE/ABF, etc.
- Date of Journey is mentioned in column 7a & 7b with description “PRPLVE”, whereas it should be left blank.
- Rates are not mentioned as per enlistment of city in DOs II with description “CILQ/TPTL/ DAILY ALLOWANCES etc”.
- DOs II regarding TFRDEP/ REVDEP/ TFRIN/ TFROUT, etc. is not submitted within the stipulated period resulting into heavy credit/debit balances.
- DOsII are published for ‘ENCASH’ (10 days) without confirmation that journey for LTC has been performed. Place of visit is also not mentioned in the Part II order.
- It is seen that period of encashment is also included in journey period.
- CEA is admissible only for first and second child, but DOs II are published by the unit authorities in respect of third/fourth child also.
- In respect of SCCIA Column 7b of DOs II should not be left blank, but it is left blank in many cases.
- DOs II for FAA are not admissible to JCNOs, but DOs II are still published in this regard.
- Some descriptions like ATCORR etc. are not concerned with units, but DOs II are published on this account.
- Column 7c of Part II order, with description ‘POSOUT’, should be filled with POSIN unit code, but it is left blank (POSIN unit code should be mentioned).

CHAPTER : 2. PAY ENTITLEMENT

2.1 PAY STRUCTURE OF JCOS/OR AS PER VI CPC (SAI 1/S/2008 DT. 11.10.2008)

(a) PAY STRUCTURE - JCOs (including Hony. Commissioned Officers), Non-Commissioned Officers & Other Ranks of regular Army, DSC & TA

JCOs/OR includes Hony Commissioned Officers, Subedar Majors, Subedars, Naib Subedars, Havildars, Naik and Sepoy subject to Army Act 1950.

Existing Basic Pay means pay drawn in the prescribed existing scale of pay of the rank and pay group, including stagnation increment(s), but does not include any other type of pay like 'Special Pay', etc.

Existing Emoluments means the sum of (i) existing basic pay (ii) Dearness pay appropriate to the basic pay and (iii) dearness allowance appropriate to the Basic Pay+ Dearness Pay at index average 536(1982=100)

Existing Scale in relation to a PBOR means the present scale of pay applicable to the rank and group held by the PBOR as on 1st January 2006, whether in a substantive or acting capacity.

Present Scale in relation to any rank/ grade specified in column 2 of Table means the scale of pay specified against that rank in column 3 thereof.

"Military Service Pay (MSP)" is as defined in the Entry at S.No 2 in Annexure-2 Part -A of the Government of India Resolution No. 1(30)/2008/D(Pay/Services) dated 30.08.2008 published in the Gazette of India Extraordinary Part I Section III vide SRO 1 (E) dated 30.08.2008. MSP will be treated as pay for all purposes, except for computation of increment and determination of status. MSP will not be considered for pay fixation on promotion to higher ranks.

MSP shall be extended to all PBOR in the Army at the rate of Rs.2000 pm. It, being a new element, will be admissible from 01.09.2008. It will count as pay for all purposes, except for calculation of annual increment(s).

"Grade Pay" is the fixed amount corresponding to a pre-revised pay scale /rank.

“Group ‘X’ Pay” is a fixed amount admissible to a PBOR of ‘X’ Group only, to protect the existing edge of PBOR in ‘X’ Group vis-a-vis those in Group ‘Y’. It will be counted as Basic Pay for all purposes.

“Pay in the Pay Band” means the pay drawn in the running pay bands specified in column 5 of table at Appendix ‘A’.

“Revised Pay Structure” in relation to any rank specified in column 2 of table at Table A means the pay in Pay Band, Grade Pay, MSP and the Group ‘X’ Pay (if applicable) specified against that rank specified in column 5,6,7 and 8 of the said table unless a different revised Pay Band and Grade Pay is notified separately for that rank / post.

“Basic Pay” in the revised pay structure means the sum of pay drawn in the Pay Band, Group X pay (where applicable) and Grade Pay corresponding to the rank, but does not include any other type of pay like ‘Special Pay’.

“Revised Emoluments” means the pay in the relevant Pay Band plus the Grade Pay, Group ‘X’ Pay (if any) and MSP of a PBOR in the revised pay structure.

Scale of Pay of Rank – The Pay Band, Grade Pay, MSP and Group X pay (if admissible), as applicable, of every rank/ grade specified in column 2 of the table A shall be as specified against it in column 5,6, 7 and 8 thereof.

Revised structure of Pay – The revised structure of pay of JCOs (including Hony. Commissioned Officers), NCOs, OR and stipend in respect of recruits of the regular Army, DSC, APS and TA are given at **Table A**.

DSC personnel belonging to the clerical cadre and general duties cadre shall be paid on the basis of Group Y pay scales of the Army

1. Only two trade groups shall be retained for PBOR with the earlier trade Group Y and Z being merged. The personnel in the present trade Group Z shall be placed in the same rank in trade Group Y.
2. The pay bands and grade pay for same ranks in both the trade groups will be same. The personnel in Group X will have a separate X Group Pay.
3. Consequent upon merger of Group Z with Group Y vide MOD letter No.1/(31)/2008/D(Pay/Services) dated 30.08.2008, PBOR who were in service as on 01.01.2006 are required to be

placed in the new pay Group Y. Units/Formations/ Record Offices will publish DO Part II orders concerned.

4. In addition to pay in the revised pay structure, PBOR will be entitled to Classification Allowance, GCB Pay and EDA where admissible.

(b) PAY STRUCTURE - JCOs (INCLUDING Hony. Commissioned Officers), NCOs AND OR (Other Rank) OF REGULAR ARMY, DSC AND TA.

TABLE A

		Present Scale		Revised Pay Structure			
Sl. No.	Rank	Present scale	Pay Band	Corresponding Pay Band /	Grade Pay	Military Service Pay*	X Group Pay
1	2	3	4	5	6	7	8
'X' Gp							
(a)	Sepoy	3600-70-4650	PB-1	5200-20200	2000	2000	1400
(b)	Naik	3700-85-4975	PB-1	5200-20200	2400	2000	1400
(c)	Havildar	4150-100-5650	PB-1	5200-20200	2800	2000	1400
(d)	Nb Sub	5770-140-8290	PB-2	9300-34800	4200	2000	1400
(e)	Subedar	6750-190-9790	PB-2	9300-34800	4600	2000	1400
(f)	Sub Maj	7250-200-10050	PB-2	9300-34800	4800	2000	1400
'Y' Gp							
(a)	Sepoy	3250-70-4300	PB-1	5200-20200	2000	2000	NA
(b)	Naik	3425-85-4700	PB-1	5200-20200	2400	2000	NA
(c)	Havildar	3600-100-5100	PB-1	5200-20200	2800	2000	NA
(d)	Nb Sub	5620-140-8140	PB-2	9300-34800	4200	2000	NA
(e)	Subedar	6600-170-9320	PB-2	9300-34800	4600	2000	NA
(f)	Sub Maj	6750-200-9550	PB-2	9300-34800	4800	2000	NA
'Z' Gp							
(a)	Sepoy	3050-55-3875	PB-1	5200-20200	2000	2000	NA
(b)	Naik	3150-70-4200	PB-1	5200-20200	2400	2000	NA
(c)	Havildar	3250-85-4525	PB-1	5200-20200	2800	2000	NA
(d)	Nb Sub	5200-125-7450	PB-2	9300-34800	4200	2000	NA

(e)	Subedar	6170-155-8650	PB-2	9300-34800	4600	2000	NA
(f)	Sub Maj	6600-200-9400	PB-2	9300-34800	4800	2000	NA
Hony Commissioned Officers							
(a)	Hony Lt	10500	PB-3	15600-39100	5400	6000	NA
(b)	Hony Capt	10850	PB-3	15600-39100	6100	6000	NA

* MSP is to be paid w.e.f 01.09.2008 and no arrears for MSP shall be drawn.

(c) NEW RECRUITS

PAY OF RECRUITS DURING TRAINING. W.e.f 1.1.2006

All recruits shall receive a stipend during their training period at the rate of Rs. 5700 per month **(Rs.8550/- pm w.e.f 01.01.14)**. On successful completion of training, they shall be paid an amount equal to the minimum of the pay scale including Grade Pay, Group 'X' pay (if applicable), Dearness Allowance and allowances of the trade to which they stand allotted less the stipend already paid. The rates of stipend will be increased by 50% every time the DA payable on revised pay band goes up by 50%.

The entry level pay of direct recruits to a particular rank carrying a specific Grade Pay will be fixed on or after 01.01.2006 as per table given below:

PB-1 (Rs.5200-20200)		
GRADE PAY	PAY IN THE PAY BAND	TOTAL
2000	6460	8460
2400	7510	9910
2800	8560	11360

PB - 2(Rs.9300-34800)		
GRADE PAY	PAY IN THE PAY BAND	TOTAL
4200	9300	13500
4600	12540	17140
4800	13350	18150

This will also be applied in the case of those recruited between 01.01.2006 and the date of issue of this instruction (11.10.2008). In such cases, where the emoluments in the pre-revised pay scale(s) [i.e. Basic pay in the pre-revised pay scale(s) plus Dearness Pay plus Dearness Allowance applicable on the date of joining] exceeds the sum of the pay fixed in the revised pay structure and the applicable Dearness Allowance thereon, the difference shall be allowed as personal Pay to be absorbed in future increments in pay.

Grade Pay, Group X pay, MSP, Classification Allowance and GCB pay, wherever applicable, will be payable additionally.

***Note :** All recruits shall receive stipend during training, but on completion of training, they shall be paid with retrospective effect an amount equal to the minimum of the pay scale including Grade Pay, Group 'X' Pay (if applicable), Dearness Allowance and allowances of the trade to which they stand allotted less stipend already paid.*

[Auth: Para 13 of SAI 1/S/2008]

(d) DRAWAL OF PAY IN THE REVISED PAY STRUCTURE (PARA 7 OF SAI 1/S/2008)

Same as otherwise provided in this instruction, a PBOR shall draw pay in the revised pay structure applicable to the rank which he is holding or to the post to which he is appointed, provided that :

1. PBOR may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale.
2. In cases where a PBOR has been placed in a higher pay scale between 01.01.2006 and the date of notification of this instruction on a/c of promotion, up gradation of pay scale etc., the individual may elect to switch over to the revised pay structure from the date of such promotion, up-gradation, etc.

***Explanation 1:** The option to retain the existing scale under the provision to this rule shall be admissible only in r/o one existing scale.*

***Explanation 2:** The aforesaid option shall not be admissible to any PBOR appointed to a post on or after the 01.01.2006; whether for the first time in Govt. service or by transfer from another post and he shall be allowed pay only in the revised pay structure.*

(e) EXERCISE OF OPTION (PARA 8 OF SAI 1/S/2008)

The option shall be exercised in writing in the prescribed form, so as to reach the concerned PAO, within 3 months of the date of publication of the instruction or where an existing scale has been revised by any order made subsequent to that date, within 3 months of the date of such order. Provided that

- a) **PBOR on the date of publication of this instruction is out of India on leave or deputation or foreign service or active service** – option shall be exercised in writing so as to reach the PAO (OR) within 3 months of the date of resuming his duties in India.
- b) **PBOR under suspension on 01.01.2006**- option may be exercised within 3 months of the date of his return to his duty if that date is later than the date prescribed in this sub rule.

The option shall be intimated by the PBOR to the concerned PAO (OR) through his unit.

If the intimation regarding option is not received within the time mentioned, the PBOR shall be deemed to have elected to be governed by the revised pay structure w.e.f 01.01.2006.

The option once exercised shall be final.

Note 1:- *Personnel whose services were terminated on or after the 01.01.2006 and who could not exercise the option within the prescribed time limit, on a/c of discharge on the expiry of sanction posts, resignation, dismissal or discharge from service or disciplinary grounds, are entitled to the benefits of this rule.*

Note 2:- *Personnel who have died on or after 01.01.2006 and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from 01.01.2006 or such later date as is most beneficial to their dependents, if the revised pay structure is more favourable, and in such cases, necessary action for payment of arrears shall be taken by concerned PAO (OR)/Depot Bn/RO.*

Note 3:- *Personnel who were on AL or any other leave on 01.01.2006 which entitled them to leave salary will be allowed the benefits of this rule.*

(f) INCREMENT (Para 10 & 11 of SAI 1/S/2008)**Rate of Increment in the revised Pay structure**

The rate of increment in the revised pay structure will be 3% of the sum of the pay in the pay band, Grade Pay applicable and 'X' Group Pay, (if any) 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.

Date of Next Increment in the Revised Pay Structure

There will be a uniform date of annual increment, viz 1st July of every year.

Personnel completing 6 months and above in the revised pay structure as on 1st day of July will be eligible to be granted the increment.

The first increment after fixation of pay on 1st January 2006 in the revised pay structure will be granted on 1st July 2006 for those PBOR for whom the date of next increment was between 1st day of July 2006 to 1st day of January 2007.

All PBOR who earned their last increment between 2nd day of January 2005 and 1st day of January 2006 would get their increment on 1st July 2006: provided that

- ⇒ In the case of persons who had been drawing maximum of the existing scale for more than a year as on the 1st January 2006, the next increment in the revised pay structure shall be allowed on the 1st day of January 2006. Thereafter, the provision given above would apply.
- ⇒ In cases where the PBOR reaches the maximum of his pay band, the PBOR shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, the provision given above would apply.

[Auth: Para 10 of SAI 1/S/2008]

(g) FIXATION AND REGULATION OF PAY OF JCOs/OR RECRUITED PRIOR TO 1ST JANUARY 2006 (Para 9 of SAI 1/S/2008)

Fixation of Initial Pay in the Revised Pay Structure

The initial pay of a PBOR who elects or is deemed to have elected under Para 8 to be governed by the revised pay structure on and from the 1st January 2006, shall be fixed in the following manner:-

The pay in the pay band/pay scale will be determined by multiplying the existing basic pay as on 1st January 2006 by a factor of 1.86.

If the minimum of the revised pay band / pay scale is more than the amount arrived at above, the pay shall be fixed at the minimum of the revised pay band/pay scale. Provided further that:-

Where, in the fixation of pay, the pay of PBOR drawing pay at two or more consecutive stages in an existing scales gets bunched, that is to say, gets fixed in the revised pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay bands. For this purpose, the increment will be calculated on the pay in the pay band. Grade Pay would not be taken into account for the purpose of granting increments to alleviate bunching.

If by stepping up of the pay as above, the pay of a PBOR gets fixed at a stage in the revised pay band/ pay scale which is higher than the stage in the revised pay band at which the pay of a PBOR who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

The pay in the pay band will be determined in the above manner. In addition to the pay in the Pay Band, GP corresponding to the existing scale, Gp X pay(if any) and MSP as applicable, will be payable however, actual amount of MSP will be payable from 01.09.2008.

In case of PBOR who are in receipt of Special Pay/ allowance in addition to pay in the existing scale which has been recommended for replacement by a pay band and GP without any special pay/ allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of Para(s) above.

In the case of PBOR who are in receipt of Special pay component with any other nomenclature in addition to pay in the existing scales,

such as Personal Pay for promoting small family norms etc. and in whose case the same has been replaced in the revised pay structure with corresponding allowance / pay at the same rate or at a different rate, the pay in the revised pay structure shall be fixed in accordance with provisions of (i) and (ii) above. In such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised pay structure from the date specified in the individual notifications related to these allowances.

Note 1:- Where a rank/pay group has been upgraded as a result of the recommendations of VIth CPC as given in Govt resolution for Def(PBOR), the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with para 9(a) (i) and (ii) by multiplying the existing basic pay as on 01.01.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of ten. The grade pay corresponding to the upgraded scale will be payable in addition.

Note 2:- PBOR who is on any type of leave on 01.01.2006 and is entitled to leave salary shall become entitled to pay in the revised pay structure from 01.01.2006 or the date of option for the revised pay structure.

Note 3:- PBOR under suspension shall continue to draw Subsistence Allowance based on existing scale and his pay in the revised pay structure will be subject to the final order on the pending disciplinary proceedings.

Note 4:- Where the existing emoluments exceeds the revised emoluments in the case of any PBOR, the difference shall be allowed as personal pay to be absorbed in future increase of pay.

Note 5:- Where in fixation of pay, the pay of a PBOR, who, in the existing scale was drawing immediately before the 01.01.2006 more pay than another PBOR junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped up to the same stage in the revised pay band as that of the junior.

Note 6:- Where a PBOR is in receipt of personal pay on the 01.01.2006, which together with his existing emoluments exceeds the revised emoluments, then, the difference representing such excess shall be allowed to such PBOR as personal pay to be absorbed in future increases in pay.

Note 7:- In the case of PBOR who are in receipt of personal pay for passing Hindi Pragma and such other examinations under the "Hindi

Teaching Scheme" prior to the 01.01.2006, while the personal pay shall not be taken into account for purpose of fixation of initial pay in the revised pay structure, they would continue to draw personal pay after fixation of their pay in the revised pay structure on and from the 01.01.2006 or subsequently for the period for which they would have drawn it but for the fixation of their pay in the revised pay structure. The quantum of such personal pay would be paid at the appropriate rate of increment in the revised pay structure from the date of fixation of pay for the period for which the PBOR would have continued to draw it.

Explanation – For the purpose of this note, ‘appropriate rate of increment in the revised pay structure’ means 3% of the sum of the pay in the pay band, GP and Gp X pay (where applicable), at the stage at which the pay of the PBOR is fixed in the revised pay structure.

Note 8: Stepping Up of Pay of a Senior if a junior Promoted after 01.01.2006 draws more pay: *In cases where a senior promoted to a higher rank before the 01.01.2006 draws less pay in the revised pay structure than his junior who is promoted to the higher rank on or after the 01.01.2006, the pay in the pay band of the senior should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher rank. The stepping up should be done w.e.f the date of promotion of the junior subject to the fulfilment of the following conditions:-*

- a) Both the junior and senior should belong to the same group and trade and the ranks to which they are promoted should be identical.
- b) The pre-revised scales of pay and the revised grade pay of the lower and higher ranks in which they are entitled to draw pay should be identical.
- c) The senior PBOR at the time of promotion should have been drawing equal or more pay than his junior.
- d) The anomaly should be directly as a result of application of the provisions of FR 22 or any other rule or order regulating pay fixation on such promotion in the revised pay structure. If even in the lower rank, the junior PBOR was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, provision of this Note need not be invoked to step up the pay of the senior PBOR.

PBOR whose date of increment falls on 01.01.2006 shall get an increment in the pre-revised pay scale as on 01.01.2006 and then fixing their pay in the revised scale and get their next increment on 01.01.2006.

(h) FIXATION OF PAY IN THE REVISED PAY STRUCTURE SUBSEQUENT TO 01.01.2006 (Para 12 of SAI 1/S/2008)

Where a PBOR continues to draw his pay in the existing scale and is brought over to the revised pay structure from a date later than the 01.01.2006, his pay from the later date in the revised pay structure shall be fixed in the following manner:-

- a) Pay in the pay band will be fixed by adding the basic pay applicable on the later date, the DP applicable on that date and the pre-revised Dearness allowance based on rates applicable as on 01.01.2006. This figure will be rounded off to the next multiple of 10 and will then become the pay in the applicable pay band. In addition to this, the GP corresponding to the pre-revised pay scale and Gp X pay (if any) will be payable.
- b) Where a PBOR is in receipt of special pay, the methodology followed will be as prescribed in Para 9, SAI except that the Basic pay and Dearness Pay to be taken into account will be the Basic pay and Dearness Pay applicable as on that date but Dearness Allowance will be calculated as per rates applicable on 01.01.2006.

(i) PROMOTION : FIXATION OF PAY ON PROMOTION ON OR AFTER 01.01.2006 (Para 14 of SAI 1/S/2008)

In the case of promotion of a PBOR from one grade pay to another in the revised pay structure, the fixation of pay in the running pay band will be done as follows:-

One increment equal to 3% of the sum of the pay in the Pay band, existing grade pay and Gp X Pay (if any) 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 promoted rank will thereafter be granted in addition to this pay in

the pay band. In cases where promotion involves changes 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 taking place, pay in the pay band will be stepped up to such minimum.

On promotion from one rank to another, financial up gradation under ACP, PBOR has 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, viz 01 July of the year. The pay will be fixed in the following manner in the revised pay structure:-

In case PBOR opts to get his pay fixed from the date of next increment, then, on the date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher rank will be granted. Further re-fixation will be done on the date of his next increment i.e. 01 July. On that day, he will be granted two increments, one annual increment and 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 on Rs.103.

In case a PBOR opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 01 July, if he was promoted between 02 Jul and 01 Jan. However, if he was promoted between 02 Jan and 30 Jun of a particular year, he shall get his next increment on 01 Jul of next year.

PBOR will have the option to be exercised within one month from the date of promotion to have his pay fixed from the date of such promotion or to have the pay fixed from the date of his next increment. Option once exercised shall be final.

If no option is exercised by the individual, PAO (OR) will regulate fixation on promotion ensuring that the more beneficial of the two options mentioned above is allowed to the PBOR. Pay on promotion may be fixed in the following manner if it is more beneficial:-

- ⇒ In case promoted between 02 Jan and 30 Jun, the fixation, on promotion will be done from the date of his next increment i.e. 01 July.

⇒ In case promoted between 02 July and 01 Jan, the fixation, on promotion will be done on the date of the promotion of the PBOR.

As a onetime measure, PBOR, promoted on or after 01.01.2006 and before publication of this instruction, may exercise their option afresh within three months of the issue of this instruction.

In case of promotion to Hony Capt/ Lt rank on or after 01.01.2006, one additional increment will be given as in all other case unless this amount is less than Rs.15600/- i.e minimum of PB-3 then the pay will be stepped up to Rs.15600/-. In addition GP and MSP as indicated in the table 'A' will be admissible.

(j) FIXATION OF PAY ON REMUSTERING: (PARA 16 OF SAI 1/S/2008)

In case of re-mustering of a PBOR from Group 'Y' to Group 'X' he will be fixed with his existing band pay and the Grade pay of the rank to which he is remustered. In addition he will be entitled to Group 'X' pay and MSP as applicable. Auth: Para 16 of SAI 1/S/2008.

**(k) FIXATION OF PAY ON BEING REDUCED IN RANK :
PARA 17 OF SAI 1/S/2008**

In the case of reduction in the rank the pay of a PBOR will be fixed in the pay band with grade pay of the reduced pay band. Similarly with his existing pay in the Pay Band along with Grade pay of the reduced rank. In addition he will be entitled to Group 'X' Pay and MSP as applicable.

[PBORs who are mustered after one year from the date of attestation will be entitled to first increment only from the date of mustering subject to uniform date of increment from 1st July under the provision of SAI 1/S/2008.]

Illustration 1:- Merger of Gp Z sepoy with Gp Y in PB-1

1	Existing Scale of Pay	Rs. 3050-55-3875
2	Pay Band applicable	PB-1(Rs.5200-20200)
3	Merged Scale of Pay	Rs. 3250-70-4300 (Corresponding GP of

		Rs.2000/-)
4	Existing Basic Pay as on 1.1.2006	Rs. 3105/-
5	Pay after multiplication by a factor of 1.86	Rs. 5775/- (Rounded off to Rs.5780/-)
6	Pay in the Pay band after including benefit of bunching in the pre-revised scale of Rs.3050-4300, if admissible	Rs. 6060/-
7	Grade Pay attached to the scale	Rs. 2000/-
8	Revised basic pay-total of pay in the pay band+ GP	Rs. 8060/-

Illustration 2:- Group Y

1	Pay in PB-2	Rs. 9300/-
2	Grade Pay	Rs. 4200/-
3	Total of Pay + GP	Rs. 13500/-
4	Rate of Increment	3% of 3 above
5	Amount of increment	Rs. 405/- rounded off to Rs. 410/-
6	Pay in the PB after increment	Rs. 9300/- + Rs. 410/-
7	Pay in the PB after increment	Rs. 9710/-
8	GP applicable	Rs. 2000/-

Illustration 3:- Group X

1	Pay in PB-2	Rs. 6460/-
2	Grade Pay	Rs. 2000/-
3	Group Pay	Rs. 1400/-
4	Total of Pay + GP	Rs. 9860/-

5	Rate of Increment	3% of 4 above
6	Amount of increment	Rs. 296/- rounded off to Rs. 300/-
7	Pay in the PB after increment	Rs. 6460/- + Rs. 300/-
8	Pay in the PB after increment	Rs. 6760/-
9	GP applicable	Rs. 2000/-
10	Group Pay applicable	Rs. 1400/-

Note – *If amount of increment reached at less than Re.1, the increment amount will be rounded off to nearest multiple of Rs.10 (eg. Increment Rs. 450.70 will be rounded off to Rs.450).*

2.2. AS PER REVISED PAY RULE, 7TH CPC.

(a) Definitions –In these rules, unless the context otherwise requires,-

“Existing basic pay” means pay drawn in the prescribed existing Pay Band and Grade Pay but it does not include any other types of pay like Special Pay, Military Service Pay, Group -X Pay etc;

“Existing Pay Band and Grade Pay” in relation to Junior Commissioned Officers/ Other Ranks means the Pay Band and the Grade Pay applicable to the rank held by him (including under Modified Assured Career Progression) as on the date immediately before the notification of these rules, in a substantive capacity;

Explanation– For the purposes of clauses (a) & (b) the expressions “existing basic pay”, “existing Pay Band” and “Grade Pay” in respect of a Junior Commissioned Officer/ Other Rank who, on the 1st day of January, 2016, was on deputation out of Indian Army or on leave or on foreign service, or who would have on that date officiated in one or more lower ranks but for his officiating in the higher rank, shall mean such basic pay, Pay Band and Grade Pay respectively in relation to the rank which he would have held but for his being on deputation out of Indian Army or on leave or on foreign service or as the case may be, but for his officiating in that rank;

“Existing pay structure” in relation to a Junior Commissioned Officer/ Other Rank means the present system of Pay Band and

Grade Pay as per Sixth Central Pay Commission applicable to the rank held by him (including under Modified Assured Career Progression) as on the date immediately before the coming into force of these rules, in a substantive capacity;

“Existing Military Service Pay” in relation to a Junior Commissioned Officer/ Other Rank means the amount of Military Service Pay applicable to the rank held by him as on the date immediately before coming into force of these rules;

“Existing Group X pay” in relation to Junior Commissioned Officer/ Other Rank means the amount of Group -X Pay applicable to him as on date immediately before coming into force of these rules;

“Existing emoluments” mean the sum of (i) existing basic pay; (ii) existing Military Service Pay; (iii) existing Group X Pay; and, (iv) existing dearness allowance at the index average as on the 1st day of January, 2016;

Pay Matrix|| means the Matrix specified in Part A of the Schedule, with Levels of pay arranged in vertical cells as assigned to corresponding Pay Band and Grade Pay;

“Level” in the Pay Matrix, means the Level corresponding to the existing Pay Band and Grade Pay specified in the Part A of the Schedule;

“Pay in the Level” means the pay drawn in the appropriate cell of the Level as specified in Part A of the Schedule;

“Military Service Pay” in relation to a Junior Commissioned Officer/ Other Rank means the Military Service Pay applicable to the rank held by him on drawl of pay in the prescribed Level in the Pay Matrix;

“Group “X” pay” in relation to a Junior Commissioned Officer/ Other Rank means the *Group ‘X’ pay* applicable to him on drawl of pay in the prescribed Level in the pay matrix;

“Revised pay structure” in relation to a rank means the Pay Matrix and the Levels specified therein corresponding to the existing pay band and grade pay of the rank (including under Modified Assured Career Progression);

“Basic pay” in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix;

“Revised emoluments” means the sum of (i) basic pay; (ii) Military Service Pay; and, (iii) Group -X Pay; and

“Schedule” means a schedule appended to these rules.

(b) Level of ranks.- The Level of ranks shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay (including under Modified Assured Career Progression) as specified in the Pay Matrix and the Level in pay matrix corresponding to the rank of a Junior Commissioned Officer/ Other Rank is specified in Part B of the Schedule.

(c) Drawal of pay.- (1) A Junior Commissioned Officer/ Other Rank shall draw pay in the Level in the revised pay structure applicable to the rank to which he is appointed (including under Modified Assured Career Progression);

Provided that a Junior Commissioned Officer/ Other Rank may elect to continue to draw pay in the existing pay structure, until the date on which he earns his next or any subsequent increment in the existing pay structure, or until he ceases to hold his rank or ceases to draw pay in the existing pay structure.

Provided further that in case a Junior Commissioned Officer/ Other Rank has been placed in a higher grade pay between the 1st day of January 2016 and the date of notification of these rules on account of promotion, he may elect to switch over to the revised pay structure from the date of such promotion.

Explanation.-

For the purpose of this rule the option to retain the existing pay structure shall be admissible only in respect of one existing Pay Band and Grade Pay.

The aforesaid option shall not be admissible to any Junior Commissioned Officer/ Other Rank appointed to a post on or after the 1st day of January, 2016, whether for the first time in government service or by transfer from another post and he shall be allowed pay only in the revised pay structure.

(d) MILITARY SERVICE PAY:

- (i) Military Service Pay is a compensation for the various intangible aspects linked to the special conditions of service in Army;

- (ii) Military Service Pay shall be admissible on drawl of pay in the prescribed Level in the Pay Matrix, at the rate of Rs 15,500 for Honorary Commissioned Officers, and Rs 5,200 for all Junior Commissioned Officers/ Other Ranks; and
- (iii) Military Service Pay shall be counted as pay for the purpose of computation of dearness allowance and pension;
- (e)** (i) Group -X Pay is a fixed amount admissible to a Junior Commissioned Officer/ Other Rank of Group -X, because of his higher educational qualification vis-à-vis a Junior Commissioned Officer/ Other Rank of Group -Y.
- (ii) The Levels for same ranks in trade Group -X and trade Group -Y shall be same. Group -X Pay shall be admissible on drawl of pay in the prescribed Level in the Pay Matrix at;
 - (a) a higher rate of Rs 6,200, for Group -X trades which requires a qualification equivalent to a diploma recognised by All India Council for Technical Education; and
 - (b) a lower rate of Rs 3,600, for other Group -X trades, but not having a technical qualification recognised by All India Council for Technical Education;
- (iii) When a Junior Commissioned Officer/ Other Rank in relevant Group -X trades drawing a lower rate of Group -X Pay acquires a higher technical qualification equivalent of a diploma recognised by All India Council for Technical Education, he shall be admissible to higher rate of Group -X Pay with the approval of concerned Competent Authority;
- (iv) when a Junior Commissioned Officer/ Other Rank is re-mustered from Group -Y to Group -X, he shall be admissible Group -X Pay as applicable under sub-clause (ii) above; and
- (v) Group -X Pay shall be counted as pay for the purpose of computation of dearness allowance only.

(f) Exercise of option- (1) The option under the provisions to above rule shall be exercised in writing in the form appended to these rules so as to reach the concerned Pay Accounts Office within one hundred and eighty days of the date of notification of these rules, or where revision in the existing pay structure is made by any order subsequent to the date of notification of these rules, within one hundred and eighty days of the date of such order.

Provided that;

- (i) In the case of a Junior Commissioned Officer/ Other Rank who is, on the date of such notification or, as the case may be, date of such order, out of India on leave or deputation or foreign service or active service, the said option shall be exercised in writing so as to reach the Pay Accounts Office within one hundred and eighty days of the date of his taking charge of his post in India; and
- (ii) Where a Junior Commissioned Officer/ Other Rank is under suspension on the 1st day of January, 2016, the option may be exercised within one hundred and eighty days of the date of his return to his duty, if that date is later than the date prescribed in this sub-rule;

The option, along with an undertaking appended to these rules, shall be intimated by a Junior Commissioned Officer/ Other Rank to the Pay Accounts Office.

If the intimation regarding option is not received by the Pay Accounts Office within one hundred and eighty days of the date of notification of these rules, the Junior Commissioned Officer/ Other Rank shall be deemed to have elected to be governed by the revised pay structure with effect from the 1st day of January, 2016.

The option once exercised shall be final.

Note 1.- Junior Commissioned Officers/ Other Ranks whose services were terminated on or after the 1st day of January, 2016 and who could not exercise the option within the prescribed time limit, on account of discharge on the expiry of the sanctioned strength, release, resignation, dismissal or discharge on disciplinary grounds, are entitled to exercise option under sub-rule

Note 2.- Junior Commissioned Officers/ Other Ranks who have died on or after the 1st day of January, 2016 and could not exercise the option within the prescribed time limit, are deemed to have opted for the revised pay structure on and from the 1st day of January, 2016 or such later date as is beneficial to their dependents, if the revised pay structure is more favourable and in such cases, necessary action for payment of arrears shall be taken by the Pay Accounts Office or Depot Battalion or Record Office.

Note 3.- Junior Commissioned Officers/Other Ranks who were on Annual Leave or any other leave on the 1st day of January, 2016, which entitled them to leave salary, shall be entitled to exercise option.

(g) Fixation of pay in the revised pay structure.- (1) The pay of a Junior Commissioned Officer/ Other Rank who elects, or is deemed to have elected under Rule 6 to be governed by the revised pay structure on and from the 1st day of January, 2016, shall, unless in case the President by special order otherwise directs, be fixed in the following manner:

- (i) The pay in the applicable Level in the pay matrix shall be the pay obtained by multiplying the existing basic pay by a **factor of 2.57**, rounded off to the nearest rupee, and the figure so arrived at shall be located in that level in the pay matrix, and if such an identical figure corresponds to any cell in the applicable level of the pay matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the pay matrix.
- (ii) If the minimum pay or the first cell in the applicable level is more than the amount arrived at as per clause (i) the pay shall be fixed at the minimum pay or the first cell of that applicable level.

Illustration

1	Existing Pay Band : PB-1	Pay Band	5200 - 20200		
2	Existing Grade Pay : 2400	Grade Pay	2000	2400	2800
3	Existing Pay : 10160	Levels	3	4	5
4	Existing Basic Pay [(2)+(3) : 2400 +10160 = 12560	1	21700	25500	29200
5	Pay after multiplication by a fitment factor of 2.57 [(4) x 2.57] : 32279.2 (rounded off to 32279)	2	22400	26300	30100
6	Level corresponding to Grade Pay 2400 (PB-1) : Level 4	3	23100	27100	31000
7	Revised Pay in Pay Matrix (either equal to or next higher to 32279 in Level 4) : 32300	4	23800	27900	31900
8	Revised Pay in Pay Matrix: 32300	5	24500	28700	32900
		6	25200	29600	33900
		7	26000	30500	34900
		8	26800	31400	35900
		9	27600	32300	37000
		10	28400	33300	38100

A Junior Commissioned Officer/ Other Rank who is on leave on the 1st day of January, 2016 and is entitled to leave salary shall become entitled to pay in the revised pay structure from the 1st day of January, 2016, or the date of option for the revised pay structure.

A Junior Commissioned Officer/ Other Rank under suspension shall continue to draw subsistence allowance based on

existing pay structure, and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.

Where the existing emoluments exceed the revised emoluments in the case of any Junior Commissioned Officer/ Other Rank, the difference shall be allowed as Personal Pay to be absorbed in future increases in pay.

Where in the fixation of pay in the Pay Matrix under Rule 7, the pay in the Pay Matrix of a Junior Commissioned Officer/ Other Rank, who, in the existing pay structure was drawing immediately before the 1st day of January, 2016 more pay in the Pay Band than another Junior Commissioned Officer/ Other Rank in the same arm or service, gets fixed in the revised pay structure at a stage lower than that of such junior, his pay in the Pay Matrix shall be stepped up to the same Cell in the revised pay structure as that of the junior.

Where a Junior Commissioned Officer/ Other Rank is in receipt of Personal Pay immediately before the date of notification of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such a Junior Commissioned Officer/ Other Rank as Personal Pay, to be absorbed in future increase in pay.

In case of Junior Commissioned Officers/ Other Ranks who are in receipt of Personal Pay for passing Hindi Pragya, Hindi Typewriting, Hindi shorthand and such other examinations under the –*Hindi Teaching Scheme* or on successfully undergoing training in cash and accounts matters prior to 1st January, 2016, while the Personal Pay shall not be taken into account for purposes of fixation of initial pay in the revised pay structure, they shall continue to draw Personal Pay after fixation of their pay in the revised pay structure on and from the 1st day of January 2016 or subsequently for the period for which they would have drawn it but for the fixation of their pay in the revised pay structure and the quantum of such Personal Pay would be paid at the appropriate rate of increment in the revised pay structure from the date of fixation of pay for the period for which they would have continued to draw it.

Explanation.– For the purpose of this rule, –appropriate rate of increment in the revised pay structure means the difference with

respect to the next immediate higher Cell in the applicable Level of the Pay Matrix, from the stage at which the pay of the Junior Commissioned Officer/ Other Rank is fixed in the revised pay structure.

(h) STEPPING UP : There shall be stepping up of pay in pay matrix of a senior if a junior promoted after 1st January, 2016 draws more pay in pay matrix.-

In cases where a senior Junior Commissioned Officer/ Other Rank promoted to a higher rank before the 1st day of January, 2016 draws less pay in the Pay Matrix in the revised pay structure than his junior who is promoted to the higher rank on or after the 1st day of January, 2016, the pay in the Pay Matrix of the senior Junior Commissioned Officer/ Other Rank in the revised pay structure shall be stepped up to an amount equal to the pay in the Pay Matrix as fixed for his junior in that higher rank, and such stepping up shall be done with effect from the date of promotion of the junior Junior Commissioned Officer/ Other Rank, subject to fulfilment of the following conditions, namely:-

- a) The junior and senior Junior Commissioned Officers/ Other Ranks belong to the same group and the rank to which they have been promoted are identical in the same group;
- b) The existing grade pay and the revised Level in the Pay Matrix of the lower and higher ranks in which they are entitled to draw pay are identical;
- c) The senior Junior Commissioned Officer/ Other Rank at the time of promotion is drawing equal or more pay than the junior; and
- d) The anomaly is directly as a result of the application of the provisions of these rules or any other rule or order regulating pay fixation on such promotion in the revised pay structure.

Provided that if the junior, Junior Commissioned Officer/ Other Rank was drawing more pay in the existing pay structure than the senior Junior Commissioned Officer/ Other Rank by virtue of any advance increments granted to him, the provisions of these rules shall not be invoked to step up the pay in the Pay Matrix of the senior Junior Commissioned Officer/ Other Rank.

The senior Junior Commissioned Officer/ Other Rank shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

(i) Regulation of stipend of a recruit undergoing training and fixation of his pay after successful attestation or mustering.-

A recruit undergoing training on or after the 1st day of January 2016 shall draw a stipend of Rs. 14,600 per month.

On successful attestation or mustering, the pay of a recruit shall be fixed after adding increments, as may be admissible, to the first Cell in the Level to which he is recruited. For such fixation, the first annual increment shall be reckoned from his date of enrolment.

On successful attestation or mustering, a recruit shall be paid lump-sum amount.

Explanation- For the purpose of this sub-rule, "lump-sum amount" shall mean the difference between,-

- (a) The aggregate of pay in the level, Group X Pay, allowance of the trade to which allotted, and dearness allowance, to which he would have been entitled had he been successfully mustered or attested from his date of enrolment; and
- (b) The stipend to which he is entitled during training (whether such stipend had been received or not).

The arrears of stipend shall be paid.

Explanation.- For the purpose of this sub-rule, "arrears of stipend" shall mean the difference between;

The stipend to which he is entitled on account of the revision of his stipend under these rules for the period effective from the 1st day of January, 2016; and

The stipend to which he would have been entitled (whether such stipend had been received or not) for that period had his stipend not been so revised.

(j) Regulation of increments in the Pay Matrix.- The increment shall be as specified in the vertical Cells of the applicable Level in the Pay Matrix.

A Naik in the Basic Pay of Rs. 29,600/- in Level 4 will move vertically down the Cells in the same Level and on grant of increment, his Basic Pay will be Rs. 30500/-.

(k) Date of increment in revised pay structure.- (1) There shall be two dates for grant of annual increment namely, 1st January and 1st July of every year, instead of existing date of 1st July, provided that a Junior Commissioned Officer/ Other Rank or a recruit shall be entitled to only one annual increment, either on 1st January or 1st July depending on the date of his appointment or promotion or up gradation, or enrolment, as the case may be.

The increment in respect of a Junior Commissioned Officer/ Other Rank appointed or promoted or upgraded or in respect of a recruit enrolled during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on the 1st day of January and the increment in respect of a Junior Commissioned Officer/ Other Rank appointed or promoted or upgraded or in respect of a recruit enrolled during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

Illustration:

- (a) Naik X gets promoted to the rank of Havildar, on 1st of September, 2016. In this case, the first annual increment after promotion shall accrue to Naik X on the 1st day of July, 2017 and thereafter it shall accrue after one year on annual basis.
- (b) Naib Subedar Y gets promoted to the rank of Subedar, on 15th of June, 2016, and will, therefore, not draw annual increment on the 1st of July, 2016. In this case, the next annual increment shall accrue on 1st day of January, 2017 and thereafter it shall accrue after one year on annual basis.

Provided that in case of a Junior Commissioned Officer/ Other Rank whose pay in the revised pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016.

Provided further that the next increment after drawal of increment on 1st day of July 2016 shall accrue on the 1st day of July 2017.

(m) Revision of pay from a date subsequent to the 1st day of January 2016.- Where a Junior Commissioned Officer/ Other Rank who continues to draw his pay in the existing pay structure is

brought over to the revised pay structure from a date later than the 1st day of January, 2016, his pay from the later date in the revised pay structure shall be fixed.

(n) Fixation of pay on promotion or up gradation on or after 1st day of January, 2016.- For the fixation of pay in case of promotion or up gradation from one Level to another in the revised pay structure one increment shall be given in the Level from which a Junior Commissioned Officer/ Other Rank is promoted or upgraded and he shall be placed at a Cell equal to the figure so arrived at in the Level of the rank to which promoted or upgraded, and if no such Cell is available in the Level to which promoted or upgraded, he shall be placed at the next higher Cell in that Level.

Illustration:

1	Level in the revised pay structure: Level 4	Pay Band	5200 - 20200		
2	Basic Pay in the revised pay structure: 28700	Grade Pay	2000	2400	2800
3	Granted Promotion / Financial upgradation in Level-5	Levels	3	4	5
4	Pay after giving one increment in Level 4: 29600	1	21700	25500	29200
5	Pay in the upgraded Level i.e, Level 5 (either equal to or next higher to 29600 in Level 5) : 30100	2	22400	26300	30100
		3	23100	27100	31000
		4	23800	27900	31900
		5	24500	28700	32900
		6	25200	29600	33900
		7	26000	30500	34900

(o) Mode of Payment of Arrears of Pay.- (1) The arrears, computed after deduction of subscription at enhanced rate of Armed Forces Personnel Provident (AFPP) Fund with reference to revised

pay, shall be paid after deduction of adhoc arrears paid as per GoI MoD letter No 1(11) 2016/D(Pay/Services) dated 10/ 10/2016.

Explanation.- For the purpose of this rule, arrears of pay in relation to Junior Commissioned Officers/ Other Ranks, means the difference between;

- (i) The aggregate of the pay, dearness allowance, Group 'X' Pay and Military Service Pay to which he is entitled on account of the revision of his pay under this Rule for the period effective from the 01st day of January, 2016; and,
- (ii) The aggregate of the pay, dearness allowance, Group "X' Pay and Military Service Pay to which he would have been entitled (whether such pay and dearness allowance had been received or not) for that period had his pay and dearness allowance not been so revised.

(p) Overriding effect of rules.- The provisions of the Pay and Allowances Regulations (Junior Commissioned Officers/ Other Ranks), Army 1979, as amended from time to time, and existing instructions and regulations shall not, save as otherwise, provided under these rules, apply to cases where pay is regulated under these rules, to the extent they are inconsistent with these rules and these rules shall supersede Special Army Instructions 1/S/2008 except in r/o things done or omitted to be done before such supersession.

Pay Matrix

Pay Band	5200-20200			9300-34800					15600-39100	
	2000	2400	2800	3400	4200	4600	4800	5400	5400	6100
Grade Pay										
Level	3	4	5	5A	6	7	8	9@	10	10B
1	21700	25500	29200	33300	35400	44900	47600	53100	56100	61300
2	22400	26300	30100	34300	36500	46200	49000	54700	57800	63100
3	23100	27100	31000	35300	37600	47600	50500	56300	59500	65000
4	23800	27900	31900	36400	38700	49000	52000	58000	61300	67000
5	24500	28700	32900	37500	39900	50500	53600	59700	63100	69000
6	25200	29600	33900	38600	41100	52000	55200	61500	65000	71100
7	26000	30500	34900	39800	42300	53600	56900	63300	67000	73200
8	26800	31400	35900	41000	43600	55200	58600	65200	69000	75400
9	27600	32300	37000	42200	44900	56900	60400	67200	71100	77700

10	28400	33300	38100	43500	46200	58600	62200	69200	73200	80000
11	29300	34300	39200	44800	47600	60400	64100	71300	75400	82400
12	30200	35300	40400	46100	49000	62200	66000	73400	77700	84900
13	31100	36400	41600	47500	50500	64100	68000	75600	80000	87400
14	32000	37500	42800	48900	52000	66000	70000	77900	82400	90000
15	33000	38600	44100	50400	53600	68000	72100	80200	84900	92700
16	34000	39800	45400	51900	55200	70000	74300	82600	87400	95500
17	35000	41000	46800	53500	56900	72100	76500	85100	90000	98400
18	36100	42200	48200	55100	58600	74300	78800	87700	92700	101400
19	37200	43500	49600	56800	60400	76500	81200	90300	95500	104400
20	38300	44800	51100	58500	62200	78800	83600	93000	98400	107500
21	39400	46100	52600	60300	64100	81200	86100	95800	101400	110700
22	40600	47500	54200	62100	66000	83600	88700	98700	104400	114000
23	41800	48900	55800	64000	68000	86100	91400	101700	107500	117400
24	43100	50400	57500	65900	70000	88700	94100	104800	110700	120900

Note : Direct Entry Nb Subedar on grant of 3rd MACP will be placed in Level 9.

Level of ranks:

Sl.No.	Rank	Level in Pay Matrix
(a)	Sepoy	3
(b)	Naik	4
(c)	Havildar	5
(d)	Naib Subedar	6
(e)	Subedar	7
(f)	Subedar Major	8
(g)	Honorary Lieutenant	10
(h)	Honorary Captain	10B

FORM OF OPTION

*1. Rank _____ Name _____
 Service No _____ Branch _____ hereby elect the revised
 pay structure with effect from 1st January, 2016.

*2. Rank _____ Name _____
 Service No _____ Branch _____ hereby elect to continue
 in Pay Band and Grade Pay of my substantive rank mentioned
 below until:

the date of my next increment/ the date of my subsequent
 increment raising my pay to Rs _____/ I vacate or cease to
 draw pay in the existing pay structure/ The date of my
 promotion to _____ Existing Pay Band and Grade Pay /
 Existing Scale _____.

Signature _____

Name _____

Rank _____

Service No _____

Unit _____

Date: _____

Station: _____

*To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature _____

Name _____

Rank _____

Service No _____

Unit _____

Date: _____

Station: _____

2.3. ALLOWANCES : AN OVERVIEW AS PER 7th CPC.

(a) MAJOR FEATURES :

- Revision has been implemented w.e.f 01.07.2017.
- All slab based allces to increase by 25% for every 50% rise in DA.
- Rates of Children Education Allowance (CEA) and Hostel Subsidy increased by 1.5 times. CEA has been increased from Rs 1500/- per month/child (max two) to Rs 2250/- per month/child (max two). Hostel Subsidy has been revised from Rs 4500/- per month to Rs 6750/- per month.
- Family Accn Allce for JCOs/OR subsumed w.e.f 01.07.2017.
- HRA will be applicable to all ranks and CILQ abolished w.e.f 01.07.2017.
- Travel by air on TD for Level 6 and above. AC III/AC Chair Car for Level 5 and below.
- Siachen Allowance will be Rs 30,000/- per month for JCOs/OR (Level 8 and below) and Rs 42,500/- per month for officers (Level 9 and above).

(b) Allowances Abolished.

- Air Despatch Pay.
- Air Steward Allowance.
- Official Hospitality Grant in Defence Forces.
- Special Compensatory (Hill Area) Allowance.
- Spectacle Allowance.
- Short Hand Allowance.

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/ Services) dated 18 Sep 2017.

(c) Allowances Subsumed.

- Kit Maintenance Allowance.
- Qualification Grant.
- Special Compensatory (Remote Locality Allowance).
- Uniform Related Allces.
- Washing/Clothing Maintenance Allowance.

- Acting Allowance.
- Bad Climate Allowance.
- Compensation in Lieu of Quarter (CILQ).
- Single in Lieu of Quarter (SNLQ).
- Extra Duty Allowance.
- Family Accommodation Allowance.
- Flight Charge Certificate Allowance.
- Instructional Allowance.
- Judge Advocate General Dept Examination Award.
- Outfit Allowance.

Education Related

d) CEA Scheme: It has two components, CEA and Hostel Subsidy. Both cannot be claimed concurrently.

CEA: Rs 2250/- per month per child for two children only. CEA is admissible from Nursery to 12th classes.

- Reimbursement should be done just once a year, after completion of the financial year (which for most schools coincides with the Academic year).
- Certificate from the head of institution where the ward of government employee studies should be sufficient for this purpose. The certificate should confirm that the child studied in the school during the previous academic year.

Hostel Subsidy: Rs 6750/- per month per child for two children only. Applicable when children are studying in a boarding school away from the place of posting of the father/mother.

- Certificate from the head of institution should suffice, with the additional requirement that the certificate should mention the amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex.
- The amount of expenditure mentioned, or whichever is lower, shall be paid to the employee.

**Educational Concession to Children of Personnel
Missing/Disabled/ Killed in Action.**

Cat	Rate (Offrs, JCOs & OR)
Tuition Fees	Full Reimbursement
Hostel Charges	Full Reimbursement
Cost of Books/ Stationery	Rs 2000/- per annum
Cost of Uniform	Rs 2000/- per annum
Clothing	Rs 700/- per annum

Note :

The combined amount of Tuition Fees and Hostel Charges shall not exceed Rs 10,000/- Per month.

Auth :

GoI, MoD letter No 6(1)/2009/Edu. Concession/ D (Res-II) dated 13 Sep 2017.

(e) Language Allce.

Cat	Rate (per month) (Offrs, JCOs & OR)
Cat - I	Rs 2025/-
Cat - II	Rs 1689/-
Cat - III	Rs 1350/-
Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.	

(f) Language Award

Cat	Rate (Offrs, JCOs & OR)
Award for Passing Diploma Part-II with 65% & above marks (one time)	
Cat - I (Sponsored)	Rs 6750/-
Cat - II (Sponsored)	Rs 4725/-
Cat - III (Sponsored)	Rs 3375/-
Cat - I (Non Sponsored)	Rs 10125/-
Cat - II (Non Sponsored)	Rs 6750/-

Cat - III (Non Sponsored)	Rs 4725/-
Award for Passing Diploma Part-II with 70% & above marks (one time)	
Cat - I (Sponsored)	Rs 13500/-
Cat - II (Sponsored)	Rs 10125/-
Cat - III (Sponsored)	Rs 6750/-
Cat - I (Non Sponsored)	Rs 20250/-
Cat - II (Non Sponsored)	Rs 13500/-
Cat - III (Non Sponsored)	Rs 10125/-
Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.	

(g) Qualification Allce.

Cat	Rate (per month)
Cat 'A' (ATC/FC)	Rs 3600/-
Cat 'B' (ATC/FC)	Rs 2700/-
Master Aviation Instr	Rs 1125/-
Senior Aviation Instr (Class I)	Rs 900/-
Senior Aviation Instr (Class II)	Rs 630/-
Aviators Holding Master GreenCard	Rs 900/-
Aviators Holding Green Card	Rs 630/-
Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.	

(h) Higher Qualification Incentive (HQI).

HQI have been introduced and extended to JCOs/OR.

Cat	Rate (Offrs, JCOs & OR) (One Time)
Grade I Courses	Rs 30000/-
Grade II Courses	Rs 25000/-
Grade III Courses	Rs 20000/-
Grade IV Courses	Rs 15000/-
Grade V Courses	Rs 10000/-

(i) **Dress Allowance.** The Dress Allowance has been introduced in place of Kit Maint Allowances, Clothing Allce, Initial Equipment Allce, Outfit Allce, Uniform Allce and Washing Allowances.

Cat	Rate (per annum)
Offrs	Rs 20000/-
MNS Offrs	Rs 15000/-
JCOs/OR	Rs 10000/-

(j) **TRANSPORT ALLOWANCES :**

Pay Level	Higher TPTA Cities (Rs per month)	Other Places (Rs per month)
9 and above	Rs 7200+DA thereon	Rs 3600+DA thereon
3 to 8	Rs 3600+DA thereon	Rs 1800+DA thereon

1. **Cities Authorised Higher Tpt Allce (UA).** Hyderabad, Patna, Delhi, Ahmadabad, Surat, Bengaluru, Kochi, Kozhikode, Indore, Greater Mumbai, Nagpur, Pune, Jaipur, Chennai, Coimbatore, Ghaziabad, Kanpur, Lucknow, Kolkata.

2. The allowance shall not be admissible to those service personnel who have been provided with the facility of Government transport.

3. Officers in Pay Level 14 and above, who are entitled to use official car, will have the option to avail official car facility or to draw the Tpt Allce at the rate of Rs15,750 + DA per month.

4. The allowance will not be admissible for the calendar month(s) wholly covered by leave.

5. Physically disabled service personnel will continue to be paid at double rate, subject to a minimum of Rs 2,250 + DA.

Auth : GoI, MoD letter No 12630/Tpt.A/Mov C/246/ D(Mov)/17 dated 15 Sep 2017.

(k) Conveyance Allce.

Average Monthly Travel on Official Duty	For Journeys by Own Motor Car (per month)	For Journeys by other Modes of Conveyance (per month)
201-300 km	Rs 1680/-	Rs 556/-
301-450 km	Rs 2520/-	Rs 720/-
451-600 km	Rs 2980/-	Rs 960/-
601-800 km	Rs 3646/-	Rs 1126/-
>800 km	Rs 4500/-	Rs 1276/-

(l) **Concurrent Admissibility of Allces.** Following combination of allces can be claimed concurrently:-

- (1) Siachen and Highly Active Fd Area Allce (HAFA).`
- (2) HAFA and High Altitude Area Allce (HAA).
- (3) Field Area Allce (FAA) and HAA.
- (4) Mod FAA and HAA.
- (5) CI Ops and HAA.
- (6) Flying, HAFA and HAA.
- (7) Spl Forces Allce, FAA and HAA.

Auth : MoD letter No 1(26)/97/D (Pay/Services) dated 29 Feb 2000.

Accommodation Related

(m) House Rent Allowances Matrix for House Rent Allce has been introduced. The Matrix is given below:-

Whether the JCOs/OR has any Dependents	Field Posting	Non-Field Posting	
		Staying in Barracks	Not Staying in Barracks
Yes	Full HRA applicable at the Selected Place of Residence of the Dependents	Reduced HRA applicable at the Selected Place of Residence of the Dependents	Full HRA applicable at that place if government accommodation not available#

No	Full HRA applicable At Class Z city, i.e., 10 percent of Basic Pay	Reduced HRA applicable at the place of posting@	Full HRA applicable at that place if government accommodation not available #
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- i. An employee with dependents, during field posting or staying in Barracks as functional requirement will be eligible for accommodation for his dependents anywhere in the country.
 - ii. Provided government accommodation is not available for the dependents at Selected Place of Residence.
 - iii. If government accommodation is available, no HRA is payable.
- Reduced HRA means rate of HRA applicable reduced by 5 percent. However, the reduced amount cannot be less than the lowest rate of HRA applicable to Class Z cities/towns. Allowance is available provided employee is required to stay in barracks as a functional requirement and government accommodation is not available for the dependents at Selected Place of Residence. If employee is staying in barracks by choice or government accommodation is available at Selected Place of Residence, no HRA is payable.
 - Reduced HRA means rate of HRA applicable reduced by 5%. However, the reduced amount cannot be less than the lowest rate of HRA applicable to Class Z cities/towns. Allowance is available provided employee is required to stay in Barracks as a functional requirement. If employee is staying in Barracks by choice, no HRA is payable.

#Provided government accommodation is not available, else no HRA is payable.

Rates of House Rent Allowance.

Classification of Cities	Rate
X	24% of Basic Pay
Y	16% of Basic Pay

Z	8% of Basic Pay
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Note :-

HRA shall not be less than Rs 5,400 per month, Rs 3,600 per month and Rs 1,800 per month calculated @ 30% of minimum pay for X (population of 50 lakh & above), 20% for Y (5 to 50 lakh) and 10% for Z (below 5 lakh) category of cities respectively.

HRA shall be revised to 27%, 18% & 9% of Basic Pay in X, Y & Z cities when Dearness Allowance (DA) crosses 25% and further to 30%, 20% and 10% of Basic Pay in X, Y & Z cities when DA crosses 50%.

(n) Dip Money.

Depth - Fathoms	Rate Per Minute	Remarks
Upto 20	Rs 2.70	Allce extended to Army pers on pro-rata basis as and when they are involved in such duties.
20 to 30	Rs 4.05	
30 to 40	Rs 5.40	
40 to 50	Rs 8.10	
50 to 60	Rs 10.80	
60 to 75	Rs 15.30	
75 to 100	Rs 17.10	

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(o) Diving Attendant Allce.

1/5 th to Dip Money	Allce extended to Army pers on pro-rata basis as and when they are involved in such duties.
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Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(p) Hard Area Allce.

Place where Posted	Rate
Nicobar Group of Islands and Minicoy in Lakshadweep Islands	20% of Basic Pay
Lakshadweep Group of Islands (Kiltan, Andrott, Kalpeni, Chetlat, Kadmat, Amini and Bithra Islands)	12% of Basic Pay

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(q) Island Special Duty Allce.

All Ranks	Rate
Areas around the Capital Towns (Port Blair, Kavaratti and Agatti)	10% of Basic Pay.
Difficult Areas (North and Middle Andaman, South Andaman excluding Port Blair, entire Lakshadweep except Kavarattii, Agatti and Minicoy)	16% of Basic Pay.
More Difficult Areas (little Andaman, Nicobar group of Islands, Narcondum Islands, East Islands and Minicoy)	20% of Basic Pay.

(r) Funeral Expense (Erstwhile Funeral Allowance).

Cat	Rate
Offrs, JCOs & OR	Rs 9000/-

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(s) Tough Location Allce. This allce has been introduced in lieu of Bad Climate Allce, Special Compensatory (Remote Locality Allce), Sunderban Allce and Tribal Area Allce.

	Rate (per month)	
	Offrs	JCOs/OR
TLA-I	Rs 5300/-	Rs 4100/-
TLA-II	Rs 3400/-	Rs 2700/-
TLA-III	Rs 1200/-	Rs 1000/-

(t) Specialist Allce.

Cat	Rate (per month)
Graded Specialist	Rs 3600/-
Classified Specialist	Rs 4500/-
Consultant/Advisor/Professor	Rs 5400/-

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(u) Deputation (Duty) Allce.

Deputation Within the Same Station	5% of Basic Pay subject to a ceiling of Rs 4500/-
Deputation Involving Change of Station	5% of Basic Pay subject to a ceiling of Rs 9000/-

Note :-

- An option to draw either:-
- 50% of Deputation Duty Allce applicable to Civilians Officers alongwith service concession.
- 100% of Deputation Duty Allce, but forego the service concession.

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(v) Test Pilot and Flight Test Engineer Allce (For Officers Only).

Cat	Rate (per month)
Test Pilot	Rs 5300/-
Flight Test Engineer	Rs 4100/-

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(w) Extra Work Allce. This allce has been introduced in lieu of Extra Duty Allce (6th CPC). The rates are as under:-

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

(x) Composite Personal Maintenance Allce (For JCOs/OR Only).

Cat	Rate (per month)
Hair Cutting Allce	Rs 45/-
Soap Toilet Allce	Rs 45/-
Total	Rs 90/-

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(y) Rum Allce (For JCOs/OR Only).

Cat	Rate (per month)
Peace Areas	Rs 68/-
Field Area Below 3000 ft	Rs 158/-
Filed Area 3000 - 4999 ft	Rs 225/-

Filed Area 5000 - 8999 ft	Rs 248/-
Filed Area 9000 ft and above	Rs 360/-

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(z) Additional Post Allowance. This allce has been introduced in lieu of Acting Allce (6th CPC).

Holding appts of higher post	Entitled to draw the pay that are admissible to him if he was appointed to the higher post on regular basis OR 10 percent of his present Basic Pay per month, whichever is higher.
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(aa) Classification Allce.

Group	Group 4 to 3	Class 3 to 2	Class 2 to 1
X	-	Rs 270/- pm	Rs 270/- pm
Y	Rs 225/- pm	Rs 225/- pm	Rs 225/- pm

Auth : GoI, MoF letter No A-27023/4/2017/E.II B (7th CPC) dated 27 Sep 2017.

(ab) Good Service/Good Conduct/Badge Allowance.

Cat	Rate per Month
First Badge	Rs 144/-
Second Badge	Rs 288/-
Third Badge	Rs 432/-

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

(ac) Gallantry Awards.

Cat	Rate (per month)
Param Vir Chakra (PVC)	Rs 10000/-

Ashok Chakra (AC)	Rs 6000/-
Mahavir Chakra (MV)	Rs 5000/-
Kirti Chakra (KC)	Rs 4500/-
Vir Chakra (VrC)	Rs 3500/-
Shaurya Chakra (SC)	Rs 3000/-
Sena/Nao Sena/Vayu Sena Medal	Rs 1000/-
Auth : GoI, MoD letter No 7(119)/2008-D (AG) dated 30 Mar 2011.	

(ad) **Training Allce.**

In the National/Central Training Academies and Institutes	24% Of Basic Pay/ pm
In Other Training Establishment	12% of Basic Pay/ pm
Auth : Yet to be notified by MoD.	

(ad) **Other Allces.**

Category	Rate (per month)		Remarks
	Offrs	JCOs/ OR	
Aeronautical Allce	-	Rs 450/-	
Airworthiness Certificate Allce	-	Rs 338-	Aviation trade OR with service of 2-10 years.
	-	Rs 675/-	Aviation trade OR with service of more than ten years.
Non Practicing Allce	20%	-	
Para Allce	Rs 10500/-	Rs 6000/-	
Para Free Fall Jump Instr	Rs 10500/-	Rs 6000/-	
Para Jump Instr Allce	Rs 10500/-	Rs 6000/-	
Para Res Allce	Rs 2625/-	Rs 1500/-	
Project Allce	Rs 3400/-	Rs 2700/-	

PG Allce (Degree)	Rs 2250/-	-	One time Award
PG Allce (Diploma)	Rs 1350/-	-	One time Award
Tech Allce Tier I	Rs 3000/-	-	
Tech Allce Tier II	Rs 4500*	-	* Courses of Tech Allce (Tier I & II) alongwith Qualification Incentive (HQI) to be reviewed by associate experts, outside professionals & academicians.

Auth : GoI, MoD letter No 1(16)/2017/D(Pay/Services) dated 18 Sep 2017.

CHAPTER : 3. ENTITLEMENTS AND PUBLICATION OF DOI

3.1. ENROLMENT CASUALITIES

(i) ENROLL

GENERAL INSTRUCTIONS :

1. This occurrence will be published by Training Centre on allotment of Army No by Record Office.
2. The rank in which enrolment has taken place will be mentioned in Column 3.
3. Name of the individual will be mentioned in Column 4.
4. Description "ENROL" will be mentioned in Column 5.
5. The Category entry description for enrollment in to different categories is to be indicated in column 12 as follows :-
 - (a) For RECT-SOLGD, SOLTECH, SOLNASS, SOLCLK, SKT and SOLTDN.
 - (b) For Graduate Havildar in AEC, Havildar Survey Automated Cartography, Havildar and Dafadar Clerk – HAVEDN, HAVSAC, HAVCLK and DFRCLK.
 - (c) For Sports Havildar and Dafadar– SPHAV and SPDFR.
 - (d) For for direct entry Religious Teacher and Direct Entry JCO – DERTJCO and DEJCO.
6. Number of days and hours for which Daily Allowance is granted, will be mentioned in Column No 14
7. Date and Time of departure from ARO/Regt Centre and Date and time of arrival at Training Centre has to be shown in Column 17 (a) and (b) respectively
8. City Compensatory Allowances wherever due will be claimed using the specimen format given in group IA on initial Mustering/Attestation of individual with retrospective effect.

Certificate to be furnished with DOI :

1. Certified that the above mentioned Recruits reported to this Centre on the dates shown at column 10 after having been

enrolled by the various AROs under provisions of AO 6/2006/Rtg and Recruiting Regulations for Peace 1960 as amended and provisions contained in Government of India Ministry of Defence letter No 8(120)/83/D(AG) dated 20 Jun 1984 and IHQ of MOD(Army), AG's Branch letter No B/07847/Org(MP) (c) dated 12 Jan 1984.

2. Certified that the condition laid down in AI 124/63, 28/90 and Govt. of India, Ministry of Defence letter No 12630/Mov C/3737/D(Mov)/08 dated 29 Dec 2008 as amended from time to time for the grant of DA have been fulfilled.

(ii) INITIAL MUSTERING (MUSTER)

RULE POSITION :

Musteration is placing a Recruit in the lowest class of his group and category after passing the prescribed qualification test for the class according to the trade and after rendering the prescribed length of service. On receipt of mustering DOs II pay will be adjusted.

GENERAL INSTRUCTIONS:

1. This occurrence will be published by Record Office.
2. Date of mustering will be mentioned in Column 4.
3. Pay group will be mentioned in Column 7 (a).
4. Pay class will be mentioned in Column 7 (b).
5. Abbreviated category (trade) will be mentioned in Column 7 (c).

Certificate. Certified that the above OR possesses the requisite qualifications as per Qualification Regulations for the Soldiers-1958 as amended from time to time.

Reason For Rejection

- DOI is not in required Appendix J format.
- Time Bar Publication.
- Absence during the Period.

(iii) MILITARY EDUCATION QUALIFICATION (MILEDN)

RULE POSITION :

DOI for MILEDN should be published after passing the prescribed qualification /Technical test for the class according to the trade.

GENERAL INSTRUCTIONS:

1. Name of certificate/exam will be indicated in Column 5 (A).

2. Name of trade will be indicated in Column 5 (B).
3. Grading (where applicable) will be mentioned in Column 5 (C).
4. Certified true copy of the certificate will be attached for Records.
5. Trg Est will be mentioned in Column 7.
6. Trade and Grading will only be enabled in the cases of TTT and OTT in HRMS Package. These fields will be on disabled mode in other military education qualification like BFC/PFC/AEC/ACE/MR etc.

(iv) PERMANENT ACCOUNT NUMBER (PAN)

RULE POSITION :

Submission of PAN detail to PAO is mandatory to avoid deduction of TAX at enhanced rate.

GENERAL INSTRUCTIONS:

1. PAN No will be mentioned in Column 7 (A).
2. Photocopy of PAN Card will be attached for PAO (OR).

(v) MEDICAL CATEGORISATION (MEDCAT)

GENERAL INSTRUCTIONS:

1. To date is optional.
2. SHAPE is to be indicated under Column 5 (A).
3. Link with previous Part II Order of review medical categorization through Reference Part II Order Number in Column 6.
4. Willingness certificate to continue in service for PLMC personnel will be attached with the Part II Order.
5. If LMC due to battle casualty then indicates "Yes" in Column 7(I).

(vi) ATTESTATION (AFTER INITIAL MUSTERING) (ATTSAM)

GENERAL INSTRUCTIONS:

1. Training Centre will ensure that the occurrence regarding "VERIFY" is published and sent to Record Office before publishing this occurrence.
2. Date of attestation will be mentioned in Column 4.
3. Pay group will be mentioned in Column 7 (a).
4. Abbreviated category (trade) will be mentioned in Column 7 (c).

REASON FOR REJECTION :

- Duplicate Publication
- DOII is not in required Appendix J format.

(vii) UPCLASSIFICATION (UPCLAS)RULE POSITION :

- The Jawans who have been mustered in Class 4 or 3 as initial mustering, after passing the required trade test and passing of required service, the DOII will be published for Upclass for class 3,2,1 and 2,1 respectively.
- Only NCO/OR are entitled for classification Pay and JCOs are not entitled for the same. [Auth. MOD ID No. 1 (10) / 2012/ D (Pay/ Services) dt. 01.01.2018]

1. Date of up classification will be mentioned in Column 4.
2. Pay group and pay class will be mentioned in Column 7 (a) and (b) respectively.
3. Consequent to remustering from one pay group to another pay group as per AI 76/78, "REMUST" Part II Order will be published as per the specimen format at Ser No 043. In case the individual qualifies for the highest class equal to the class earned in the earlier pay group within one year from the date of remustering, the word "REMUST" will be mentioned in Column 7 c). The date of up classification will be the date of the remustering.
4. Reference Part II Order No of previous up classification will be mentioned in Column 8.

Certificate. Certified that the individual possesses requisite qualifications as per the Qualification Regulations for the Soldiers 1958 as amended from time to time and SAI 1/S/2008.

REASON FOR REJECTION :

- Reference DOII Not Found.
- Invalid Record Office publication.
- Time Bar Publication.
- Incorrect Reference DOII - does not refer to POSIN occurrence.

(viii) GOOD SERVICE PAY (GOOD CONDUCT BADGES (GCB) PAY GSPAY**RULE POSITION :****[Rule 69 to 75A P & A Regulations (OR)]**

The grant of GS Pay to NCOs (i.e., Naiks and Havildars) JCOs are not entitled [Auth. MOD ID No. 1 (10) / 2012/ D (Pay/ Services) dt. 01.01.2018]

From 1.1.96 to 31.07.97 will be paid to the entitled personnel at the pre Revised rates.

[Auth: GOI No:1(26)/97/III/D/Pay/Services dt:21.7.2000.Part I.O.O.No: 85 / 2000.]

GS Pay from 01.08.97 will be double the old rate : [Auth: GOI No:1(26)/97/III/D/Pay/Services dt: 29.02.2000]

	1/1/86	1/8/97
1 ST RATE	16	32
2 ND RATE	32	64
3 RD RATE	48	96

GOOD CONDUCT BADGE (GCB) PAY AS SAI 1/S/2008

	01.01.2006 (In Rs.)
1 ST RATE	64
2 ND RATE	128
3 RD RATE	192

GENERAL INSTRUCTIONS:

1. Date of grant of GS Pay will be mentioned in Column 4.
2. Rate of GS Pay viz FIRST/SECOND/THIRD will be mentioned in Column 7 (a).
3. Reference Part II Order No of previous grant will be mentioned in Column 8.

Certificate. Certified that the conditions laid down in Rule 69 of Pay and Allowance Regulations (ORs) 1979 and SAI 1/S/2008 in respect of this grant have been fulfilled.

1. If forfeiture of GS Pay is by way of punishment, it will be published under Group IB.
2. Date from which GS Pay is forfeited will be mentioned in Column 4.
3. Rate of GS Pay which is forfeited will be mentioned in Column 7(a).
4. If forfeiture of GS Pay is due to hospital unfitness because of STD, alcoholism etc the word "SICK" shall be given under Column 7(b).

REASON FOR REJECTION :

- PBOR already drawing GSPAY.
- PBOR is not NCO
- PBOR did not complete the required service.
- Qualifying service between rates less than 12 months.
-

(ix) PROMOTIONS (PROMOT)**GENERAL INSTRUCTIONS:****PROMOTIONS : Timescale rank of of Naik and substantive rank of NAIK/HAVILDAR/SUBEDAR/SUBEDAR MAJOR**

1. Date of assumption of promotion, as mentioned in assumption certificate, will be mentioned in Column 4.
2. Rank viz TSNK/TSLD, SBNK/SBLD, SBHAV/SBDFR, SBSUB/SBRIS, SBSUBMAJ/SBRISMAJ will be mentioned in Column 7 (a).
3. Date of seniority will be mentioned in Column 9 (a).

PROMOTION : NAIB SUBEDAR RANK

1. Date of assumption of promotion as mentioned in assumption certificate, will be mentioned in Column 4.
2. Rank "NBSUB/NBRIS", Group and Category (Trade) will be mentioned in Column 7 (a), 7(b) and 7(c) respectively.
3. Date of seniority will be mentioned in Column 9 (a).

PROMOTIONS : GRADUATE HAVILDAR/SPORTS HAVILDAR RANK

1. Date of assumption of promotion as mentioned in assumption certificate will be mentioned in Column 4.
2. Rank GRHAV/GRDFR or SPHAV/SPDFR whichever is applicable will be mentioned in Column 7 (a).

3. The previous rank held at the time of promotion to Graduate/Sports Havildar rank, to be given in Column 7(b).
4. Date of seniority will be mentioned in Column 9 (a).
5. CFN,GDR,GDSM,GNR,RFN,SIGMN,SPR,SWR are equivalent to SEP.

REASON FOR REJECTION :

- Time Bar Publication.
- DOII already available with same rank.
- Invalid Lower Rank For Promote To Higher Rank.
- Over Lapping with TYOJ

(x) MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)

GENERAL INSTRUCTIONS:

1. The MACPS scheme is operational w.e.f 01 Sep 2008.
2. Grade so granted will be mentioned in Column 7 (a). HONYGRADE (Level 9 w.e.f 01 Jan. 2016) will be applicable for direct entry Nb Sub under 3rd MACP to Grade Pay.
3. First/Second/Third financial upgradation granted under the MACP Scheme will be mentioned in Column 7 (b).
4. Entry grade of (Sepoy/Havildar/Naib Subedar) will be mentioned in Column 9 (a).
5. Date of last Grade Pay, will be the date of joining of post in entry grade (for First MACP only) or date of last promotion/grant of last MACP whichever is earlier (for subsequent grant of MACP), will be mentioned in Column 9 (b).

Certificate.

Certified that:-

1. The conditions and qualification criteria laid down in Para 15 of SAI 1/S/2008, Govt of India MoD letter No 14(1)/99-D(AG) dated 14 Jan 2010, 14(1)/99-D(AG) dated 30 May 2011 and AG's Branch, IHQ of MOD (Army) letter No B/33513/ACP/AG/PS-2(c) dated 13 Jun 2011 have been fulfilled and the JCO/OR was found fit by the Screening Board for grant of **first/second/third** financial up-gradation under MACP Scheme.
2. The financial up-gradation in the grade pay of **NK/HAV/NBSUB/SUB/SUBMAJ/HONY** on completion of

08/16/24 years of qualifying service/08 years of qualifying service in the same grade pay.

3. No regular promotion has been availed by the individual during the prescribed period of 08 years' service and the individual is willing for further promotion during the prescribed period.

REASON FOR REJECTION

- PBOR has not yet been attested.

(xi) DISCHARGE (NORMAL/COMPASSIONATE/LOCAL) (DISCH)

GENERAL INSTRUCTIONS:

1. Discharge ("DISCH") occurrence will be published in advance where pension claim is processed in advance.
2. Date of discharge will be mentioned in Column 4.
3. Character assessed by the CO unit will be mentioned in Column 7 (c).
4. Army Rule under which individual's discharge sanctioned will be mentioned in Column 9 (a).
5. Cause of discharge will be mentioned in Column 9 (b).
6. Authority of discharge order (where applicable) will be mentioned in Column 9 (c).
7. SOS date will be next day of the date of discharge and will be mentioned in Column 9 (d).
8. Grant of Reserve Liability (wherever applicable) 'RESLIA' will be published in Group IIB immediately after publishing 'DISCH'.
9. IAFY-1948A (Discharge Roll) duly sanctioned by the CO, will be enclosed for Records where Part II Order is published by unit. Verification Roll (IAFK-1152) will be sent in the case of recruits discharged from service due to un-satisfactory verification report to Records.

REASON FOR REJECTION

- Status in Employee table is Not Effective.
- Fs Due date already updated in Employee Table. Check the Correctness.

3.2. LEAVE CASUALITIES**(i) GENERAL RULE POSITION :**

Sl.	Types of Leave	JCOs/OR	Recruits/ Boys
1.	Annual Leave (AL)	60 days	30 days
2.	Casual Leave (CL)	30 days	30 days
3.	Sick Leave	(a) Entire period spent in a military or a recognized civil hospital is treated as duty subject to individual falling sick whilst on duty. (b) After discharge from hospital, further sick leave may be granted, if advised by medical auth. (c) There is no limit of sick leave	Admissible as per JCOs/OR

- Normally CL is granted for 10 days at a time. In exceptional cases, this period may be extended to 20 days.
- A unit commander may, at his discretion, permit an individual to avail accumulated AL up to 90 days provided individual had no leave other than CL in the preceding calendar year.
- Note : This concession up to 90 days will be granted to only those who have put in at least 6 months service in the preceding calendar year.
- On Deputation to UN MISSION, Annual Leave may be availed in next year.

Sanctioning Authority : Leave JCOs/OR

Sl	Nature of Leave	Sanctioning Authority
1.	Casual Leave, Annual Leave and Sick Leave	Officer Commanding Unit
2.	Leave Pending Retirement/discharge	Officer Commanding Unit in consultation with Officer I/c Record Office
3.	Annual / Accumulated Annual leave and Sick Leave ex-India	
(i)	Personal Serving in lower	Officer having power of

	formation	not lower than Brigade/ Sub Area or equivalent Commander
(ii)	Personal serving at IHQ of MoD (Army)	Directors
4.	Recruits & Boys	
	Casual Leave, Annual Leave and Sick Leave	Commandant Training Centre/Officer Commanding Boys company

OVERSTAYAL OF LEAVE

All cases of CL beyond the normal entitlement at a time will be regularized by an officer having powers of not less than an Area/Divisional or equivalent commander:

Category of Personnel	Period of Overstay	Competent Authority
JCO/OR(other than Gorkhas)	Overstay up to 30 days of AL	Officer Commanding
JCO/OR (Other than Gorkhas)	Overstay up to 30 days of accumulated AL	An officer having powers of not less than an Area/Divisional or equivalent Commander
Gorkhas JCO and OR	Overstay up to 30 days of annual or accumulated annual leave	Officer Commanding

GENERAL INSTRUCTIONS:

1. Grant of SCCIA/HAUCL/HAUCH/HAUCS/SIACHN/CHAFAA etc on rejoining from leave wherever applicable will be notified separately.
2. Date of rejoining from any type of leave will be mentioned in Column 4.
3. Description of leave from which rejoined will be mentioned in Column 7(a).

4. Reference Part II Order of leave/extended leave viz AL, PAL, ADVAL, BAL, RL, CL, SL, ACCMAL,CAL and EXTNLV, from which rejoined will be mentioned in Column 8.

(ii) CASUAL LEAVE (CL)

GENERAL INSTRUCTIONS:

1. Field allowances (CFAA and CMFAA) will not be ceased during leave period [w.e.f 01/01/1996, on rationalisation of these allowances].
2. Cessation of SCCIA/HAUCL/HAUCH/HAUCS/SIACHN/CHAFAA etc while proceeding on leave, wherever applicable, will be notified separately.
3. Leave period including prefix and suffix will be mentioned in Column 4. Portion of casual leave falling in next calendar year will be debited against that year's entitlement of casual leave.
4. Column 6 is for recording the number of days involved in journey under SRA heading and that of stay at home under NRA heading.
5. Prefix and suffix will be added to the days shown under SRA Column and their No of days will be mentioned in Column 9 (a) and (b) respectively.

(iii) ANNUAL LEAVE (AL)

GENERAL INSTRUCTIONS:

1. Field allowances (CFAA and CMFAA) will not be ceased during leave period [w.e.f 01/01/1996, on rationalisation of these allowances].
2. Cessation of SCCIA/HAUCL/HAUCH/HAUCS/SIACHN/CHAFAA etc while proceeding on leave, wherever applicable, will be published.
3. Leave period including prefixes and suffixes will be mentioned in Column 4.
4. Column 6 is for recording the number of days involved in journey under SRA heading and that of stay at Home under NRA heading.
5. For Prefix and Suffix ref Rule 33 (b) of Leave Rules for the Services Volume I Army (Revised Edition).

6. Prefix and suffix will be added to the days shown under SRA Column and their No of days will be mentioned in Column 9 (a) and (b) respectively.

REASON FOR REJECTION

- Over Lapping with NRA

(iv) ADVANCE OF ANNUAL LEAVE (ADVAL)**GENERAL INSTRUCTIONS:**

Leave for next year may be availed in advance in current year provided leave in current year is not available.

1. Field allowances (CFAA and CMFAA) will not be ceased during leave period [w.e.f 01/01/1996, on rationalisation of these allowances].
2. Cessation of SCCIA/HAUCL/HAUCH/HAUCS/SIACHN/CHAFAA etc while proceeding on leave, where ever applicable, will be notified.
3. Leave period will be mentioned in Column 4. Column 6 is for recording the number of days involved in journey under SRA heading and that of stay at Home under NRA heading.

REASON FOR REJECTION

- Over Lapping with PAL
- Over Lapping with EXTNAL
- Over Lapping with CL
- Reference Do2 Marked As Cancelled with Reference To Cancel Do2.

(v) BALANCE OF ANNUAL LEAVE (BAL)**GENERAL INSTRUCTIONS:**

1. Field allowances (CFAA and CMFAA) will not be ceased during leave period [w.e.f 01/01/1996, on rationalisation of these allowances].
2. Cessation of SCCIA/HAUCL/HAUCH/HAUCS/SIACHN/CHAFAA etc while proceeding on leave, where ever applicable, will be notified.
3. Leave period including prefix and suffix will be mentioned in Column 4.

4. Column 6 is for recording the number of days involved in journey under SRA heading and that of stay at home under NRA heading.
5. Reference of previous grant of PAL will be mentioned in Column 8.
6. For Prefix and Suffix refer Rule 33 (b) of Leave Rules for the Services Volume I Army (Revised Edition).
7. Prefix and suffix will be added to the days shown under SRA Column and their No of days will be mentioned in Column 9 (a) and (b) respectively.

REASON FOR REJECTION :

- Time Bar Publication.
- Over Lapping with BAL/PAL/CL
- Reference DoII Marked As Cancelled with Reference To Cancel DoII.

(vi) REJOIN FROM LEAVE (REILVE) :

RULE POSITION :

Whenever a Jawan proceeds on leave viz. AL (PAL, BAL), CL, AWL, OSL , on return from leave rejoining DOII with description REJAL, REJCL, REJAWL, REJOSL to be published with the reference of concerned Leave Part II Order, to restore the Pay and entitled allowances.

For rejoining from PAL and BAL, rejoining DOII to be published with description REJAL.

GENERAL INSTRUCTIONS:

1. Grant of SCCIA/HAUCL/HAUCH/HAUGS/SIACHN/CHAFAA etc on rejoining from leave wherever applicable will be notified separately.
2. Date of rejoining from any type of leave will be mentioned in Column 4.
3. Description of leave from which rejoined, will be mentioned in Column 7(a).
4. Reference Part II Order of leave/extended leave viz AL, PAL, ADVAL, BAL, RL, CL, SL, ACCMAL,CAL and EXTNLV, from which rejoined, will be mentioned in Column 8 of DOII.

3.3. TEMPORARY DUTY CASUALITIES

(i) TYOJ

GENERAL INSTRUCTIONS:

1. For pre-revised DA rates, TYOJ, TYRJ, DAILY description will be used. For post-revised DA rates (Cost of accommodation, transport and food), RTYOJ, RTYRJ, RDAILY description will be used. An individual can only opt for the one complete package for the temporary duty.
2. Occurrence for onward and return journey should be published separately.
3. Number of full days, for which DA is admissible, will be mentioned in Column 6 (NRA). The time of commencement and completion of journey will be mentioned in Column 7(a) and (b) respectively.
4. When individual proceeds at 1800 hrs and thereafter, he will be allowed to claim ration allowance in kind or cash for that day.
5. The cessation/grant of any Compensatory Allowance, while proceeding on temporary duty and on rejoining from temporary duty, will be published separately using the concerned descriptions of the allowances and its formats.
6. In case the journey on temporary duty is between Main Land and Andaman & Nicobar Islands and Diet Charges is reimbursable for the journey period, no DA will be claimed through Column 7(a) and 7 (b). However the admissibility of Diet Charges will be mentioned in Column 9 (b) as "Diet charges" admissible during the journey and it will be claimed through Contingent Bill".
7. DA is admissible only if the journey period is more than 6 hours.

(ii) TYRJ

GENERAL INSTRUCTIONS:

1. For pre-revised DA rates TYRJ description will be used. For post-revised DA rates (Cost of accommodation, transport and food), RTYRJ description, will be used. An individual can only opt for the one complete package for the temporary duty.
2. Occurrence for onward and return journey should be published separately.
3. Number of full days for which, DA is admissible will be mentioned in Column 6 (NRA). The time of commencement and completion of journey will be mentioned in Column 7(a) and (b) respectively.

4. When individual proceeds at 1800 hrs and thereafter he will be allowed to claim ration allowance in kind or cash for that day.
5. The cessation/grant of any Compensatory Allowance, while proceeding on temporary duty and on rejoining from temporary duty will be published separately using the concerned descriptions of the allowances and its formats.
6. In case the journey on temporary duty is between Main Land and Andaman & Nicobar Islands and Diet Charges is reimbursable for the journey period, no DA will be claimed through Column 7(a) and 7 (b). However the admissibility of Diet Charges will be mentioned in Column 9 (b) as "Diet charges" admissible during the journey and it will be claimed through Contingent Bill".
7. DA is admissible only if the journey period is more than 6 hours.

(iii) DAILY ALLOWANCE FOR HALT AT TEMPORARY DUTY STATION (DAILY)

RULE POSITION :

With the issue of Govt. of India, Ministry of Defence letter No. 12600/Q(MOV)C/4512/D (MOV)87 dated 20.10.1987, the grant of Daily Allowance is regulated as follows: w.e.f. 1.11.1986.

On Tour/ Temporary Transfer –

Limits for grant of DA for days of halts.

Daily allowance admissible to PBOR for continuous halts at places outside his HQrs during tour/temp transfer.

(a)	First 180 days	-	Full DA
(b)	Beyond 180 days	-	-Nil-

GENERAL INSTRUCTIONS:

1. For pre-revised DA rates, TYOJ, TYRJ, DAILY description will be used. For post-revised DA rates (Cost of accommodation, transport and food), RTYOJ, RTYRJ, RDAILY description will be used. An individual can only opt for the one complete package for the temporary duty.
2. Rate of Daily Allowance per day and No of days for which SRA is granted, will be mentioned in Column 5 and Column 6 (NRA) respectively.
3. The time of arrival at temporary duty station will be mentioned in Column 7 (a).

4. The time of departure from temporary duty station will be mentioned in Column 7 (b).
5. The abbreviation for the class of City will be mentioned in Column 7(c).
6. Reference Part II Order No of TYOJ will be mentioned in Column 8.
7. DA is admissible only if the halt/stay is more than 6 hours.

Certificate. Certified that :-

1. The conditions laid down in Government of India Ministry of Defence letter No 12002/Q Mov-3128/Q(Mov) dated 30 Jul 1984 and No 12621/Q Mov-2993 D (Mov) dt16 Jul 1987 as amended vide letter No 12630/TA/DA/Mov C dated 29 Dec 2008 for the grant of daily allowance has been fulfilled.
2. The individual is provided/not provided with free boarding and lodging.
3. The individual was actually present at the outstation ie _____ (Name of the City) which is _____ Class City and days on which daily allowance has been claimed and did not avail any CL or AL during the period for which DA is claimed.
4. The individual did not attend previously similar course/examination (where applicable).
5. The individual stayed under his own arrangement.
6. The conditions for the grant of special ration allowance have been fulfilled.
7. The Unit in which the individual proceeded on Temporary Duty is not located in Field Area and the personnel of that Unit are not in receipt of Field Service concession.

REASON FOR REJECTION :

- Rate not matching with the allowance rate w.r.to City/Basic.
- Over Lapping with TYRJ / TYOJ / NRA/ CL
- Reference Do2 Marked As Cancelled with Reference To Cancel Do2.
- On Deputation during the Period.
- Invalid Departure/Arrival time in Column.7A/7B.

(iv) ACTUAL BUS FARE (ABF)**RULE POSITION :**

- Actual Bus Fare is admissible for journey between stations not connected by Rail during AL/TD.
- Not admissible on CL.
- For the location for which RMA has already been claimed, the ABF will not be admissible.
- ABF should be claimed only for onward and return journey.
- Journey performed by Taxi, Auto, Rikshaw or any means other than Bus should be claimed through RMA and not ABF.

GENERAL INSTRUCTIONS:

1. Date of Onward/Return journey will be mentioned under Column 4.
2. Amount of bus fare will be mentioned in Column 5.
3. ABF during leave is admissible only on Annual Leave. If the individual takes annual leave in two or three installments, the ABF will be admissible only once in a year. Reference Part II Order No of Annual Leave, TYOJ, TYRJ, and LDAILY as the case may be, will be mentioned under Column 8.

Certificate. Certified that the original tickets have been verified by the OC unit.

- From date and To date is mandatory.
- Reference DOII should be of Part II order of AL/CL/TD .
- Rate column should not be blank.

REASON FOR REJECTION :

- ABF From Date not within AL/TD period.
- ABF is already adjusted for PAL/BAL in the calendar year.
- ABF is already adjusted for to and fro within this leave/TD period.
- On Deputation during the Period.
- Reference DOII format is invalid. Valid format: 0/xxxx/yy/zzzz.
- DOII is not in required Appendix J format.
- Reference DOII is later than current DOII.
- Time Bar Publication.

(v) ROAD MILEAGE ALLOWANCE ON TOUR (RMA)**RULE POSITION :**

1. This DOI is for claiming Road Mileage Allowance incurred by the individual in connection with move on temporary duty.
2. The mode of conveyance used for journey to be indicated in Column 7(a) as (a) For on Foot - Foot (b) For by Cycle - Cycle(c) For By auto-rickshaw - Auto(d) For by Taxi - Taxi.
3. The distance covered will be mentioned in Column (c) in kilometer as shown in Column 7 (c).
4. The ABF claim for the road journey portion involved in the move on Temp Duty/AL to be claimed by the format prescribed at Serial No 160 with description "ABF".
5. The total RMA amount claimed will be mentioned in Column 5.

Certificate. Certified that:-

1. The conditions laid down in para 102, 106 and 111 of Travel Regulations 1991 and SAI 1/S/2008 for grant of RMA has been fulfilled.
2. No Govt. transport availed for the journey for which RMA is claimed and the mode of conveyance is as per the prescribed rules.

3.4. TRANSFER CASUALTIES**(i) POSOUT (POSTING OUT WITHIN CORPS/REGT)**

1. Compensatory allowances required to be ceased must be published separately using the relevant format.
2. If temporary duty is converted into permanent move for period exceeding 180 days, Part II Order No of "TYOJ" cancellation, will be mentioned in Column 8.
3. Unit name to which posted will be mentioned in Column 9 (a).
4. SOS to all types of X list (wherever applicable) will be published under this heading and X List to which struck off strength (SOS) will be mentioned in Column 9 (b).
5. Posting category viz Regimental, ERE, Foreign etc will be mentioned in Column 9 (c).
6. Posting type viz Compassionate, Normal, Medical Grounds, Last Leg etc will be mentioned in Column 9 (d).

7. Date of struck off ration strength (SORS) will be mentioned in Column 9 (e). Authority viz posting order where applicable will be mentioned in Column 9 (f).

(ii) POSIN (POSTING IN WITHIN CORPS/REGT)

1. TOS date will be mentioned in Column 4 and it should be same as of SOS date from previous unit.
2. Compensatory allowances due and proposed to be granted must be notified separately using the relevant format.
3. TOS from all types of X list (wherever applicable) will be published under this heading and X List from where taken on strength (TOS) will be mentioned in Column 9 (b).
4. Posting in should be published only on physical reporting of the JCOs/OR in the unit from another unit.
5. Posting category viz Regimental, ERE, Foreign etc will be mentioned in Column 9 (c).
6. Posting type viz Compassionate, Normal, Medical Grounds, Last Leg etc will be mentioned in Column 9 (d).
7. Date of Taken on Ration Strength (TORS) will be mentioned in Column 9 (e).
8. Authority viz Posting Order No (where applicable) will be mentioned in Column 9 (f).
9. Transfer grant admissible on permanent transfer/posting will be published separately.

(iii) TFRGTH : (TRANSFER GRANT)

1. The date in Column 4 of DOIH will be the date of posting in.
2. Part II Order No of POSIN/TFRIN/DEATH/BATTLE/DISCH/INVALID will be mentioned in Column 8. In this case, the word "INDMOVE" is also to be indicated in Column 7 (b).
3. In case Transfer Grant is consequent to permanent move of the individual along with the body of the troops in special trains etc., from one station to another station, the word "UNITMOVE" to be indicated in Column 7 (b). A certificate to the extent that the move of the unit is/was for a period of more than 180 days is also to be furnished for the Composite Transfer Grant claimed for the

move of the JCOs/OR as part of the body of the troops in the Part II Order.

4. The word "Married" and "Single" will be indicated in Column 7(a) so as to indicate the admissible rate of Composite Transfer Grant.

Certificate to be furnished:

1. The conditions laid down in GOI, Min of Defence letter No 12630/Q Mov/C/3198/D(Move)98 dated 28/10/98 and NO 12630/Mov C/3737/D(Mov)/08 dated 29 Dec 2008, have been fulfilled for the grant of composite transfer grant.
2. The individual has been permanently transferred from a unit which is more than 20 Km from this unit.
3. The individual has not claimed transfer incidentals or RMA for him or for the members of his family on account of this transfer.
4. Both the units are not within the same Municipal limits/Urban agglomeration.
5. In case of UNIT Move, a certificate to the effect that the move of unit is for a period of more than 180 days is to be furnished.

(iv) PRPLVE (PREPARATORY LEAVE ON PERMANENT DUTY MOVE)

GENERAL INSTRUCTIONS:

1. This personal occurrence should be notified along with POSIN occurrences. Preparatory leave is granted for 6 days excluding Sunday and including holidays.
2. Period of preparatory leave will be mentioned in Column 4.
3. Number of days for which preparatory leave granted will be mentioned under NRA of Column 6.
4. Reference Part II Order under which POSIN occurrence has been notified will be mentioned in Column 8.
5. The journey period, if any, granted/availed will be notified with description "JRNYPD" in the format prescribed at Ser No 003.
6. Annual Leave or part thereof should commence first in case of leave-cum-posting and thereafter preparatory leave.

Certificate.

Certified that the conditions laid down in Para 1034 of Regulations for the Army 1987 (Revised Edition) for the grant of preparatory leave consequent on permanent duty move have been fulfilled.

REASON FOR REJECTION :

- Reference DOII Not Found.
- Incorrect Reference DOII No.
- Reference DOII is later than current DOII.
- POSIN DOII CANCELLED
- POSIN Unit and serving unit are same.
- Over Lapping with PAL
- Duplicate Publication

(v) JRNYPD (JOURNEY PERIOD ON PERMANENT MOVE)**RULE POSITION :**

1. This should be notified along with POSIN occurrence.
2. The period of journey on permanent move will be indicated in Column 4.
3. Reference Part II Order under which POSIN occurrence has been notified will be mentioned in Column 8.
4. The occurrence, if any, for preparatory leave will be notified using the format prescribed for "PRPLVE" at Ser No 002.

REASON FOR REJECTION :

- Reference DOII Not Found.
- Incorrect Reference DOII - does not refer to POSIN occurrence.

(vi) TFRDEP (TRANSFER ON DEPUTATION)

1. Deputation date as from date will be mentioned in Column 4.
2. The word IMTRAT, CGUARD, ASSAM, EMBASSY, UNMISN, BDDS, CRPF, STATEPOL, HMI, IATT, LBSNA will be mentioned in Column 7(a) so as to indicate the agency to which the JCO/OR deputed on transfer such as IMTRAT, Coast Guard, Assam Rifles, Military Attachés to various Embassies/High Commissions/UN Missions abroad, Bomb Detection and Disposal Squad, Central Reserve Police Force and State Police Force of a State, Himalayan Mountaineering Institute, Indian

Army Training Team, Lal Bahadur Shastri National Academy respectively.

3. Country's name will be mentioned in Column 9 (c) only in case of deputation to IMTRAT, EMBASSY or UN MISSION, IATT and area type (FIELD/PEACE) will be mentioned in Column 9(d).
4. State's name will be mentioned in Column 9 (e) only in case of Deputation to a State Police.
5. The authority for transfer on deputation and "Employment" to be indicated in Column 9 (f) and Column 9 (g).
6. No 'POSIN' and 'POSOUT' will be published in such cases.

(vii) REVDEP (REVERSION FROM DEPUTATION)

1. Date of re-joining on reversion from deputation will be given as from date in Column 4.
2. The word IMTRAT, CGUARD, ASSAM, EMBASSY, UNMISN, BDDS, CRPF, STATEPOL, HMI, IATT, LBSMI will be mentioned in Column 7(a) so as to indicate the agency from which the JCO/OR reverted from deputation such as IMTRAT, Coast Guard, Assam Rifles, Military Attachés to various Embassies/High Commissions/UN Missions abroad, Bomb Detection and Disposal Squad, Central Reserve Police Force and State Police Force of a State, Himalayan Mountaineering Institute, Indian Army Training Team, Lal Bahadur Shastri National Academy respectively.
3. In case of reversion from deputation, Reference Part II Order No transfer to deputation will be mentioned in Column 8.
4. The compensatory allowance if admissible on reporting in Army unit etc will be published separately as per the existing orders.
5. No 'POSIN' and 'POSOUT' will be published in such cases.

(viii) TFROUT (TRANSFER OUT OF UNIT)

1. TFROUT should be used for struck off strength of those JCOs/OR transferred to other Corps/Regt and will be published by Record Office.
2. Name of Regt/Corps, to which posted on transfer, will be mentioned in Column 9 (a).

3. Name of unit, to which transferred, will be mentioned in Column 9 (b).
4. Authority viz transfer order, will be mentioned in Column 9 (c).

(ix) COMISSION

1. Date of commission given in commissioning letter will be mentioned in Column 4.
2. Rank to which JCOs/ OR commissioned as an officer viz. Lt or Capt will be mentioned in Column 9 (a).
3. Type of entry viz. ACC, SCO, RCO, EC, SL, NTR, NT, CDS and SS will be mentioned in Column 9 (b).
4. Personal number allotted, will be mentioned in Column 9 (c).
5. Authority of commissioning letter will be mentioned in Column 9 (d).

3.5. FIELD ALLOWANCES

(i) HIGH ALTITUDE UNCONGENIAL CLIMATE ALLOWANCE

(HAUCA)

(HAUCL, HAUCH, HAUCS)

Under 7th CPC, High Altitude Uncongenial Climate Allowance (HAUCA) has been retained and rationalized)

Background

The allowance is admissible to personnel serving in field areas which are situated at beyond particular heights as notified and having uncongenial climate of specific category as notified.

Conditions for admissibility

HAUCL :The description “**HAUCL**” stands for High Altitude / Uncongenial Climate Allowance (Category I) Lower rate. It is admissible to personnel serving in field areas which are situated at a height of 9000 ft to 15000 ft and uncongenial climate areas below heights of 9000 ft.

HAUCH : The description “**HAUCH**” stands for High Altitude/Uncongenial Climate Allowance (Category II) Higher rate. It is admissible to personnel serving in field areas which are situated at above 15000 ft of height (excluding Siachen).

HAUCS: The description “**HAUCS**” stands for High Altitude/Uncongenial Climate Area Allowance (Category III) (Special Rate).

Other attributes

1. General attributes are as under:
 - a. Copy of Corps Notification should be attached with the DO II notification.
 - b. Height of the Unit / Formation where it is located, should be mentioned.
 - c. The individual for whom allowance is notified should not be absent from the specified area on Annual Leave/Sick Leave or any leave other than Casual Leave or Temporary Duty. The individual should not be absent from specified area for a period exceeding 14 days Casual Leave or Temporary Duty.
 - d. DO II for cessation of allowance is to be notified on proceeding on leave.

2. Rules and Conditions of admissibility under various propositions:
 - a. High Altitude and Uncongenial Climate Allowance (Higher and Lower rates) is also admissible in addition to CFAA provided the conditions for grant of HAUCA are fulfilled.
 - b. A certificate to the effect that the individual(s) for whom allowance is notified are not absent from the specified area on AL/Sick Leave or any leave other than CL or Temporary Duty. He/they is/are not absent from specified area for a period exceeding 14 days CL or Temporary Duty should be endorsed on the DO II

3. *Rates of admissibility w.r.t. category of areas*

Post	Cat-I Areas	Cat-II Areas	Cat-III Areas
JCOs & Equ.	1440	2160	11200
Hav & Equ.	1110	1680	11200
Sep/Nk & Equ	810	1200	11200

Cat-I Areas : heights of 9000 ft. to 15000 ft. and “uncongenial” areas below 9000 ft.

Cat-II Areas : above 15000 ft. in height.

Cat-III Areas: certain specified areas that have especially uncongenial climate.

⇨ The rate in Cat-III Areas is 80 percent of Siachen Allowance.

(ii) SIACHEN ALLOWANCES.

1. The description “**SIACHN**” stands for “Siachen Allowance” and admissible to those personnel who are serving in Siachen Glacier Area in addition to Compensatory Field Area Allowance but not with High Altitude/Uncongenial Climate Allowance.
2. From date will be date of entry to Siachen Glacier Area and will be mentioned in Column 4.
3. The grant/cessation of the allowance will be mentioned in Column 7(a) as Granted or Ceased respectively as the case may be and should be published separately.
4. In case of cessation of allowance, reference Part II Order No of Grant will be mentioned in Column 8.
5. Name of operation, if one is currently operative, will be mentioned in Column 9 (a), and otherwise left blank. Corps notification No and date under which area was notified as “**SIACHN**” will be mentioned in Column 9 (b) and (c) respectively
6. In case of cessation of allowance reference Part II Order No of Grant will be mentioned in Column 8 and reference Part II Order

No of Leave/ Temp Duty/Attachment/ Hospital admission/Long Course will be mentioned in Column 9 (a).

7. This allowance will be ceased on the following circumstances:
 - (a) AL/Sick Leave/Hospitalization on occurrence
 - (b) Casual Leave or Temporary Duty beyond 14 days.

Certificate to be furnished :

1. The conditions laid down in GOI, MoD letter No 1(2)/91/D(Pay/Services) dated 01 May 1991 and No 37269/AG/PS/3(a)/90/D(Pay/Services) dated 13 Jan 1994 read in conjunction with GOI, MoD letter No F 69/3/75/D(Pay/Services) dated 28 Feb 1976 as amended vide GOI, MoD letter No 1/54/200//D(pay/Services) dated 04 Nov 2008 as amended have been fulfilled.
2. The JCOs/ORs for whom Siachen Allowance granted are serving in the qualifying area.
3. The individual(s) is/are not in receipt of any other compensatory allowance including High Altitude/Uncongenial Climate Allowance except the Compensatory Field Area Allowance (CFAA) and CHAFAA.
4. The individual(s) for whom allowance is notified are not absent from the specified area on AL/Sick Leave or any leave other than CL or Temporary Duty. He/they is/are not absent from specified area for a period exceeding 14 days CL or Temporary Duty.

(iii) GRANT/CESSATION (CFAA) & COMPENSATORY MODIFIED FIELD AREA ALLOWANCE - GRANT/CESSATION (CMFAA)

RULE POSITION :

Personnel serving in Field Areas are entitled for '**Compensatory Field Area Allowance (CFAA)**'.

Modified Field Areas: are those areas where troops are deployed in support of combat troops in an operational support role.

Personnel serving in Modified Field Areas are entitled for **Compensatory Modified Field Area Allowance (CMFAA)**:

The rates per month are:

	CFAA. 1.4.93	CMFAA 1.4.93
Hon Com.Officers And JCOs	Rs. 650/-	Rs. 225/-
Havildar	Rs. 450/-	Rs. 175/-
Naik and Sepoy	Rs. 375/-	Rs. 150/-

Attachment: In the case of attached personnel, the allowance is admissible if the period of attachment exceeds 14 days.

[MOD letter No.A/02584/AG/PS 3(a)/97/S/D(Pay)/Ser] dated 25.1.64 (CDA (OR) AT 319/64).]

Hospitalisation: If the disability is due to fault of the PBOR or when hospital stoppages are recovered for the reasons that the sickness was due to fault of the individual, Field Service concessions is to be stopped for hospitalisation even if it is less than 28 days.

Conditions for grant of CFAA/CMFAA:

- The list of Units/Formations which are in Field Area or Modified Field Area and are eligible for Field Service concessions will be notified by the Corps Commander and the notification is sent to PAO concerned quarterly for post audit by the PAO to ensure correctness of the publication of FSC by the Units concerned and to regulate the grant accordingly.
- High Altitude and Uncongenial Climate Allowance (Higher and Lower rates) is also admissible in addition to CFAA provided the conditions for grant of HAUCA are fulfilled.
- No other Compensatory Allowances are admissible along with 'CMFAA'.
- "CFAA and CMFAA" are not admissible to static Units / Formations eg. Training Centres, Recruiting Offices, Military Farms, Record Offices, NCC Directorates and its units and TA unless embodied (CDA (OR) AT 308/64) & above Govt. letter.

- Consequent on the issue of the Govt. letter dated 13.1.94 redefining the areas of Field Service concessions and the grant of CMFAA and CFAA the
- Following concessions earlier admissible are withdrawn from the dates shown against them.
 - (a) Special Compensatory (Field) Allowance w.e.f. 1.4.93
 - (b) Special Compensatory (Remote locality) Allowances w.e.f. 1.2.94.

Rationalisation of grant of CFAA and CMFAA:

Consequent on the issue of GOI, MOD letter No.90099/AG/PS 3(b)/512/D (Pay)/Services) dated 26.3.96, the grant of FSC like CFAA and CMFAA has been rationalised w.e.f. 1.1.96.

Computed using the formula $\frac{\text{Rate} \times 12}{10}$

10

The rationalised rates admissible per month are as follows:

	Compensatory Field Area Allowance (CFAA) in Rupees			Compensatory Modified Field Area Allowance (CMFAA) in Rupees		
w.e.f.	1.1.96	1.8.97	1.5.99	1.1.96	1.8.97	1.5.99
JCOs	542	750	1500	188	250	500
Hav-	375	500	1000	146	192	383
Nk & Sepoy	313	417	833	125	167	333
<i>Enhanced rate of CFAA & CMFAA i.e. 1.5.99 notified vide GOI, MOD letter No:1(26)/97/D/Pay/Services dt: 29.02.2000.</i>						

Rates w.e.f 01.09.2008*

	Compensatory Field Area Allowance (CFAA) in Rupees	Compensatory Modified Field Area Allowance (CMFAA) in Rupees
JCOs	3600	1200
Hav-	2400	920
Nk & Sepoy	2000	800

GOI, MOD letter no. 1(54)/2008/D(Pay/Services) dt 04.11.2008

NOTE:

- Consequent on Rationalisation, grant/ cessation / Regrant for AL/CL etc, are not required to be published in DO Part II by Units / Formations.
- The Units / Formations will publish in DO II the grant, of either CMFAA or CFAA as the case may be, on entry into FSC area initially and the cessation will be published in the DO II when the PBOR leaves the area on posting etc.
- The conditions as indicated in MOD letter No. A/02584/AG/PS-3(a)/97/S/D/(Pay/Services) dated 25.1.64 should also be looked into.

GENERAL INSTRUCTIONS:

1. Description "**CFAA**" stands for Compensatory Field Area Allowance. In accordance with Para 5 of Govt of India, MoD letter No 90099/AG/PS3(b)/512/D(Pay/Services) dt 26 Mar 1996, wef 01 Jan 1996, **CFAA and CMFAA** will be payable on monthly basis alongwith pay & allowance, from the date of entry of a JCO/OR into the entitled area until his posting out from the entitled area. . From date will be date of entry to entitled/qualifying area and will be mentioned in Column 4.
2. The grant/cessation of the allowance (**GRANTED or CEASED**) will be mentioned in Column 7(a) and will be published separately. Ceased will be published only after final posting out from that qualifying area or in the case of AWL/OSL/DESERTION/MISSING.
3. Reference Part II Order of grant will be mentioned in Column 8 when finally left the entitled area on posting out.
4. Name of operation, if one is currently operative, will be mentioned in Column 9 (a), and otherwise left blank. Name of theatre will be mentioned in Column 9 (b). Corps notification No and date under which area was notified as **CFAA** will be mentioned in Column 9 (c) and (d) respectively.

Certificate. Certified that:-

1. The conditions laid down in GOI, MoD letter number 37269/AG/PS/3(a)/90/D (Pay/Services) dated 13 Jan 1994

- read in conjunction with GOI, MoD letter No A/02584/AG/PS3 (a)/97-S/D (Pay/Services) dated 25 Jan 64 and rate revised vide GOI, MoD letter No 1/54/2008/D(Pay/Services) dated 04 Nov 2008 have been fulfilled for the grant of CFAA and the individual(s) for whom CFAA granted is (are) serving in detachments/units/formations located in an area mentioned in Appendix 'A' to GOI, MoD letter dated 13 Jan 1994.
2. The attached personnel have been attached for operational purpose to the unit/formation located within the qualifying area and the attachment exceeds 14 days.
 3. The individuals forming part of the detachment are attached for operational purpose to the unit/formation within the qualifying area.
 4. The DSC personnel for whom allowance is claimed are employed with the unit/formation located within the qualifying area.
 5. The allowance is not claimed for personnel of static units/formation eg Military Farms, MES, Recruiting Offices, training centres, NCC Directorates and units, unembodied TA units and Record Offices and similar establishments.

(iv) SPECIAL COMPENSATORY COUNTER INSURGENCY ALLOWANCE-GRANT/ CESSATION (SCCIA)

RULE POSITION :

With the issue of GOI, MOD letter No. 37269/CI/AG/PS 3 (a)/121/D (Pay/Services) dated 14.1.94 Units which are deployed for Counter Insurgency Operations are entitled for the above allowance w.e.f. 1.4.93. The grant to PBOR is to be notified in the DOs II.

The troops deployed with Counter Insurgency operations will be entitled to HA (UC) Allowance also, if they satisfy conditions for grant of HA (UC) Allowance.

[Authority: CGDA letter No.AT/I/042/V dated 14.2.97]

Rate admissible per month:

Rank	w.e.f. (Rs) 1.4.93	w.e.f. (Rs) 1.8.97	w.e.f. 01.05.1999.(Rs)		
			In Field Area	In Modified Field Area	In Peace Area
Hon Com & Jcos	650	900	2700	2080	1800
Hav.	450	600	1800	1380	1200
Nk & Sep	500	375	1500	1150	1000

Rank	w.e.f. 1.09.2008 (Rs) (PM)		
	In Field Area	In Modified Field Area	In Peace Area
Hon Com & Jcos	5400	4160	3600
Hav.	3600	2760	2400
Nk & Sep	3000	2300	2000
GOI, MOD letter no. 1(54)/2008/D(Pay/Services) dt 04.11.2008			

Conditions:

- The notification of lists of Units actually involved in counter Insurgency operations in areas identified as per Government Orders issued from time to time will be done by Corps HQrs Quarterly and this notification sent to PAO for Post audit of grant by the PAO.
- Unit/ Formations is operating away from their permanent location for a period of over 30 days. With the issue of GOI, MOD corrigendum No. 1(26)/97/D/(Pay / Services) dt.14.6.99, all personnel deployed w.e.f. 1.5.99 on counter Insurgency Operations .
- Less than 30 days deployment will also qualify for "SCCIA". Payment will be on Pro-rata basis. For the purpose of deployment of less than 30 days and grant of 'SCCIA' thereof the PAO will look into the sanction of deployment from Sub Area Commander or the Corps Commander to the effect that they approved the deployment of the personnel in the CI

Operations & the said PBOR were actually deployed in such operations.

[GOI, MOD letter No. 1(26)/97/D (Pay/Services) dated 2.2.2000]

Not admissible: During AL/SL and Temporary Duty exceeding 28 days and absence from area on CL exceeding 21 days.

GENERAL INSTRUCTIONS:

1. The description "**SCCIA**" shown in Column 3 stands for Special Compensatory Counter Insurgency Allowance. From date will be date of entry to Counter Insurgency Area and will be mentioned in Column 4.
2. The word "**GRANTED/CEASED**" (as applicable) will be mentioned in Column 7 (a) and will be published separately.
3. Type of area "**CFAA/CMFAA/PEACE**" for "**Field/Modified Field/Peace Area**" as the case may be, will be mentioned in Column 7(b), so as to claim the correct rate of **SCCIA** applicable to the area concerned.
4. In case of cessation of ibid allowance, reference Part II Order No of Grant will be mentioned in Column 8 and reference Part II Order No of Leave/Temporary Duty/Attachment/Hospital admission/Long Course will be mentioned in Column 9 (a).
5. Name of operation, if one is currently operative, will be mentioned in Column 9 (b), and otherwise left blank. Name of theatre will be mentioned in Column 9 (c). Corps notification No and date under which area was notified as **SCCIA** will be mentioned in Column 9 (d) and (e) respectively.
6. This allowance will be ceased in the following circumstances:
 - (a) Hospital/AL/Sick Leave beyond 28 days.
 - (b) Temporary duty beyond 21 days/Casual Leave beyond 30 days.

Certificates.

1. Certified that the conditions laid down in GOI, MoD letter No. 37269/CI/AG/PS/3(a)/121/D (Pay)/Services) dated 14 Jan 1994 as amended vide GOI, MoD letter No 1 (26)/97/D(Pay/Services) dated 14 Jun 1999, No 1(26)/97/D(Pay/Services) dated 02 Feb 2000 and

No1(26)/97/XX/D(Pay/Service) dated 29 Feb 2000 as amended vide GOI, MoD letter No1/54/2008(Pay/Services) dated 04 Nov 2008 have been for the grant of Special Compensatory Counter Insurgency Allowance.

2. Certified that deployment of personnel for whom SCCIA has been claimed in this Part II Order has been approved vide Corps Notification as mentioned in Column No 9 (d) and (e).
3. These personnel were actually deployed in Counter Insurgency operations.
4. Grant of CFAA/CMFAA/HAUCL/HAUCH/HAUCS/SIACN/SCCIA/ CHAFAA will be published simultaneously.
Cessation of all CFAA/CMFAA/HAUCL/HAUCH/HAUCS/SIACN/SCCIA/ CHAFAA will be published simultaneously, in case it has not been published with Leave Part II Order.

(v) ENTER/EXIT HIGHLY ACTIVE CONCESSIONAL AREA COMPENSATORY HIGHLY ACTIVE FIELD AREA ALLOWANCE GRANT/CESSATION (CHAFAA)

RULE POSITION :

Govt. letter notifying the Highly Active Field areas has been reproduced under GOI MOD letter No 8(3)/2000/D(Pay/services) dated 24/5/01. Notification of the above allowance should be published in accordance with item 142 of Appx'J' documentation procedure for JCOs/Ors (Revised 1999) Edn. Corps notification regarding the entitlement is to be attached with the DO Part II order granting the allowance.

Rates (PM) of CHAFAA

	w.e.f 01.05.1999	w.e.f 01.09.2008*
JCOs	Rs.2910	Rs.5820
Hav	Rs.1940	Rs.3880
Naik & Sep	Rs.1620	Rs.3240

GOI, MOD letter no. 1(54)/2008/D(Pay/Services) dt 04.11.2008

GENERAL INSTRUCTIONS:

Field area is notified by the Govt on half yearly basis and the DOII will be validated only after issue of notification for Field Area for concerned period.

1. The description “**CHAFAA**” shown in Column 3 stands for Compensatory Highly Active Field Area Allowance. From date will be date of entry to entitled/qualifying area and will be mentioned in Column 4.
2. The word “**GRANTED/CEASED**” (as applicable) will be mentioned in Column 7 (a) and will be published separately.
3. In case of cessation of ibid allowance reference Part II Order No of Grant will be mentioned in Column 8 and reference Part II Order of Leave/ Temporary Duty/Attachment/ Hospital admission/ Long Course will be mentioned in Column 9 (a).
4. Name of operation, if one is currently operative, will be mentioned in Column 9 (b), and otherwise left blank. Name of theatre will be mentioned in Column 9 (c). Corps notification No and date under which area was notified as **CHAFAA** will be mentioned in Column 9 (d) and (e) respectively.
5. This allowance will be ceased in the following circumstances:
 - (a) Hospital/AL/Sick Leave beyond 28 days
 - (b) Temporary duty beyond 21 days/Casual Leave beyond 30 days.

Certificates.

1. Certified that the conditions specified in GOI, MoD Letter No 37269/AG/PS3(a) /90/D(Pay/Services) dated 13 Jan 94 read in conjunction with GOI, MoD letter No A/02584/AG/P83(a)/97-S/D(Pay/Services) dated 25 Jan 1964 and GOI, MoD letter No 1(26)/97/XX/D(Pay/Services) dated 29 Feb 2000 have been fulfilled for the grant of Compensatory Highly Active Field Area Allowance.
2. Certified that the unit with which the above JCOS/OR are/were serving is located in an area mentioned in Appendix to GOI, MoD letter No 8(3)/2000/D(Pay/Service) dated 24 May 2001 and the notification of entitlement of CHAFAA has been made with due regard of the period entitlement notified vide Corps Notification as mentioned in Column No 9 (d) and (e) (copy enclosed to PAO).
3. Certified that the cessation of CHAFAA either on expiry of period of entitlement or on leaving of the unit/JCOs/OR from the entitlement area wherever necessary has been notified in Part II Order.

4. The attached personnel have been attached for operational purposes to the unit/formation within the qualifying area.
5. The individual forming part of detachment are attached for operational purpose to the unit/formation located within the qualifying area.
6. The DSC personnel for whom the allowance claimed are employed with the unit/formations located within the qualifying area.
7. The allowance is not claimed for static Units/Formations e.g. Military Farms, MES, Recruiting Offices, Training Centre Establishment, NCC Directorate and units un embodied TA units and Record Offices and similar establishments.

(vi) RLCA

1. Description "RLCA1" is for claiming the allowance on posting to Remote Locality Areas mentioned in Part A of the Annexure to GOI Min of Finance OM No 3/1/98-E-II (B) dated 20-07-1998.
2. Description "RLCA2" is for claiming the allowance on posting to Remote Locality Area mentioned in Part-B of the Annexure to GOI Min of Finance OM No 3/1/98-E-II(B) dated 20-07-1998.
3. Description "RLCA3" is for claiming the allowance on posting to Remote Locality Area mentioned in Part-C of the Annexure to GOI Min of Finance OM No 3/1/98-E-II (B) dated 20-07-1998.
4. Date from which allowance is admissible to the individual will be mentioned in Column 4.
5. The grant/cessation of the allowance will be mentioned in Column 7(a) as GRANTED or CEASED respectively as the case may be and should be published separately.
6. Appropriate abbreviation of the Area to which posted will be mentioned in Column 7(b)

Certificates.

1. Certified that the individual(s) to whom RLCA1 claimed in this Part II Order vide Government of India MoD letter No 1(26)/9/IV/D (Pay/Services) dated 29 Feb 2000 are serving at _____ (indicate the specified Remote area and the name of the state to which posted) mentioned in Part-A of the Annexure to the Government of India Min of Finance OM

No3/1/98 II(B) dated 20 Jul 1998 and the terms and conditions for the grant of Allowance Specified therein have been fulfilled.

2. Certified that the individual(s) for whom the RLCA1 claimed is/are neither in receipt of full field service concessions nor improved modified field concessions.

(vii) INSTALL

1. Those posted for administrative duties are not entitled for Instructional Allowance.
2. The claim will be notified in Part II Order in arrears for a specified period on quarterly basis.
3. Reference Part II Order No of posting in will be mentioned in Column 8.
4. Appointment of instructor viz PT, WT, Drill, FE, MT etc and name of the training institute/establishment and type of establishment viz A or B, to which deputed as instructor will be mentioned in Column 9 (a), Column 9 (b) and Column 9 (c) respectively.
5. In case of personnel of AEC, the allowance is restricted only to those appointed as instructors in specialised service subjects in Category A/B training establishments.

Certificates to be furnished.

1. Certified that the conditions specified in GOI, MoD letter No 1(26)/9/VI/D(Pay/Services) dated 29 Feb 2000 as amended vide letter No 1/54/2008/D(Pay/Services) dated 04 Nov 2008 have been fulfilled for the grant of instructional allowance to the PBOR for whom claim made in this Part II Order.
2. Certified that no claim is made in respect of individuals employed as regular faculty in the training establishment.
3. Certified that no deputation allowance is claimed in respect of individuals for which instructional allowances is claimed.
4. Certified that Training Institute/Establishment, to which individuals are deputed, authorized establishments for payment of this allowance.

3.6. RATION ALLOWANCES.

(i) NRA :

Background

Ration allowance is provided to PBORs at the rates notified by the Government from time to time, as per provisions of para 172 of Pay & Allowance Regulation.

Conditions for admissibility of ration allowance :

1. *Lower Rate* : When Government is in a position to supply free rations but the PBOR for his own convenience prefers to draw an allowance in lieu.
2. *Higher Rate* :
 - a. When owing to sickness or other disability, the PBOR is unable to consume his normal ration and no articles are drawn for him.
 - b. When it is not possible or economical to Government to supply free ration.
 - c. When the distance between the PBOR's place of residence and unit ration stand or retail shop ASC is more.
3. *Special Rate*
Special Rate of Ration Allowance is admissible under various condition laid down in Para 172 'd' to 'n' of Pay & Allowance Regulation.

Authorisation

4. The rates of NRA are notified by the Government and revised w.e.f. 1st April of each year.

Other Attributes

5. Recruits will be paid monthly normal rate of Ration Allowance during leave period.
6. Ration allowance will be paid to the recruits only on publication of DO II.
7. While on sick leave, Normal rate of Ration Allowance would be admissible for the period beyond the first 75 days.
8. A PBOR on leave is not entitled to the issue of free rations. He is only entitled to normal ration allowance.
9. The DO II for grant of ration allowance should accompany a certificate of non issue of ration in kind.

10. PBORs while serving with Inter Service Organisations who are entitled to draw ration money will be authorised ration allowance at rates notified from time to time on the basis of common ration scales as laid down in AI 18/76.
11. The OC of the unit will be competent to sanction ration allowance at the appropriate rate according to the circumstances of each case.
 - The grant of the allowance will be notified in DO II
 - The DO II sanctioning the grant of higher rate of ration allowances will specify the particular condition/reasons which warranted the grant of higher rate.
12. When it is not possible to issue rations in kind to troops travelling by rail or road, the CO may issue ration allowance admissible in advance to cover the period of the journey.
13. Ration allowance is not admissible in addition to daily allowance.

(ii) SPECIAL RATION ALLOWANCE (SRA)

RULE POSITION :

1. As per Army Instruction No. 28/90 JCOs/OR are auth to draw Special ration Allowance only in the following conditions. :
 - (a) When travelling by rail/road on leave.
 - (b) When employed on movement control duties at a station where they are obliged to take their meals in a refreshment room.
 - (c) When detained on temporary duty at a station, outstation or attending camps where rations cannot be supplied by Govt.
 - (d) When employed on Courier duty.
 - (e) When employed on secret equipment duty.
 - (f) When patients travel by ambulance convoy or ordinary train provided free rations are not issued.
 - (g) When TB Patients travel on recommendations of Medical Board after they have been invalidated out of services, provided free rations are not issued.

(2) Drawal of SRA on any conditions other than conditions specified in Para 1(a) to (g) is not permissible.

(Auth : QMG Br . IHQ MOD Letter no. 12045/Q/ST-6(Army/raksha) dt. 22.07.2013)

2. There is no provision to admit SRA to Service personel posted to NCC Units in non-military Station and are entitled for normal Ration only. SRA will be admissible while attending NCC Camps with the sanction of Commander NCC Group Hqr. Upto 30 days and Dy. Director NCC (State) beyond 30 days .
(Auth ; CGDA New Delhi Circular no. AT/I/3500/PC-Pune dt. 04.08.2000)
3. Special Ration allowance claim, while the JCO / ORs attending camps, where the ration cannot be supplied by Government, is regulated as under.
4. The individual will be entitled to actual expenses including fee if any for dak bungalow, etc; as certified by the OC unit subject to maximum rate as laid down in Para i(c) of AI 28/90. Sanction of the Competent authority-BDE / Sub Area / equivalent commander-will be looked for when the period is in excess of 10 days & up to 30 days.
5. Individuals while serving with Inter Service Organisations / Units / Air OP flights / Squadrons who are entitled to draw ration money will be authorized ration allowance at rates notified from time to time on the basis of common ration scales as laid down in AI 18/76.
6. When travelling by sea between mainland and islands on duty on ships other than Naval Ships and government is not in a position to provide them passage with diet, shipping companies do not issue passage tickets inclusive of diet, individual will be entitled to actual expenses incurred and charged for by the shipping company for the diet during the voyage period as certified by his company subject to the provision that no daily/messing allowance/ ration allowance will be admissible in addition.

7. A soldier on leave is not entitled to the issue of free rations. He is entitled only to Normal Ration Allowance.
8. When Part II Orders are issued for grant of ration allowance a certificate of non - issue of ration in kind will also be looked for.
9. The special rate of Ration Allowance includes mineral water and ice allowance which has been abolished as separate allowance.

(Authority : Rule 172, P & A Reg(OR)ARMY)

REASON FOR REJECTION :

- Overlapping with TYOJ

3.7. ACCOMMODATION ALLOWANCES :

(i) COMPENSATION IN LIEU OF QUARTERS (CILQ)

Under 7th CPC, Compensation in Lieu of Quarters (CILQ) stands abolished as a separate allowance. Eligible employees to be governed by the newly proposed provisions for Housing for PBORs.

Background

The origin of CILQ can be traced to the requirement to accommodate the service personnel at a place which is near to their unit of posting. This is necessitated by the service conditions of the personnel. The entitlement of accommodation, thus, becomes part of the service conditions of the PBORs.

Conditions for admissibility of CILQ

1. The CILQ is admissible to the entitled personnel on the following two conditions:
 - a. if quarters are not provided to the entitled personnel, or
 - b. if the accommodation so provided is inferior in comparison to the authorisation
2. As per Rule 281 of Pay & Allowance Regulation, entitled personnel are;
 - a. PBORs who are married, and
 - b. are of the age of 25 or above

Authorisation

3. The government has fixed an authorisation of married establishment (entitled personnel) by specifying a percentage of

the total establishment, based upon the functional requirements. The authorisations so fixed are :

Sl No	Rank	% of married establishment (entitled personnel)
1.	JCO	100 %
2.	Havaldar	95 %
3.	Naik	90 %
4.	Sepoy	50 %
5.	NCE	100 %

The PBORs who fall within the above percentages of authorisation and fulfill the conditions quoted in paras 1 & 2 above, are entitled to CILQ.

4. CILQ is payable at the following rates:

CILQ rates according to rank and city classification

POSTS	City classification		
	X	Y	Z
	<i>(A1 Cities)</i>	<i>(A, B1, B2 Cities)</i>	<i>(C & UC)</i>
Sepoy/Naik	5400	3600	2400
Havaldar	6300	4500	3000
JCOs	8100	5400	3600
NC (E)	2700	1800	1200

Other attributes

5. General attributes are as under :

- a. CILQ is meant to compensate for hiring of house, furniture, electricity and water etc. Thus it is a composite allowance.
- b. PBORs have the option to choose between CILQ or HRA, whichever is more beneficial.
- c. Recruits are not entitled to CILQ.

6. Publishing of CILQ DO II :

- a. should be published twice in a year

- b. to be notified as on 1st January and 1st July
- c. Station order under which the initial grant of CILQ is published, is essentially to be submitted with the DO II for the initial grant

Rules and Conditions of admissibility under various propositions :

(Auth : Rule 284 Pay and Allowance Regulation)

- 7. **CILQ at duty station rates:** *PBORs will be entitled to CILQ at the duty station rate if they are*
 - a. married and are within the authorised percentage of Married Establishment
 - b. permitted to live out with their families.
 - c. on posting to field.

- 8. **CILQ for families not residing at duty station :**
 - a) CILQ at “Other Town” rates is admissible to married PBOR if Married accommodation is not available at the duty station for allotment to PBOR due to which the family of PBOR resides at a station other than duty station, subject to basic conditions.
 - b) CILQ “Other Town” rates is admissible for families of PBOR posted to *Field / Concessional areas* if, the families are not in occupation of Govt. accommodation at the last duty station or separated family accommodation.
 - c) PBOR Posted at Field Services areas are entitled to CILQ at the rates they were in receipt of prior to their posting to such areas, subject to the following conditions
 - i. The PBOR was living out with his family at the previous duty station.
 - ii. Family continues to reside at the same station.
 - iii. This concession is admissible to PBOR *during the period of service in Field area only.*

- iv. The number of PBORs to whom the concession is given plus the number of houses that are hired for separated families of PBORs, does not exceed the number authorised for hiring.
- d. PBOR posted to Field Service areas and are permitted to arrange private accommodation for their families at old duty station are entitled to CILQ at the rates prescribed for the old duty station, subject to the following conditions
 - i. The family continues to live at the old duty station.
 - ii. Govt. built, hired or separated Family accommodation specifically built or hired, not remains vacant. *If any accommodation falls vacant after the grant of CILQ, the family of the PBOR will be shifted to such accommodation and payment of CILQ will be stopped from the date of occupation.*
 - iii. The number of PBOR to whom the concession is given plus the number of houses that are hired for separated families of PBOR, does not exceed the number authorised for hiring.
- e. PBOR posted to Field Service Areas and who are permitted to hire accommodation for their families at one of the separated Family Stations are entitled to CILQ at the rates prescribed for the separated family station, subject to the following conditions
 - i. Govt. accn provided to the PBOR at old duty station cannot be retained.
 - ii. Govt. built, hired or separated family accommodation specifically built or hired not remain vacant. Accommodation if falling vacant after grant of CILQ, the family will be shifted to such accommodation and CILQ will be stopped from the date of occupation.

- iii. The number of individuals to whom the concession is given plus the number of houses that are hired for separated families of PBOR does not exceed the number authorised for hiring.
9. Various circumstances and their orientation w.r.t. CILQ :
(Auth : Para of Pay & Allowance Regulation)
- a. Para 290 : CILQ will not be admissible to PBORs who refuse allotment of entitled accommodation.
 - b. Para 290 : PBORs on deputation or secondment to other Defence organization who are in receipt of pay from the Defence Service Estimates, will be entitled to CILQ.
 - c. Para 287 : CILQ will continue to be admissible during periods of temporary absence on duty and during absence on annual leave, leave pending retirement / discharge subject to certain laid down conditions.
 - d. Para 289 : CILQ may be continued to PBORs during release and overseas service leave if they were in receipt thereof before release and continue to incur expenditure on hiring accommodation at their duty station.

(ii) FAMILY ACCOMODATION ALLOWANCE (FAA) (upto 30 June 2017)

RULE POSITION :

- For all ORs not held on Auth Married Est (AME).
- Minimum of HRA rates applicable.
- 10% of Pay, the pay for this purpose will include Pay in Pay Band, Grade Pay & MSP. X Pay not to be included.
- All OR, irrespective of age and marital status, are athesized FAA if not claiming HRA/CILQ or not staying in Govt Accommodation.
- Auth : MoD letter no. 10(55)/98/D/D(Q&C) dt. 18.11.2008.
- (Detailed procedure given in IHQ of MoD (Army) Branch, MP-8 letter no. A/20038/MP 8 (I of R) dt.31.07.2009 and letter of even no. dt.18.08.2009)

GENERAL INSTRUCTIONS:

1. For the first/initial claim, the word "INITIAL" to be mentioned in Column 7 (b).
2. Only 10% (minimum of HRA) is admissible as FAA.
3. The cessation of the claim to be notified by indicating "CEASED" in Column 7(a).
4. If FAA granted earlier is continued to be paid, a continuation claim is to be notified half yearly as on first July and first January of the year in the above format, with the same description, failing which the grant made earlier will be ceased automatically from first July and first January of the year respectively.
5. In the case of notification of continuation Part II Orders, the Part II Order in which the earlier grant/continuation has been published should be mentioned in Column 8.
6. The individual will not be getting CILQ/HRA along with FAA.

Certificate. Certified that:-

1. The conditions laid down for the grant of FAA in terms of 10(55)/98/D(Q&C) dated 18 Nov 2008 have been fulfilled.
2. The individual is not within the authorized married establishment in terms of the percentage authorized for the station.

GENERAL REASON FOR REJECTION

- Absent during the period.
- Not admissible to JCOs / Honorary Ranks.
- Future date - cancel and republish
- Reference DOII Marked As Cancelled with Reference To Cancel DOII.
- From Date is later than DOII publication date.

(iii) HRA

1. For the first/initial claim, a certificate from the individual in the form given in Annexure 'B' to GOI letter No 10(55)/98(D)(Q&C) dated 18 Nov 2008 and NAC from the Station Commander in the form given in Annexure 'D' to the above letter are to be enclosed and the word 'INITIAL' to be given in Column 7 (b).

2. The individual has opted for HRA.
3. The class of city viz CCX,CCY,CCZ along with entitled type of accommodation such as 1,2,3,4 for which HRA granted should be indicated in Column 7 (c) as shown in that Column.
4. The percentage Rate of HRA ie10%, 20%, 30% as per classification of city to be given in numbers in amount Column.
5. Lowest amount charged as License fee for the entitled type of accommodation is to be shown under Column 6(SRA).
6. The cessation of the claim to be notified by indicating "CEASED" in Column 7(a).
7. If HRA granted earlier is continued to be paid, a continuation claim is to be notified half yearly as on first July and first January of the year in the above format with the same description, failing which the grant made earlier will be ceased automatically from first July and first January of the year respectively.
8. In the case of notification of continuation Part II Orders, the Part II order in which the earlier grant/continuation has been published, should be mentioned in Column 8.
9. The individual will not get CILQ in addition to HRA.

3.8. TPTL (TRANSPORTATION ALLOWANCE)

The Transport Allowance is fully DA indexed. The 7th CPC recommended a raise commensurate with inflation as reflected in the rates of Dearness Allowance (DA). Accordingly and therefore, the fully DA-indexed allowances such as Transportation Allowance were not given any raise.

Background

The Govt. of India, Ministry of Defence vide letter No.12630/TPTA/QMOUCC/208 D(Mov)/98 dated 20.2.98 has entitled the PBORs (including TA personnel, later on) to Transportation Allowance.

Conditions for admissibility of TPTL :

1. The TPTL is admissible if
 - a. The PBOR is not provided with Govt. Transport.
 - b. PBOR is not absent from duty or Training for more than 30 days.

2. PBORs serving in Field and Modified Field Areas are also entitled for TPTL, provided conditions laid down for its grant in Govt orders are fulfilled.

Rates of Transport Allowance (As per 6th CPC)

Rank	A-1/A Cities	Other place
Officers including Hony Commissioned	3200+DA	1600+DA
JCOs	1600+DA	800+DA
Hav & below but pay in the old pay band Rs.7440/- & above	1600+DA	800+DA
Hav & below and pay in the old pay band below Rs.7440/-	600+DA	400+DA

Other Attributes

1. The grant/cessation of Transportation Allowance should be published by the Units in DOs II as separate items and it is treated as Audit cage items for the purpose of adjustment in the account of the PBOR.
2. Transportation Allowance to PBOR who is blind or orthopedically handicapped "TPTH", is double the rate per month.
3. TPTL to Honorary Commissioned Officers are admissible at the rate admissible to Commissioned Officers.
4. In case physically handicapped personnel are provided with Govt. accommodation within a distance of one KM from the place of duty or within campus housing the place of work and residence, the TPTL allowance will be admissible at NORMAL RATE as applicable.

3.9. CHILDREN EDUCATION ALLOWANCES (CEA)

Rate of allowance as per 7th CPC :

CEA Rs. 2,250 per month per child.

(Whenever DA increases by 50%, CEA shall increase by 25%)

Simplification of Procedure for Reimbursement in 7th CPC

- Reimbursement should be done just once a year, after completion of the financial year (which for most schools coincides with the Academic year).

- For CEA, a certificate from the head of institution where the ward of government employee studies, should be sufficient for this purpose.
- The certificate should confirm that the child studied in the school during the previous academic year.

Applicability :

- CEA is payable up to Class XII.
- CEA is applicable for first two surviving children.
- CEA is admissible to more than two children if the second child birth results in multiple births.
- For children with disabilities, reimbursement will be at double the normal rates.
- For diploma courses of two years duration at Polytechnics, if the entry level qualification is Class 10th, CEA is allowed upto 2nd year of classes.
- To allow reimbursement of CEA /Hostel Subsidy for the initial two years of a diploma/ certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Government servant has not been granted CEA/Hostel subsidy in respect of the child for studies in 11th and 12th standards.

Clarifications:

- For the purpose of CEA, 'year' means the academic year.
- **Can CEA would be admissible beyond two children due to failure of sterilization operation?** : The reimbursement of CEA is admissible only for the first child born after failure of sterilization operation. Auth : GOI,Min. of P,P,G & P,DOPT letter no.21011/16/2009-Estt(AL) dt.17.06.2011.
- PBOR should have rendered one year service.
- CEA allowed for 3 children for those born upto 31.12.1987 and those born after 31.12.87, CEA is admissible for only two children.
- CEA admissible for only two classes for child studying in - LKG/UKG/nursery.
- Age of the child should not be below 5 years for Class-I.
- In respect of personnel who retire, discharged, dismissed etc, the allowance is admissible upto the academic year and

will be claimed through DO II to be published by the Record Office.

- CEA is admissible during EOL without P & A
- CEA to Defence Service Personnel posted to Ministry or Abroad please see Rule 479 of P & A Regulations (OR), as amended from time to time.

POINT OF CONCERN TO AVOID REJECTION OF CEA DOII:

- Ensure Claim does not overlap with already adjusted CEA/RTF/HOSSUB.
- Beginning of the academic year in TJRA column eg. 0409 and ending in LRA column eg. 0310 to be given.
- Valid Column 7C values are Q1, Q2, Q3 or Q4 only.
- Ensure DOII is not Time Bar Publication.
- More than two children not admissible.
- Date of birth appears correct in DOs-II in consonance with the date of birth mentioned in previous DOII, as incorrect DOB will be treated by system as new child and DOII will be rejected treating as more than two child.
- Period between From date and To date and column 7C are matched.
- To Date is not beyond the current month.
- Date in to_date column should be end of the month.
- Amount is not zero or amount in rate column not exceed maximum admissible amount.

3.10. Leave Encashment

(i) ENCASHMENT OF ANNUAL LEAVE ON LTC (ENCASH)

GENERAL INSTRUCTIONS:

1. This format will be used for notifying occurrence for encashment of Annual Leave along with LTC as allowed to service personnel vide Govt of India, MoD letter No 12647/LTC/MOV C/2970/D(Mov)/08 dated 17 Dec 2008 and B/33931/AG/PS-2(b)/1908/D(AG) dated 15 Apr 2010.
2. Encashment of Annual Leave on LTC should not exceed 10 days in a calendar year and 60 days in entire service.
3. Period of last annual leave availed during the particular year will be mentioned in Column 4.

4. Number of days for which encashment claimed now will be mentioned in SRA. Cumulative total number of days for which encashment claimed so far including the current one will be mentioned in NRA.
5. Word "LTC" will be mentioned in Column7 (a) for encashment during LTC.
6. Year to which present encashment of leave pertains, will be mentioned in Column7(c).
7. Reference Part II Order of Annual Leave granted during which LTC availed will be mentioned in Column 8.

Certificate. Certified that the entitlement for leave encashment has been verified and the conditions specified in Govt of India, MoD letter No 12647/LTC/MOV C/2970/D(Mov)/08 dated 17 Dec 2008 and B/33931/AG/PS-2(b)/1908/D(AG) dated 15 Apr 2010 have been fulfilled.

REASON FOR REJECTION

- To be claimed as advance through IAFA 194 between 1.4.2013 and 31.7.2014
- LTC Encashed Days given in LRA Col. does not match with Employee table
- Value in TJRA Column should be more than zeroVL:TJRA days is not matching.
- Future date - cancel and republish
- Reference DOI Marked As Cancelled with Reference To Cancel DOI.
- TJRA days are not matching.

(ii) ENCASHMENT OF LEAVE ON DISCHARGE

1. Unit will ensure that occurrence for accumulation of Annual Leave for encashment so far are published in description "ACCLVE" under Group IIB.
2. This occurrence will be notified by Record Office for final settlement of accounts at the time of discharge, Invalidment or death of the individual.
3. Date of discharge, Invalidment or death will be mentioned in Column 4 and it will be the same date which is mentioned in occurrence of "DISCH", "INVALID", "DEATH" and "BATTLE".

4. The word 'DISCH/INVALID/DEATH/BATTLE' which denotes reason for non-effective, will be mentioned in Column 7 (a).
5. Total number of days which have been accumulated for encashment so far by the individual and occurrences have been notified through Part II Order under description "ACCLVE" in Group IIB, will be mentioned in Column 7 (b) from system automatically.
6. Number of days entitled for encashment should not exceed the limit (ie 300 days) laid down vide Govt of India, Min of Def letter No B/33931/AG/PS-2(b)/1908/D (AG) dt 15 Apr 2010 and it will be mentioned in Column 7 (c).
7. Reference Part II Order No., under which occurrence of 'DISCH/INVALID/DEATH/BATTLE' has been published, will be mentioned in Column 8.
8. Leave Encashment details year wise will be taken by system automatically in Column 9 spreading in sub Columns (a), (b), (c), (d), so on while printing Part II Order for easy reference to PAO (OR) for final settlement of accounts.

3.11 Hospital

HOSPITAL ADMISSION, TRANSFER AND DISCHARGE (HOSPTL)

RULE POSITION :

1. Field Allowances are stopped on admission to Hospital. After Discharge from Hospital Part II order for Grant of entitled Field Allowances are to be published.
2. HOSPTL should not be published during leave period.

ADMISSION IN HOSPITAL

1. Date of admission to a military hospital will be mentioned in Column 4.
2. The word "ADM" will be mentioned in Column 7 (a).
3. If the individual is admitted in hospital due to his own fault, the word "OWN" will be mentioned in Column 7 (b), otherwise will be left blank.
4. After transfer from another hospital and again admitted to one, separate item for "ADM" will be published and Part II Order No of "TFR" will be mentioned in Column 8.

5. In case the individual is admitted to hospital while on leave/temporary duty or on expiry of sick leave, Part II Order No of leave/temporary duty will be mentioned in Column 8.
6. Name of hospital will be mentioned in Column 9 (a).
7. Time of admission to hospital (eg 0600, 1800, and 2300) will be mentioned in Column 9 (b).
8. POSOUT to X-2 list (where applicable) will be published separately.

TRANSFER FROM HOSPITAL

1. Date of transfer from hospital will be mentioned in Column 4.
2. Separate item for transfer from hospital will be published and the word "TFR" will be mentioned in Column 7(a).
3. Reference Part II Order No of "ADM" will be mentioned in Column 8.
4. Time of transfer to hospital (Eg. 600, 1800, and 2300) will be mentioned in Column 9 (b).
5. Diagnosis will be mentioned in Column 9 (b) to (f), if diagnoses are more than one, otherwise remaining Columns will be left blank.

DISCHARGE FROM HOSPITAL

1. Date of discharge from hospital will be mentioned in Column 4.
2. Separate item for discharge from hospital will be published and the word "DISCH" will be mentioned in Column 7(a).
3. Reference Part II Order No of "ADM" will be mentioned in Column 8.
4. Time of discharge from hospital (eg 0600, 1800, and 2300) will be mentioned in Column 9 (b).
5. Diagnosis will be mentioned in Column 9 (b) to (f), if diagnoses are more than one, otherwise remaining Columns will be left blank.
6. POSIN from X-2 list (where applicable) will be published separately.
7. Regularisation of leave will be notified separately.

REASON FOR REJECTION :

- Absent during the Period.

- To Date should be blank.
- Reference DOII Not Found
- Duplicate Publication
- Future date - cancel and republish.

3.12. AWARD

AWARD/CESSATION/RESTORATION OF MEDALS

RULE POSITION :

Monetary Allowance for the Gallantry Awards came into effect with the issue of AI 268/50 for acts of gallantry performed in an operation in the field on or after 15 Aug 47. The monetary allowance attached to gallantry decorations are as under:

Awards	Monetary allowance w.e.f. 01 Feb 95	Monetary allowance w.e.f. 01 Jan 96	Monetary allowance w.e.f. 01 Feb 99	Monetary allowance w.e.f. 14 May 08
	(Rs. p.m.)	(Rs. p.m.)	(Rs. p.m.)	(Rs. p.m.)
Param Vir Chakra	350	1500	1500	3000
Ashoka Chakra	325	450	1400	2800
Maha Vir Chakra	275	400	1200	2400
Kirti Chakra	250	350	1050	2100
Vir Chakra	200	300	850	1700
Shaurya Chakra	175	250	750	1500
Sena Medal (for gallantry)	Nil	Nil	250	500

- The monetary allowance is payable to all recipients irrespective of rank and income.
- Each bar to the decoration will carry the same amount of monetary allowance as admissible to the original award.
- The Gallantry Award is exempted from Income Tax. AO 46/79 refers.

GENERAL INSTRUCTIONS:

1. Medal Name will be mentioned in Columns 5 (b).

2. Reference Part II Order will be mentioned in Column 6 in case of CEASED/RESTORED.

3.13 CANCEL

RULE POSITION :

- Enrolment DOII should not be cancelled.
- CANCEL DOII published earlier should not be cancelled.
- DOII published for Causality should only be cancelled with specific reference of that causality DOII.
- Description of Causality DOII should be mentioned in Col. 7(A).
- "FROM Date' in CANCEL DOII should be same as from date mentioned in Causality DOII.

GENERAL INSTRUCTIONS:

1. From date of the cancel occurrence, to be shown in Column 4, will be the From date of the original occurrence being cancelled.
2. Description and reference Part II Order of the original occurrence which is being cancelled should be given in 7(a) and Column 8 respectively.
3. The Part II Order cancelled by units with reference to the observation of the PAO should be supported by the memo reference number and date of the PAO in remarks column.
4. Cancellation of personal occurrences already notified in Part II Orders should be carried out invariably through medium of Part II Orders under the group and heading to which the original occurrence pertains.
5. Re-publication, consequent to cancellation if considered necessary, then both are to be published under the same group and heading appropriate to the personnel occurrences concerned, in the order of cancellation first and republication against the next item No in the same Part II Order.
6. Description JCNO must not be cancelled.

GENERAL REASON FOR REJECTION :

1. Appendix J Not Available for the description/ Column A.
2. Reference DOI already Cancelled
3. Future date - cancel and republish
4. Incorrect Reference DOI.
5. Status in Employee table is Not Effective.
6. Incorrect Army no/Description
7. From date blank.

CHAPTER :4. ENTITLEMENT OF CLAIMS (CONTIGENT BILL ITEMS)

4.1. LUGGAGE CLAIM

(a) Background

As per GOI MOD letter No 12630/CTG/MOVC/557/DMOV/12 dt. 07.01.2013, w.e.f. 01st April 2013, payment of advances and adjustment of claims on account of TA/DA, LTC, CTG and luggage claims of JCOs/OR is being made by the PAOs. Before 01.04.2013 this work was entrusted to PCA(Fys) Kolkata centrally.

⇒ As per HQrs CGDA letter No.AT/1/3510/MPS/XII dt.11.07.2014, the CTG and Leave encashment on LTC will be paid through DOs II w.e.f. 01.08.2014.

(b) General Attributes

- The entitlement of the individual and family is checked with reference to the rates laid down in TR and Govt Orders/revised orders issued from time to time for various moves.
- The actual weight of the luggage and rate applicable are allowed as per grade pay of the JCOs/ORs.
- Demands outstanding on account of advance, if any, are linked and recovered.

(c) Authorisation

1. The claims are admitted under audit authorizations contained in Para 46 and 61 of Defence Audit Code Vol I and Para 636 of OM II Vol I.(Ed 2001), Travel Regulations, FR I Vol I and letters issued by GoI, MoD/CGDA on the matter from time to time.
2. Types of claims:
 - i) Advance/adjustment claims on account of transportation of personal effects/Vehicle;
 - ii) Advance/Adjustment claim on account of LTC;
 - iii) Advance/Adjustment claim on account of foreign moves of JCO/ORs

(d) Rules and Conditions of admissibility under various propositions :

PERMANENT DUTY MOVES

Permanent Duty : Except where otherwise specifically stated, any move on duty which as per the expectations of the ordering authority the individual shall do duty in the station to which his transfer is ordered for a *period exceeding 180 days*, will be classified as permanent.

Provided that a transfer classified as temporary shall be reclassified as permanent if and when the period of duty at the said station exceeds 180 days and provided further, that the classification of a transfer as permanent shall not be revised after the move of the individual has commenced from the station where he was officially located when he received the order transferring him.

The entitlements on permanent duty move are:-

- a) Conveyance for self and family/vehicle
- b) Baggage
- c) Transfer grant (the same has been made as DOs-II item w.e.f.

01.08.2014)

LUGGAGE CLAIM/TRANSPORTATION OF CONVEYANCE

The luggage claims of JCOs/ORs are audited and passed as per Rule 70 to 75 of Travel Regulations 1991 Edition and other orders issued by Govt. of India/MOD from time to time.

TRANSPORTATION OF PERSONAL EFFECTS (As per 6th CPC)

Grade Pay (Rs.) (erstwhile)	By Train / Steamer (entitlement)	Rate per km/for transport by road (Rs.)	
		X & Y Class Cities	Z Class Cities
4200, 4600, 4800, 5400, 6100, 6600	6000 kg by goods train / four wheeler wagon / one single container	30.00 (Rs.0.005 per kg per km)	18.00 (Rs.0.003 per kg per km)

2800	3000 kg by goods train / four wheeler wagon / one single container	15.00 (Rs.0.005 per kg per km)	9.00 (Rs.0.003 per kg per km)
Below 2800	1500 kg by goods train / four wheeler wagon / one single container	7.50 (Rs.0.005 per kg per km)	4.60 (Rs.0.003 per kg per km)

TRANSPORTATION OF CONVEYANCE

Grade Pay (erstwhile)	Scale
4200 and above	One motor car etc or one motor cycle / scooter or one <i>horse</i>
Less than 4200	One motor cycle / scooter / moped or one bicycle

LUGGAGE CLAIM ENTITLEMENT AS PER 7 th CPC

Level	By Train/Steamer	Rate for Transportation by Road
12 & above	6000 kg by goods train/ 4 wheeler wagon/1 double container	Rs 50 per km
5A to 11	6000 kg by goods train/ 4 wheeler wagon/1 single container	Rs 50 per km
5	3000 kg	Rs 25 per km
4 & below	1500 kg	Rs 15 per km

(d) General check points while submitting the claims / documents to be attached with the claims for transportation:

- i. Claims are to be prepared on prescribed forms, should be legible in ink or typed and should be in accordance with the printed instructions contained therein.
- ii. A copy of the order sanctioning the move should be attached with the claim.
- iii. The claims should be countersigned by the Controlling Officer as required under Rule 6 TR
- iv. The claims should be signed by the claimant and a revenue stamp has to be affixed if the net amount exceeds Rs.5000/-
- v. When the claim is time-barred a copy of the sanction of the competent authority waiving the time-bar, as per Rule 188 FR Part I, Vol I should be attached
- vi. Special sanction such as :
 - (i) Sanction for move order,
 - (ii) Sanction for conveyance of motor cycle/car and
 - (iii) Sanction for travel by air/car/own scooterShould be attached with the claim in original duly signed in ink. However consequent upon 6th CPC non entitled personnel may travel by air but the reimbursement will be restricted to entitled class of rail fare or actual expenditure whichever is less.
- vii. Original cash receipt and challan for the conveyance of luggage or scooter/car and air tickets/railways ticket for the journey performed by individual/family should be attached with the claim.
- viii. When a claim is lost / misplaced and subsequently and a fresh claim is preferred, the certificate prescribed in Rule 43 FR Part II is required to be furnished with the fresh claim.
- ix. Correct amount of advance of TA should be mentioned in the claim indicating the date of drawl

- of the same and the source from which it was drawn.
- x. To avoid recovery of advance, the adjustment claim should be promptly submitted as contemplated in 17(A) of TR.
 - xi. The name and designation/appointment of the officer countersigning the claims should be indicated prominently to facilitate verification of specimen signatures.

(e) SPECIFIC NATURE MOVES AND CONCERNED REQUIREMENTS

MOVE ON PERMANENT DUTY FOR SELF /FAMILY /BAGGAGE AND VEHICLE UNDER RULE 70 OF TRAVEL REGULATIONS

The under mentioned details should be clearly mentioned

- i. Circumstances under which no railway warrant was issued.
- ii. The exact weight of the luggage in kgs.
- iii. The stations between which journey was performed
- iv. Details of family members with relationship, age and sex, is/are wholly dependent on the individual.
- v. Date of commencement and completion of journey.
- vi. Names of the old and new duty stations.
- v. Whether the individual was residing with family in AME or under own arrangement and drawing CILQ at married rate.
- vi. Date of move of the family to new duty station from old duty station.
- vii. Date on which the individual is brought within AME at his new duty station.
- viii. Date on which the PBOR was permitted to make his own arrangements within AME and granted CILQ at married rates.
- ix. A copy of the order authorizing the move of the individual on the occasion.

- ⇒ Family may precede or follow the head of the family within six months of the date on which the head of the family moves {Rule 16(ii) [A] TR}

CLAIM FOR MOVE OF THE FAMILY TO HOME WHEN ACCOMMODATION IS NOT AVAILABLE UNDER RULE 73 OF TRAVEL REGULATIONS

- i. Circumstances under which no railway warrant was issued.
- ii. The exact weight of the luggage in Kgs.
- iii. Name of the nearest railway station to the home of the individual. Name of the SPR, if necessary.
- iv. Whether the family was within AME at his old duty station from which the family proceeded home / SPR.
- v. Names of the old and new duty stations.
- vi. Whether the individual was residing with family in AME or under own arrangement and drawing CILQ at married rate.
- vii. A certificate that the new duty station is a non family station where family accommodation for the individual was not available vide Rule 73 TR at the time of transfer.

CLAIM FOR MOVE OF THE FAMILY FROM HOME/SPR TO NEW DUTY STATION UNDER RULE 73 OF TRAVEL REGULATIONS

- i. Circumstances under which no railway warrant was issued.
- ii. The exact weight of the luggage in kgs.
- iii. Name of the nearest railway station to the home/SPR of the individual.
- iv. Whether the family was sent Home/SPR at Govt. expense, if so under what Rule
- v. Whether the family was within AME at his old duty station from which the family proceeded home/SPR.
- vi. Names of the old and new duty stations.
- vii. Date on which the individual was brought under AME at new duty station.
- viii. Date of move of family for new duty station.
- ix. Date on which individual was permitted to make his own arrangement or granted CILQ at married rates at new duty station.

- x. A certificate that the old duty station is a non family station where family accommodation for the individual was not available vide Rule 73 TR at the time of transfer.
- xi. A certificate that the family is rejoining the head of the family on expiry of one year from the date of vacation of married accommodation being ordered to ensure even distribution of married accommodation on rotation basis at the station vide Rule 74 TR.
Lien of conveyance for move under Rule 72 and 73(a) TR is regulated under clause (e) of Rule 16(ii) TR according to which time limit of six months will be calculated from the date married accommodation becomes available or from date one is allotted Govt. married accommodation or the PBOR is permitted to make his own arrangements

CLAIM FOR MOVE OF THE FAMILY FROM DUTY STATION TO HOME/SPR WHEN ORDERED TO VACATE MARRIED ACCOMMODATION UNDER RULE 74 OF TRAVEL REGULATIONS

- i. Circumstances under which no railway warrant was issued.
- ii. The exact weight of the luggage in kgs.
- iii. Name of the nearest railway station to the home/SPR of the individual.
- iv. Whether the family was sent Home/SPR at Govt. expense, if so under what Rule
- v. Whether the family was within AME at his old duty station from which the family proceeded home/SPR.
- vi. Whether the individual was residing with family in AME or under own arrangement and drawing CILQ at married rate at the duty station from which family proceeded Home/SPR.
- vii. Date of vacation of quarter, cessation of CILQ at married rates at duty station.
- viii. A certificate by the OC that family has remained with the unit or at the station for at least one year and such evacuation of accommodation was necessary to ensure even distribution of the available accommodation at that time.
- ix. A certificate from the OC unit that the family will not rejoin before expiry of one year from the date of vacation of

married accommodation on rotation basis at the station vide Rule 74 TR.

CLAIM FOR MOVE OF FAMILY FIRST TIME FROM HOME/PLACE OF MARRIAGE UNDER RULE 72 OF TRAVEL REGULATIONS

- i. Circumstances under which no railway warrant was issued on the occasion.
- ii. The exact weight of the luggage in kgs.
- iii. Details of family members with age and sex wholly dependent on the individual.
- iv. The railway stations between which journey was performed.
- v. Date of marriage of the individual.
- vi. Name of the railway station nearest to the place of marriage.
- vii. Date on which individual is brought within AME at duty station.
- viii. Date on which the individual was permitted to make his own arrangements or granted CILQ at married rates at duty station.
- ix. A certificate that the individual is availing of the concession under Rule 72 TR of the first time in his service life.

LEAVE TRAVEL CONCESSIONS

(Refers Rule 184 to 188 of Travel Regulations 1991 Edition)

11. JCOs/ORs when proceeding on annual/casual leave irrespective of its duration may be granted once annually free conveyance by main route to and from their home and every alternate year, in lieu of home town, to any other leave station (All India LTC).

LTC ADVANCES

12. In addition to the general check list the under mentioned points need to be observed before forwarding the LTC advance claims :
 - i. Claim for LTC advance is to be preferred in the prescribed proforma (IAF194 (amended))

- ii. The requisition for advance is to be signed by the claimant and countersigned by the Controlling Officer
- iii. Details of the family members indicating gender, relation, date of birth etc., is required to be furnished duly countersigned by the CO
- iv. Block year for which LTC is claimed
- v. Band Pay and Grade pay is to be indicated
- vi. 'No warrant issued' Certificate by the competent authority for the travel to be enclosed separately.
- vii. Home town/Place of visit is to be specified
- viii. In the case of LTC for self, the period of leave is to be specified
- ix. Advance is restricted to 90% of the approximate entitlement.

LTC ADJUSTMENT CLAIMS

In addition to the general check list the under mentioned points need to be observed before forwarding the LTC adjustment claims:

- i. Important details viz., unit, name and designation, account No, band pay, grade pay, details of family, age, date of birth, relationship details of marital status and employment, declared place of visit, home town, ticket no./PNR No., signature of the individual and countersignature of the competent authority are required to be furnished in the LTC adjustment claim
- ii. The adjustment claim should be submitted within the stipulated time. The date of preference of claims by the individuals, is checked with the date of completion of return journey given, to ensure that the claims are submitted within the stipulated time.
- iii. No Leave Travel Concession is admitted for journey performed by own (by own propulsion)/hired car
- vi. No Leave Travel Concession is permissible for family members other than the OR's wife and dependents
- vii. Where LTC for members of the family is claimed the particulars of the members of the family are required to be

- furnished and in the case of children, age with gender is to be mentioned along with marital status.
- viii. Where LTC is claimed for parents/minor brothers/sisters the dependency certificate is to be recorded on the claim. Note: The claim should be submitted within one month on completion of return journey if advance is drawn.
 - ix. The DO II notification should contain the details like leave availed, date of commencement of onward and return journey, nos. and details of persons performing the journey, nearest railway station, home town, place of visit, Block year/Calendar year in which the claim is preferred.
 - x. Certificate by the CO is required to be furnished for the purchase of ticket within the stipulated time if advance is drawn.
 - xi. The claimant should have completed one year service/is a trained soldier.
 - xii. Leave certificate with leave details/Part II orders should be furnished.
 - xiii. Original tickets should be furnished
 - xiv. Waiver certificate for non-submission of tickets supported with PNR/Ticket nos as per QMG Branch, AHQ letter 12647/Q/MOV/C dated 30.5.2003 should be furnished.
 - xv. In case the journey is performed by Private Airline when the cost of Air Travel is borne by Govt of India, the sanction for relaxation by Ministry of Civil Aviation is to be obtained and furnished.
 - xvi. Certificate in terms of Rule 184 (xi) of TR regarding completion of onward and return journey within the stipulated period of six months should be furnished
 - xvii. Joint declaration in case spouse is employed in government service.

INFORMATION / DOCUMENTS / CERTIFICATES REQUIRED FOR LTC CLAIMS FOR SELF/FAMILY

- i. Reasons for non issue of Railway Warrant
- ii. Sanction of leave i.e.; the exact period of leave granted to the individual is to be shown and Part II order/gen. form also attached with the claim.

- iii. Name of the nearest railway station to the home of the individual, as recorded in his service documents, is to be shown in the claim.
- iv. The date of commencement and completion of both onward and outward journeys is to be shown in the claim.
- v. Details of family members with age & sex of children, if any, and wholly dependent on the individual is to be mentioned in the claim.
- vi. The No. and date of the CV issued for the onward and return journey for the family is to be mentioned in the claim.
- vii. A certificate to the effect that a similar LTC under Rule 184(i) TR was not/will not be availed by the individual on any other occasion during the calendar year.
- viii. Certified that the individual and his family have not availed and will not avail of LTC under Rule 184(iii) TR on any other occasion during the calendar year.

Note: Encashment of Leave on LTC has been made as DOs-II item w.e.f. 01.08.2014

ADMITTANCE OF EX INDIA CLAIMS IN RESPECT OF JCOs/ORs

15. In respect of JCOs/ORs claiming TA/DA while proceeding abroad, the advance is sanctioned by the PAO where the IRLA of the OR is being maintained. The adjustment / recovery of the advance is watched by the PAO.

In respect of JCOs/ORs where Ex-India posting is not involved, e.g.,

- i. deputation,
- ii. long term course, and
- iii. joint exercise

Such claims are dealt with by PCDA New Delhi. Supplementary claims received where the earlier claim was admitted by some other office may be forwarded to that particular office for linking and auditing the same.

4.2. NEPAL/BHUTAN CLAIM

Background

1. PBORs proceeding on temporary duty to Nepal / Bhutan are entitled to Daily Allowance for their visits abroad.

Authorisation

- (a) Payment of Daily Allowance (DA) for visits on duty abroad including Nepal / Bhutan is governed by Para 268 of Travel Regulations 2014. The PBORs detailed for duty abroad are to be paid the full entitled DA at the rates prescribed for *that country* by the Government subject to the terms and conditions as laid down in Move Sanction / Govt letter.
- (b) If the host country provided for accommodation as also all meals or he is provided all meals and entitled accommodation, only 25% of the prescribed entitled amount will be admissible.
2. Visits of PBORs to Bhutan as part of Joint Training Cycle with Royal Bhutan Army and payment of DA in the matter would also be governed as per provisions contained in Para 268 of Travel Regulations 2014, subject to provision mentioned in Pt.1 above. PBORs detailed to Bhutan as part of Joint Training Cycle are also entitled to DA as per their entitlement at the prescribed rates subject to the terms and conditions as provided for in the Move Sanction including those relating to accommodation and meals.

Other attributes

3. If personnel are staying in tented accommodation then restriction of payment of DA to 25% of the entitled amount shall not apply. *Authority* : Para 114 Sub Clause (iv) of TR 2014.
4. It is incumbent upon the move sanctioning authority that the move sanction should be clear and unambiguous. The move sanctions should clearly state the nature of duty as also the status of boarding and lodging for settling the TA / DA claims correctly.

Rules and Conditions of admissibility under various propositions

5. *The various propositions and respective admissibility is as under:*

- a. When PBOR is posted in India and goes on temporary duty from India to Nepal / Bhutan, DA will be regulated as follows :
 - i) For the first fourteen days : Full admissible DA
 - ii) For the next fourteen days : 75% of admissible DA
 - iii) For subsequent additional day : 60% of admissible DA

- b. When Service personnel posted in Nepal / Bhutan and goes on temporary duty with in the country of their posting, DA will be regulated as follows :
 - i) For the first seven days : Full admissible DA
 - ii) For the next seven days : 75% of admissible DA
 - iii) For subsequent additional day : 50% of admissible DA

6. Various circumstances and their orientation w.r.t. Nepal / Bhutan TD:

Daily Allowance will be regulated as per Para 1 and 2 above and restricted to rank Foreign Allowance in case of tour / TD exceeding 30 days.

- a. The number of days will be counted on the basis of stay at a particular station only.
- b. When the PBOR gets free ration and accommodation provided by the host country, only 25% of total entitlement of DA will be admissible
- c. Full rate of admissible DA for JCOs/ORs is 75% of 60 US \$ i.e. **45 US \$**
- d. Certified Dollar rates are required to be mentioned in claims pertaining to TD to Nepal / Bhutan.

7. Check points while submitting the claims / documents to be attached with the claims:

- a. Move Sanction
- b. Detention Certificate
- c. Movement Order
- d. Specimen Signature of Countersigning Authority
- e. TA/DA advance certificate
- f. Ration drawal certificate

- g. Food/Accommodation certificate (provided / not provided)
- h. Exchange rate of US Dollar
- i. DO II of TYOJ / TYRJ
- j. Original receipt of Conveyance / Accommodation
- k. Security Clearance certificate
- l. Budget Allotment certificate

4.3. : MEDICAL REIMBURSEMENT CLAIM

Background

Medical Reimbursement Claims in r/o JCOs/ORs regarding *OPD treatment* undertaken by the JCOs/Ors and their dependent / family members, are admitted in audit in the PAOs concerned.

Authorisation

Indoor Treatment :JCOs and ORs of the Army serving with NCC and their families admitted into state hospitals at stations where service medical facilities are not available and if reciprocal arrangements do not exist, payments will be arranged by the Regional Controller (PCDA/CDA office) under whose jurisdiction the nearest service hospital is situated.

In case service personnel or their dependants are admitted in private hospital and pay themselves for their medical expenses, the concerned claim submitted by the service personnel will be reimbursed by the Regional PCsDA/CsDA in whose jurisdiction the nearest service hospital is situated.

Whether service hospital so situated belongs to Navy or Air Force, the claims will be submitted to PCDA (N) or PCDA (AF), as the case may be, to reimburse the amount.

After the due audit, the Regional PCsDA/CsDA or the PCDA (N) and PCDA (AF), as the case may be, will issue a payment authority to the PAO (ORs) concerned for crediting the amount in the IRLA of the individual under intimation to the individual's unit and OC of the service hospital which countersigned the medical claim.

Check points while submitting the claims / documents to be attached with the claims:

1. Certificate by the AMA, Appendix 'A' to AO 32/81 duly completed in all respect should be attached.

2. Cash memo, duly verified by the nearest MH Doctor should also be countersigned by the hospital
3. The Hearing Aid claim is to be routed through DGMS, New Delhi with CRV in duplicate
4. Sanction of the tests should be accorded before the date of conduction of test
5. Dependency Certificate as per Appendix 'A' to AO 120/80 as amended vide 16/91 is to be attached with the claims
6. Contingent Bill is also to be countersigned by the nearest MH.
7. The claims should not be time barred. Necessary time barred sanction of CFA is required in case the claim becomes time barred.
8. For the purpose of special investigations, request on AFMSF-9 should be attached.
9. Specimen signature of countersigning authority should be attached.

CHAPTER : 5. AFPP FUND

Army Personnel (Junior Commissioned Officers (including Honorary Commissioned Officers) other ranks (excluding boys) and NCs (E) of the regular Army, Personnel of the Defence Security Corps, Regular Army Personnel seconded to the Territorial Army and National Cadet Corps) are eligible to subscribe to the A.F.P.P. Fund.

The “Fund” months corresponding to the Pay months March to February will be April to March.

5.1 NOMINATION

- The nomination form is necessary in order to facilitate disposal of the Fund Money that may stand to the credit of the subscriber in the event of his death before that amount has become payable or having become payable has not been paid.
- A subscriber possessing a family cannot make a nomination in favour of a person other than the members of his family.
- In Nomination Form vague terms, e.g. “Lump Sum” instead of writing “full “ or “whole” should not be used.
- In respect of Army Personnel who’s AFPP Fund Accounts are maintained by the PAOs, the Army Number itself serves as the Fund Accounts Number.
- Subscriber at any time may cancel a nomination by sending a notice in writing to the PAO through the OC Unit. Along with such notice a fresh nomination made in accordance with the provisions of Sub-Rule (a) to (c) Rule 8 of the AFPP Fund Rules may also be furnished.
- In cases in which a person has given his child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognized as conferring the status of a natural child, such child should, for the purpose of the Provident Fund Rules, be considered as excluded from the family of the natural father.
- Disposal of the G.P. Fund accumulations after the subscribers death in a case where the decision of the Court is not in accordance with the provisions of Provident Fund Act and the Rule of the Fund:

- Where no nomination in favour of a member of members of the family exists or where the nomination subsists but has become null and void on the happenings of certain contingencies the amount standing to the credit of a deceased subscriber is required to be shared equally amongst the surviving members of his family under the provisions of Rule 33 (b) of the G.P. Fund (D.S.) Rules, 1960.
- When no nomination in favour of any existing member of the family subsists, the amount standing to the credit of the deceased subscriber shall be shared equally between the surviving members to the exclusion of –
 1. Sons who have attained majority.
 2. Sons of a deceased son who have obtained majority.
 3. Married daughters whose husbands are alive.
 4. Married daughters of a deceased son whose husbands are alive.
- If, however, no member other than those specified at serial members 1 to 4 above exists, the amount shall be equally shared amongst them, in spite of sons / sons of a deceased son having attained legal majority and married daughters / married daughters of a deceased son, notwithstanding the existence of their husbands.
- Posthumous child, a member of the family: A man's posthumous child is a member of his family at the time of his death and, if born alive, should be treated in the same way as a surviving child born before the subscriber's death.

5.2. SUBSCRIPTION

- The recovery of subscription shall commence from the month following that in which the individual completed one year's continuous service irrespective of whether or not application is received. However, if the individual so desires he may be admitted to the fund as a voluntary subscriber before he completes a year continuous service.
- The minimum rate of subscription will be as per instructions issued by GoI time to time.

- However, there will be no restriction if any individual voluntarily wishes to subscribe at a higher rate.

5.3. CHANGE IN SUBSCRIPTION :

- Change in the rate of subscription desired by the subscriber is intimated through the form prescribed for the purpose viz., IAFA-831 standardised under A.O. 200/60.
- The amount of Subscription shall be expressed in whole Rupees. It may be any sum so expressed not less than 6 percent of his emoluments and not more than his total emoluments.
- May reduce once at any time during the course of the year upto the minimum.
- May enhance it twice during the course of the year.
(Ministry of Defence No.A/54489/A9/PS 3(a)/5861
(D/Pay/Services date 7.9.74.)

5.4. CESSATION OF SUBSCRIPTION :

- Subscription to provident Fund should cease only w.e.f. the date of the subscriber ceases to be an employee under Govt. except retiring personnel in whose case no subscription will be recovered during the last three months of his service.

5.5. INTEREST :

- Government shall pay to the credit of the amount of a subscriber interest at such rate as may be determined for each year according to the method of calculation prescribed from time to time by the Govt. of India.
- No interest should be allowed on unauthorised deductions made towards AFPP fund. The rate of interest admissible during each financial Year on deposits and balances at the credit of the subscribers to the General Provident Fund, and other similar funds is notified by the Government of India each year.
- Period of which Interest is calculated on AFPP Fund Deposits after the depositors' death or retirement:
 - Rule 6(iv) of the AFPP Fund Rules lays down that, before the amount at a subscriber's Credit in the Fund is finally

paid, his account shall be credited with Interest upto the end of the month preceding that in which the payment is made or upto the end of the sixth month after the end of the month in which he quitted the service or died, whichever of these period is less. No condition is imposed in the Rule for payment of Interest for six months. The effect of this Rule, as it stands, is that if a subscriber or his nominees, etc. does not draw the amount until after six months or more months have elapsed, since the end of the month in which the subscriber's death or retirement took place, interest is allowed for a period of six months only and no more. The reasons for the non withdrawal are immaterial.

5.6. ADVANCES AND WITHDRAWALS

In partial modification of Rule 7 of the AFPP Fund Rules, Temporary advance/Final withdrawal from the AFPP Fund to JCOs (including Hon Commissioned Officers/ ORs and NCs(E) will be sanctioned by the commanding officer not below the rank of Lt. Col and an equivalent or officer of that rank if the commanding officer is, himself below that rank.

The CO of the rank of Lt. Col may sanction the payment to any subscriber of an advance consisting of not exceeding 3 months pay or half the amount standing to his credit in AFPPF, whichever is less for one or more of the specified purposes for advances except for special reasons to be recorded in writing.

The CO of the rank of Lt.Col. can also sanction withdrawal for one or more of the specified purposes for Final withdrawal, which shall not ordinarily exceed half of such amount or 6 month's pay whichever is less. The CO can sanction an amount in excess of this limit upto 75% of the balance at his credit in Fund taking into account.

- the object for which the withdrawal is made
- the status of the subscriber and
- the amount to his credit in fund.

[Authority: GOI, MOD letter No. 90350/AG/Ps-3 (c)/12210/D/(Pay/Services) dated 20.10.98]

Advances from AFPP Fund : Purpose thereof:

- To Pay expenses in connection with the prolonged illness of the applicant or any person actually dependant on him.
- To meet travelling expenses for reasons of health or education of the applicant or any person actually dependant on him.
- To meet obligatory expenses on a Scale appropriate to the applicants status in connection with the marriage, funerals or ceremonies for the subscriber to perform.
- To meet expenses for the purchase and development of agricultural land and farm.
- To meet expenses in-connection with the education of children or any person actually dependent on him or her.
- To meet expenses in connection with the study leave abroad.
- To meet expenses for legal proceedings, under the contingencies stipulated under AO 11/S/58.
- To meet initial charges for admission of sons or dependents to the NDA Khadakwasla.
- To purchase consumer durable such as TV, VCR/VCP, Washing Machine, Cooking Range, Geysers, computers etc.

The competent authority can also sanction advances from AFPPF in exceptional cases to be recorded other than the reasons stated above.

[Authority: GOI, MOD letter No.B/36293/AG/PS 3(c) 2063/D (Pay/Services) dated 9.10.96].

AMOUNT OF ADVANCE ADMISSIBLE AND CONDITIONS - (TEMP. ADVANCE)

Normal 3 months Pay or half the accumulation in the AFPPF whichever is less.

[Rule7(2)(c)(i) AFPPF Rules & MOD letter No.90350/AG/Ps-3 (c)12210/D(Pay/Services) dated 20.10.98.]

Recoverable in maximum of not more than 24 equal monthly installments.[Rule 7(3) of AFPPF Rule]

CONSOLIDATION OF ADVANCES:

When advances is granted before complete repayment of an earlier advance, the outstanding balance will be added to the new advance and instalments for recovery re-fixed with reference to the consolidated amount.

When this amount of the advance exceeds 3 months Pay – not more than 36 Instalments.

FINAL WITHDRAWAL FROM AFPP FUND:

- Final withdrawals from the AFPPF are admissible for the following purposes.
- Purchase/Construction of house including the cost of site / addition or alteration and reconstruction of houses.
- Purchase of house site and later for construction of house thereon.
- Meeting cost of Higher education, including the travelling expenses of the subscriber or any child of the subscriber (on completion of 20 years service or within 10 year before date of superannuation)
- Meeting expenditure in connection with betrothal / marriage of the subscriber or his sons/daughter, and any other female relation actually dependent on him.
- Meeting the expenses in connection with the illness, including, where necessary, the travelling expenses of the subscriber and Members of his family or any person actually dependent on him.

[Authority: GOI, MOD letterNo.B/34785/AG/PS-3(c)/6494/D (pay/Services) dated 5.12.1986]

AMOUNT OF ADVANCE ADMISSIBLE AND CONDITIONS:

Normal: Half of AFPPF accumulation or 6 months Pay whichever is less.

Special: Excess of the above amounts upto 75% of the balance at his credit in Fund. [*GOI, MOD letter No.90350/AG/PS-3(c)/12210/D (pay/Services) dated 21.10.98*]

Grant of FW from AFPPF accounts is admissible upto 90% of accumulation 12 months in advance of retirement or superannuation.

GOI, MOD letter No.B/34785/AG/PS-3(c)/4577/D (Pay/Services) dtd 6.2.1991 is applicable to PBOR and also DSC Personnel as these DSC Personnel equally come under AFPP Fund Rules and their retirement after the prescribed age is called superannuation.

POINTS TO BE OBSERVED WHILE FORWARDING FUND BILLS:

- Sanction of the competent authority obtained.
- Special sanction under Rule 7, 2(e) (i) and (ii) accorded where necessary.
- The bill has been countersigned.
- The Army No. of the applicant relates to the number quoted in sanction.
- Sanctioning authority has stated the purpose and the installment recovery in his sanction.
- In case of consolidated loan the sanction is for the gross amount.
- The application is duly recommended by the OC.

MAJOR REASONS FOR REJECTION OF FUND BILLS IN PAO (OR)

- More than 1 withdrawal not permissible within 6 months
- Amount in Sanction accorded by Competent Authority differs with that in the application/Contingent Bill
- Specimen signature of Competent Authority not available in the PAO
- Contingent Bill not countersigned by the Competent Authority.

CHAPTER : 6. ENTITLEMENT ON PROMOTIONS/MACP

6.1. : PROMOTION IN RANKS & APPOINTMENT

The higher rate of pay and allowances on promotion of a JCO/OR will commence from the date of promotion in an authorised vacancy.

On promotion, if in any particular case the emoluments admissible are less favourable than the emoluments drawn before promotion, the latter will continue to be drawn for so long they are more favourable. [Auth: Rule 25 of P & A Regns (OR)]

(A) FIXATION OF PAY ON PROMOTION (V TH CPC)

To a Higher Rank:

When a JCO/NCO/OR is promoted to a higher rank, the PBOR initial Pay in the scale of higher post will be fixed at the stage next above notionally arrived at by increasing his pay in respect of a lower post by one increment at the stage at which such pay has accrued.

Eg: (a) 'X' sepoy in Group 'B' was drawing Rs.3380/- on 28.4.1997 (in time scale of pay Rs.3050-55-3875) promoted as Naik Gp 'B' w.e.f. 1.5.1997 in the Naik Gp'B' scale of pay of Rs.3250-70-4300

Pay of 'X' Sepoy will be fixed as follows:

Promotion date of Naik Gp 'B'	1.5.1997
'X' Sepoy's pay, as on 1.5.1997 is	Rs.3380
add one increment in the lower	(+) Rs. 55
Scale of Sepoy.	
Notional pay	Rs. 3435

As Naik Gp 'B' the 'X' Sepoy's pay as on 1.5.1997 is fixed at Rs.3460/- i.e., Stage next above the pay notionally arrived as Naik's Pay.

Next Date of Increment is 1.5.1998.

E.g. (b) If the normal date of increment as Sepoy and Date of promotion as Naik Gp'B' falls on the same date i.e., 1.5.1997. The pay in this type of case is fixed in the following manner.

Date of Service Increment due as Sepoy	1.5.1997
Date of promotion as Naik 'B'	1.5.1997

In this case, the service increment due as sepoy w.e.f. 1.5.97 will be adjusted first.

'X' sepoy's pay as a 1.5.1997	Rs. 3380
Add increment due as Sep w.e.f. 1.5.97	Rs. 55
	Rs. 3435

Fix Pay on promotion as Naik Gp 'B' w.e.f. 1.5.1997 by invoking the formula.

'X' sepoy's pay, as on 1.5.1997 is Rs.3435

Add one increment in the lower Scale (i.e.,) Rs. 55 Sepoy's scale of pay

Notional pay as on 1.5.1997 Rs. 3490

As Naik Gp 'B' the 'X' Sepoys pay will be fixed on 1.5.1997 at Rs.3530/- i.e., stage above the pay notionally arrived in the scale of pay of Naik.

Next Date of increment is 1.5.1998.[Auth:Rule 25(A) (a) of P & A Regn.]

As per Sub Para under Rule 25 (A) (a) of P & A Regns (OR) the benefit of Next Increment granted from the 1st of a month can be taken into account for fixation of pay in case of promotion to the higher rank takes effect from the same date i.e., from the first of the month. [Auth: Sub under Rule 25 (A) (a) P & A Regns (OR)]

TIME SCALE NAIK PROMOTION :

Sepoy to Ts.Naik: Lance Naik and Sepoy not granted the rank of Naik due to any reason and hence Naik(Ts) will be granted in the rank of Naik one year before completion of the original period of engagement on enrolment.

Pay is to be arrived in the regular manner and Basic thereon fixed less by Re.1/-[Auth:MOD letter 15(1)/83D(AG) dated 28/7/84]

[Increment is to be granted after completion of 12 months in accordance to Rule 42 read with Rule 7 Pay and Allces Regns- CGDA letter No 3132/AT-II dated 1.5.86 CDA(OR) Madras At.Circular NO 3194 dated 21.5.86]

TS. NAIK TO NAIK:

The pay of TS.Nk on promotion to the rank of Naik , may be fixed considering him as if he continued in the Rank of sepoy.[CGDA letter No AT/1/3510/VolXIII dated 5/8/03].

TS LANCE NAIK:

Sepoys not granted the appointment of Lance Naik due to any reason will be granted Time Scale appointment of Lance Naik three years before completion of the original period of engagement on enrolment i.e. at the commencement of 15th and 18th year respectively for those with original terms of engagement (before/without extension by 2 years as a result of screening) as 17 & 20 years.

[Auth:GOI,MOD letter No:15(1)/83/D(AG) dated 04.07.2001.]

Notional pay in respect of personnel stagnating at the maximum of the lower scale.

The notional pay in respect of persons stagnating at the maximum of the lower scale will be arrived at by increasing the pay by an amount equal to the last increment in the lower scale before pay is fixed in the higher scale at the stage next above the notional pay under Rule 25 (A) (a) above.

[Auth: Rule 25 (A) (c) of P & A Regns (OR)]

FIXATION OF PAY ON PROMOTION ON OR AFTER 01.01.2006 (Vith CPC) Para 14 of SAI 1/S/2008

In the case of promotion of a PBOR from one grade pay to another in the revised pay structure , the fixation of pay in the running pay band will be done as follows:-

One increment equal to 3% of the sum of the pay in the Pay band, existing grade pay and Gp X pay (if any) 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 promoted rank, will thereafter be granted in addition to this pay in the pay band. In cases where promotion involves changes 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 taking place, pay in the pay band will be stepped up to such minimum.

On promotion from one rank to another. financial upgradation under ACP, PBOR has 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, viz 01 July of the year. The pay will be fixed in the following manner in the revised pay structure:-

In case PBOR opts to get his pay fixed from the date of next increment, then, on the date of promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher rank will be granted. Further re-fixation will be done on the date of his next increment i.e 01 July. On that day, he will be granted two increments, one annual increment and 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 on Rs.103.

In case a PBOR opts to get his pay fixed in the higher grade from the date of his promotion, he shall gets his first increment in the higher grade on the next 01 July, if he was promoted between 02 Jul and 01 Jan. However, if he was promoted between 02 Jan and 30 Jun of a particular year, he shall get his next increment on 01 Jul of next year.

PBOR will have the option to be exercised within one month from the date of promotion to have his pay fixed from the date of such promotion or to have the pay fixed from the date of his next increment. Option once exercised shall be final.

If no option is exercised by the individual, PAO (OR) will regulate fixation on promotion ensuring that the more beneficial of the two options mentioned above is allowed to the PBOR. Pay on promotion may be fixed in the following manner if it is more beneficial:-

In case promoted between 02 Jan and 30 Jun, the fixation, on promotion will be done from the date of his next increment i.e 01 July.

In case promoted between 02 July and 01 Jan the fixation on promotion will be done on the date of the promotion of the PBOR.

As a one time measure, PBOR promoted on or after 01.01.2006 and before publication of this instruction, may exercise their option afresh within three months of the issue of this instruction.

In case of promotion to Hony Capt/ Lt rank on or after 01.01.2006, one additional increment will be given as in all other case unless this amount is less than Rs.15600/- i.e minimum of PB-3 then the pay will be stepped up to Rs.15600/-. In addition GP and MSP as indicated in the table 'A' will be admissible.

Pay Fixation on Promotion After 1st Day of Jan 2016. (VII th CPC)

The fixation of pay in case of promotion or upgradation from one Level to another in the revised pay structure shall be made in the following manner:-

One increment shall be given in the Level from which an officer is promoted or upgraded and he shall be placed at a cell equal to the figure so arrived at in the Level of the rank to which promoted or upgraded and, if no such Cell is available in the Level to which promoted or upgraded, he shall be placed at the next higher cell in that Level.

6.2. : ACP (V th CPC)

(A) ASSURED CAREER PROGRESSION (ACP) SCHEME FOR PBOR Effective w.e.f. 07.08.2003

Sepoys and equivalent will be granted first financial upgradation in the pay scale of NK and equivalent after completion of ten years of service. The second financial upgradation of ACP will come into effect to the scale of Hav and equivalent on completion of twenty years of qualifying service.

The PBOR may exercise option within one month of grant of ACP for fixation of his pay in the pay scale of Naik/Hav from the date of next increment in the existing scale, that date is to be indicated in the Part II order under "TO DATE" in col. 4. see- Appendix J format item 149 and 150.

Points to be observed granting ACP Scheme.

- ACP DO II effective from 7.8.2003.
- First financial upgradation to NK Scale after completion of ten years of service if no regular promotion granted during that period. Service is counted from the Date of Enrolment. PBOR should have been attested.
- Second financial up gradation to Hav Scale after completion of 20 years service provided no regular promotions availed during the prescribed period.

- If a PBOR already got one regular promotion, second financial up gradation is due on completion of 20 years service, under the ACP Scheme.
- If two regular promotions already granted during the 20 years of service, no ACP is admissible.
- PBOR already completed 20 years of service with or without a promotion, second financial up gradation is admissible direct without the first ACP from the date of issue of MOD letter.

Example: Date of Enrolment : 10.10.1980
 Rank : Sep
 Second ACP Date : 07.08.2003 (Direct).

For PBOR already having service more than 10 years service but less than 20 years service on the date of issue of MOD letter without a promotion, first financial up gradation can be granted from the date of issue of MOD letter and the surplus service beyond 10 years can be reckoned for the completion of next ten years service for grant of second. In other words, the basic condition of completion of ten years service from the date of first for the second is not mandatory in this contingency.

Example: Date of Enrolment : 10.10.1985.
 Rank : Sep
 First ACP Due : 07.08.2003
 Second ACP date : 10.10.2005.

(i.e. without completion of 10 years Service from the date of first ACP).

With the implementation of ACP for PBOR, Grant of TSNK will be limited to those who are not covered by the ACP.

Although, placement in first ACP is not treated as a promotion, it is felt that the appointment pay due to the PBOR (L/NK & TS L/NK) to be ceased on grant of ACP.

If ACP is granted to a PBOR in the NK Scale of Pay and subsequently regular promotion is granted to the same rank, no further fixation of pay is due to the PBOR, which means the promoted rank updation in the IRLA with date is a formality.

In order to track the ACP promotion with the pay and allowances drawn, on grant of first ACP, the paid acting rank field in

the IRLA will be updated as "ACPNK" for identification. The same procedure will be followed for second financial up gradation and paid acting rank field will be updated as "ACPHAV". In these cases if the regular promotions are received, the Substantive rank fields will be updated with respective rank as SBNK or as the case may be.

Fixation under ACP scheme is purely personal and hence no financial upgradation is envisaged to set right the anomalies etc for senior personnel on the ground that junior personnel in the rank got higher pay scale under the ACP Scheme.

Although ACPNK and ACPHAV are not treated as ranks, the fixation of pay and adjustment of Increments on these are to take place at par with the promoted ranks and hence the structure available in the system to be modified by including appropriate code values. Thus, it is proposed to be achieved by allotting 29 for ACPNK and 39 for ACPHAV. This is necessary to handle grant and cancellation of Promotions, ACPs, Increments and also re-drawal on receipt of any old DOs II.

[Auth: GOI, MOD No:14(1)/99-D(AG) dt: 07.08.2003.]

(B) Modified Assured Career Progression as per SAI 1/S/2008

A directly recruited PBOR as a Sepoy, Havildar or JCO will be entitled to minimum three financial upgradations after 8, 16 and 24 years of service.

At the time of each financial upgradation under MACP, the PBOR would get an additional increment and next higher Grade Pay in hierarchy.

The following MACPs would be entitled to PBOR recruited under direct entry:-

Sepoy Recruit: A Sepoy would be entitled to first financial upgradation of pay of the rank of Naik on completion of 8 years of service, second financial upgradation of pay of the rank of Havildar on completion of 16 years of service and third financial upgradation of pay of the rank of Naib Subedar on completion of 24 years of service.

In case a PBOR gets promoted to the next higher rank prior to applicability of first ACP he would only be entitled to the second/third ACP at the specified period, provided he does not get any further promotion. In case a PBOR gets two promotions before 16

years, he will be entitled to only the third ACP on completion of 24 years, provided he does not get any further promotion.

Direct Entry Havildar/JCO : A direct entry Havildar recruited would be entitled to first financial upgradation of pay of the rank of Naib Subedar on completion of 8 yrs of service, second financial upgradation of pay of the rank of Subedar on completion of 16 yrs of service and third financial up gradation of pay of the rank of Subedar Major on completion of 24 yrs of service.

In case he gets promoted to next higher rank prior to grant of first financial up gradation, he would only be entitled to second/ third financial up gradation at the specified period, provided he does not get any further promotion. In case, he gets two promotions before 16 yrs, he will be entitled to only third financial upgradation on completion of 24 yrs, provided he does not get any further promotion.

A direct entry JCO will be entitled to only first and second financial upgradation on completion of 8 and 16 yrs of service for the rank of Subedar and Subedar Major respectively.

This SAI 1/S/2008 supersedes all previous orders/instructions on applicability of ACP to a PBOR, issued from time to time.

6.3 : MACP

(A) MACP SCHEME UNDER VI th CPC.

The sixth central Pay in its report recommended Modified Assure Carrer Progression Scheme (MACP). As per the recommendation and further modified by the Government, grant of three Financial upgradation under MACPS at interval of 8,16,24 years of regular continuous service will be available in the next higher grade pay.

Applicability : The scheme should be operational w.e.f 01 September 2008.

Financial up gradation on MACP :

There shall be three financial up gradations under the MACPS counted from the direct entry grade on completion of 8,16 and 24 years service respectively. Financial up gradation under the scheme will be admissible whenever a person has spent 8 years continuously in the same grade pay . MACP will imply a minimum

increment of 3% of total pay (including Grade pay, X-pay, where applicable) applicable to the rank in r/o which MACP is being granted.

Stepping up of pay :

No stepping up of pay in the Pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.

Effect on Rank Status :

On grant of financial upgradation under the scheme, there will be no change with regard to the designation and will continue to be governed by the actual Rank held. However, financial benefits linked to the allowances would be admissible viz transport Allowance, travel entitlements etc.

Financial up gradation under (MACP) shall be purely personal to the JCOs/OR and shall have no relevance to his seniority position.

Terminal Benefits :

Pay drawn in the Pay Band and the grade pay allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of retiring JCOs/OR.

Disciplinary Criteria:

Disciplinary criteria applicable for promotion will also apply for MACP.

EFFECT of Refusal of Promotion;

If an individual refuses promotion, MACP will also be denied. If an individual refuses promotion after MACP, earlier MACP will not be withdrawn. However, he will not be eligible for further MACP. If he again accepts promotion, MACP will also be deferred by the period of debarment due to refusal. Willingness for promotion will be assumed unless an individual states he is unwilling.

Illustration :

- (a) The three financial upgradation under the MACP will be the grade pay of following ranks based on direct entry grade.

Entry Type	1 st MACP to GP	2 nd MACP to GP	3 rd MACP to GP
Direct Entry Sep.	2400	2800	4200
Direct Entry Hav.	4200	4600	4800
Dir. Entry Nb Sub.	4600	4800	5400 (PB-2)

- (b) Any direct entry JCOs/OR who does not get promoted and remains in the same grade pay for a period of 08 years from last promotion, will be given financial upgradation to next higher grade pay with one increment @ 3%.
- (c) A Sep. in receipt of MACP of a NK will be granted MACP of Hav after 8 years continuous service in the same grade pay or 16 years of service whichever is earlier and will be granted promotion increment of 3% and Grade pay of Hav. He will not be entitled to wear hav's stripes and his terms of engagement will remain unaltered. A Sep. who did not earn any promotion, would be entitled to NK's pay and stripes after 16 years of service. Since he is already in receipt of NK's Pay and would now be entitled to Hav's pay, such individuals may be permitted to wear stripes of Nayak on completion of 16 years of service and draw MACP pay of Hav. His terms of engagement will however remain unaltered.
- (d) Remustered HAVs join in direct entry grade of Sep. Since regular service for the purpose of MACP shall commence from the date of joining of a post in direct entry grade (i.e. Sep.) such remustered HAVs would deem to have earned a promotion. Hence they would be entitled to the balance two MACPs. If however, they have availed MACP of NK or promoted to Select NK prior to remustering as HAV they would be entitled to only the third MACP. Similar provision would apply to a remustered JCO.
- (e) Direct entry HAV and JCOs join service in the particular grade. Hence they would be entitled to three MACPs available under the scheme as regular service for the purpose of MACP shall commence from the date of joining of a post in direct entry grade.
- (f) If a Sepoy in PB-1 in the grade pay of Rs. 2000 gets his first regular promotion to the rank of Nk in the PB-1 in the grade pay of Rs. 2400 on completion of 5 years of service and then continues in the same Grade Pay of further 8 years without any promotion then he would be eligible for 2nd up gradation under the MACPS in the PB-1 in the Grade pay of Rs. 2800 after completion of 13 years (5+8 Years).

In case he does not get any promotion thereafter, he would get 3rd financial up gradation in the PB-II in grade Pay of Rs. 4200 on completion of further 8 years of service i.e. after 21 years (5+8+8).

(B) MACP SCHEME UNDER VII th CPC.

A direct recruited Sep, Hav or JCO will be entitled to minimum three financial upgradations after 8, 16 and 24 years of service. At the time of each financial upgradation under MACP, the JCO/OR would get an addl increment and next higher Pay in the hierarchy. The following MACP would be entitled to JCOs/OR recruited under direct entry:-

(a) Sep.

- (i) Entitled to first financial upgradation of pay of the rank of Naik on completion of 8 yrs of service.
- (ii) Second financial upgradation of pay of the rank of Hav on completion of 16 yrs of service.
- (iii) Third financial upgradation of pay of the rank of Nb Sub on completion of 24 yrs of service.

(b) Direct Entry Hav.

- (i) A direct entry Hav would be entitled to first financial upgradation of pay of the rank of Nb Sub on completion of 8 yrs of service.
- (ii) Second financial upgradation of pay of the rank of Sub on completion of 16 yrs of service.
- (iii) Third financial upgradation of pay of the rank of Sub Maj on completion of 24 yrs service.

(c) A Direct Entry JCO will be entitled to first financial up gradation in Level 7 to the rank of Subedar on completion of 8 years of service, second financial up gradation in Level 8 to the rank of Subedar Major on completion of 16 years of service and third financial up gradation in Level 9 on completion of 24 years of service. This is subject to the condition that the third financial upgradation does not take them beyond the age of superannuation for JCOs in terms of maximum period of service allowed and age of retirement / release.

Illustration

- If a Sep in Level 3 gets his first regular promotion to the rank of Nk in Level 4 on completion of 5 years of service and then continues in the same Level for further 8 years without any

promotion then he would be eligible for second up gradation under the MACP Scheme in the Level 5 after completion of 13 years (5+8 years).

- In case he does not get any promotion thereafter, then he would get third up gradation under the MACPs in Level 6 on completion of further 8 years of service i.e after 21 years (5+8+8).

Auth : Adm Instrs for grant of MACP issued by PS-2(c) vide their letter No B/33513/ACP/AG/PS-2(c) dated 13 Jun 2011 and MoD ID No 1(13)/2011-D(Pay/ Services) dated 30 Jun 2014.

CHAPTER :7. ENTITLEMENTS ON DEPUTATION

On transfer from one Unit to another Unit within the Corps, following points are to be observed :

POSOUT DOII has been published by the Unit from, which the individual is transferred.

POSIN DOII has been published by the Unit in, which the individual is transferred. The POSIN Unit will also publish the TFRGTH DOII with reference to the POSIN DOII. Further TPTL DOII, CILQ DOII and DOII for other entitled allowances applicable in POSIN Unit to be published.

Corps Order notifying the transfer has been submitted to PAO for transfer of IRLA.

PBOR are deputed

- To Indian Missions abroad under United Kingdom.
- To other countries other than U.K.
- To various other Ministries under Govt of India; Ex Cabinet Secretariat, Surface & TRPT Ministry. External affairs Ministry.

7.1. MAINTENANCE OF PAY ACCOUNTS ON DEPUTATION :

UNITED KINGDOM : Pay Accounts in respect of individuals posted to U.K. are not maintained by ledger group but transferred to Record Section of PAO after closure and issue of LPC upto the date of embarkation, simultaneously getting the IRLA dropped from CCIM. The LPC as prepared above will be transmitted to U.K. by Accounts Section of Main Office after counter signature. A demand register will be opened to watch receipt of AFPPF subscription, AGIs etc, through inward settlement account. The IRLA is re-activated on individuals return and on receipt of LPC.

OTHER THAN U.K. Pay Accounts in respect of such individuals deputed to countries other than U.K. will be manually maintained by ledger groups after closure upto the date of embarkation based on Part II order interalia issuing pay slips and send the same to Accounts section of main office for further action. The ledger group will also initiate simultaneous action to get the IRLA dropped from the system.

The regular recoveries such as AFPPF, AGI, and PLI etc. will be noted nominal in the IRLA for the concerned quarter and compiled to the respective code heads by contra debit to pay head through class II voucher. These are not to be once again compiled as and when accounts are received from CDA Hqrs New Delhi.

DEPUTATION TO OTHER MINISTRIES:

<u>Types of Normal Deputation</u>	<u>Name of Ministry</u>
1. N.S.G, SFF, HQ 22 Estt.	Home Ministry [Cabinet Secretariat]
2. B.D.D.S	Civil Aviation Ministry
3. Army Group Insurance Directorate	Ministry of Defence
4. Coast Guard	Ministry of Defence
5. Army Welfare Housing Organisation	Ministry of Defence
6. Defence R & D Establishment (On E.R.E posting)	Ministry of Defence

General:

The IRLAs of those personnel on deputation with various Ministries will be continued to be maintained by the concerned ledger groups in PAO without dropping from the system. The personnel serving with other ministries other than Ministry of Defence are entitled to deputation allowance, provided it is so authorised in their respective Ministry.

7.2. PAY ALLOWANCES ON DEPUTATION

NSG: Selection Procedure:

The PBOR will remain on probation for a period of 89 days. They will be absorbed in NSG on the completion of probation period of 89 days. Till such time they will be on in attachment with NSG and on the strengths of their parent Unit. During that period they are entitled for Daily Allowance as per CGDA No.AT/IV/4381-I dated 17.5.94.

ENTITLEMENT:

- Basic pay as admissible and other Allowance like DA, LRA PMHA
- Deputation Allowances – 25 % Pay[Basic+DA+CLPAY*]
***Allowances to be included in computing 25% under reference to HQrs.**
- Concession of free Ration Allowance, water Electricity charges and other Allce as normally admissible.
- Uniform grant.
- Washing Allowance for non – Gazetted personnel below officers rank.
- CEA, CCA, etc.
(Athy: GOI, Min of Home Affairs No.27012/28/98/PF-I/PF.IV dt:23.10.02.)

Reimbursement of Electricity and water charges to Army personnel on deputation to NSG

- NSG personnel are entitled free water and Electricity charges as normally admissible to them in peace area on similar scale as they are enjoying before appointment to the NSG
- Claim should be submitted in Contigent Bill for pre-audit on quarterly basis.
- A certificate to the effect that the claimant is in occupation of Govt. Qtrs/Pvt Qtrs and
- He is required to remit the electricity / Water charges directly to the Supplying Co.
- The Cont. Bill should be countersigned by the Competent authority and should be supported with paid vouchers of Electricity & Water charges.
- Scales laid down in NSG letter dated 13.6.94 to be followed
- Necessary debit to be raised to NSG.

Reimbursement of Furniture:

Reimbursement of Hire charges of furniture can be claimed wherever MES is not able to provide furniture. Certificate to the effect that non-provision of furniture in the married accommodation has to be issued by Station Commander NSG.

- Claimed through contingent bill on Quarterly basis.
- Bills should be supported with paid vouchers for hiring furniture.
- Bill to be countersigned by the Competent Authority.
- Claim should be restricted to 2.5% of Basic Pay
- Necessary debit to be raised to NSG and the expenditure on the account is debitable to NSG
- GOI, MOD letter No.64335/G-3 (B-1) 237_S/D (Org) dated. 27.10.80
- GOI, Ministry of Home Affairs letter S(I)(ii)/84/NSG dated. 23.5.85
- GOI, Ministry of Home Affairs No.27012/1/97-PC dated 21.4.98

SPECIAL GROUP [Spl. Force -4 Vikas]

Pay & Alls to JCOs / ORs posted to special force in Special Frontier Force – S.F.F.

1. Normal Pay & Allowances applicable
2. Hazard Pay

NOTE: Hazard Pay is admissible only to personnel posted to SFF Units.

Pay & Allowances of PBOR on deputation to HQrs Estt 22

Entitlement Pay & Allowance:

- Pay in the stage and scales in the Army.
- Deputation Allowance 10% of Basic Pay
- All Army concessions and Allowances admissible.

GOI, Ministry of External Affairs letter No.EA/Estt/3/63 dated 13.1.65

SPECIAL SECURITY ALLOWANCE: IMPLEMENTATION OF TWO MAN COMMITTEE REPORT

- Army personnel on deputation to Special Frontier Force will draw Special Security Allowance @15% of Basic Pay and Dearness Pay.

Auth: CGDA letter no.AT/I/13110/Vol VII dt. 15.09.2006.

*w.e.f 01.09.2008 Special Security Allowance @15% of Basic Pay will be paid to deputationists of Indian Army posted to Special Frontier Force.

- The elements of Pay to be taken into account for calculating SSA would be (Pay in the Pay Band+Grade Pay+MSP+X Pay(if applicable) but does not include any other type of pay like 'Special Pay'.

Auth : CGDA letter No. AT/I/1311/VII dt.17.09.2009.

STRATEGIC FORCES ALLOWANCE

Auth: GOI,MoD letter no. 56-TS/JS/(O/N)/2009 dt.08.06.2009

The SFC(Stratgic Forces Command) at present comprises the Installation Security Force (ISF), Land,Sea and Air Vectors and the HQ SFC. Grant of Strategic Force Allowance to all ranks borne on the authorized estb of SFC as follows.

As per GOI, MOD letter No. SFC/4035/ADM(PC)/11860/JS(O/N)/09 dt. 26.10.2009 - in addition to Strategic Force Allowance, the Stratgic Forces personnel shall be entitled to the applicable CHAFAA/Field Area/ Modified Field Area Allownace depending on the area of their deployment. However, if deployed on CI operation, they shall be entitled, in addition, only to the applicable CI Ops allowance depending on the area of CI Ops.

[As per HQ SFC letter no. SFC/4035/Adm (PC) dt. 17.02.2010]

7.3. Maintenance of IRLA in PAO on Deputation :

A. Individuals posted to countries other than U K.

- (1) 'Nominal' accounts will be maintained in PAO.
- (2) On receipt of Part II Order, pay and allowances will be regularised as under-
 - (a) Pay and allowances will be drawn and paid by the PAO up to and for the date prior to Embarkation.

- (b) All demands outstanding against the individual will be debited in the IRLA.
- (c) The IRLA will thereafter be closed to nil balance by crediting or debiting the terminal debit/credit balance.
- (d) 'LPC' will be prepared in triplicate, showing the individual paid up to and for the date prior to embarkation. In preparing the pay slip, it should be ensured that allowances which are not admissible abroad (Eg., dearness allowance) are not authorized for payment. Any demand and contributions recoverable (including FA, if any) will be noted in the LPC.
- (e) Pay and allowances will not be drawn in the IRLA.

B. Transfer to United Kingdom

The pay accounts of these individuals for the period of their stay in UK are not maintained by the PAO even nominally.

On receipt of part II order notifying the individual's transfer to UK, with information regarding the date of embarkation, the PAO will close the IRLA, drawing pay and allowances upto and for the date prior to embarkation. The LPC showing the individual paid till that date will be transmitted to UK.

C. ON DEPUTATION TO EMBASSY/HIGH COMMISSION, COAST GUARD, IMTRAT, ASSAM RIFLES, UN MISSION. BDDS AND REVERSION FROM DEPUTATION.

- a) DOs-II with description TFRDEP and REVDEP has to be notified in r/o JCOs/OR who are transferred on deputation to IMTRAT, Coast Guard, Assam Rifles, BDDS, Military attachments to various Embassy/High Commissioner/UN mission on deputation and reversion from deputation.
- b) Regular recoveries like AGIF, AFPPF, installments of loan and advances, PLI premium will not be made by PAO during the period of deputation since disbursement of P&A is done by the deputation unit.
- c) On reversion from Deputation Pay and allowances before proceeding to deputation will be restored.

NOTE: For those who has been on deputation to UN MISSION, the terms and conditions are as laid down in GOVT OF INDIA LETTER No 27582/1/503/(UN &MI)/1892 d (G.S.I.) dated 24/11/1998. They are not entitled for any field allowance, ration allowance.

CHAPTER :8 : ENTITLEMENTS ON TA/DA

(A) Travel Entitlement Within the Country.

Level	Travel Entitlement
14 and above	Business/Club class by air OR AC-I by train
12, 12A, 12B, 13, 13A, 13B	Economy class by air OR AC-I by train
5A to 11	Economy class by air OR AC-II by train
5 and below	First Class/AC-III/AC Chair Car by train

It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains, while on official tour/training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/ Premium Tatkal/Suvidha/Shatabdi/Rajdhani/Duronto Trains has been promulgated.

Level	Travel Entitlement
12 and Above	Executive / AC 1 st Class (In case of Premium / Premium Tatkal / Suvidha / Shatabdi / Rajdhani Trains as per available highest class)
5A to 11	AC 2 nd Class/Chair Car (in Shatabdi Trains)
5 & Below	AC 3 rd Class/Chair Car

The revised travel entitlement is subject to following:-

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/Ordinary bus for others is allowed.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.

- All mileage points earned by service personnel on tickets purchased for official travel shall be utilised by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by any officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- In case of non-availability of seats in entitled class, service pers may travel in the class below their entitled class.

Auth : Govt of India, Ministry of Defence letter No 12630/Mov C/242/D(Mov)/ 2017 dated 15 Sep 2017.35

(B) International Travel Entitlements by Air.

Level	Travel Entitlement
17 and above	First Class
14 to 16	Business/Club class
13B, 13A, 13 and below	Economy class

Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.

(C) Entitlement for Journey by Sea or by River Steamer.

Level	Travel Entitlement
9 and above	Highest Class
5A to 8	Lower class if there be two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.

(D) Entitlement for travel between the main land and the A&N Group of Islands and Lakshadweep Groups of Islands by Ships operated by the Shipping Corporation of India Limited.

Level	Travel Entitlement
9 and above	Deluxe class
5A to 8	First/'A' Cabin class
4 and 5	Second/'B' Cabin class
3 and below	Bunk class

Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.

(E) Mileage Allce for Journeys by Road at places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the Neighbouring States.

For journeys performed by own car/taxi	Rs 24 per km
For journeys performed by auto rickshaw, own scooter, etc.	Rs 12 per km

Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.

(F) Mileage Allce for Journeys by Road at places where specific rates have been prescribed.

Level	Entitlement
14 & above	Actual fare by any type of public bus including AC bus
	OR
	At prescribed rates of AC taxi when the journey is actually performed by AC taxi
	OR
	At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc

5A to 13, 13A & 13B	Same as above with the exception that journeys by AC taxi are not permissible
4 & 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped, etc.
Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.	

(G) Daily Allowance on Tour.

Level	Daily Allowance
14 & above	Reimbursement for:- (a) Hotel accommodation/guest house of up to Rs. 7,500 per day. (b) AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city. (c) Food bills not exceeding Rs. 1,200 per day.
12, 12A, 12B, 13, 13A & 13B	Reimbursement for:- (a) Hotel accommodation/guest house of up to Rs4,500 per day. (b) AC taxi charges of up to 50 km per day for travel within the city. (c) Food bills not exceeding Rs1000/- per day.
09 to 11	Reimbursement for:- (a) Hotel accommodation/guest house of up to Rs2,250 per day. (b) Non-AC taxi charges of up to Rs338 per day for travel within the city. (c) Food bills not exceeding Rs900/- per day.
5A to 8	Reimbursement for:-

	Hotel accommodation/guest house of up to Rs750 per day. Non-AC taxi charges of up to Rs 225 per day for travel within the city. Food bills not exceeding Rs800/- per day.
Upto 5	Reimbursement for:- Hotel accommodation/guest house of up to Rs450 per day. Non-AC taxi charges of up to Rs 113 per day for travel within the city. Food bills not exceeding Rs 500/- per day.

Note :-

Reimbursement of Hotel Charges. For Level 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be Rs 1000/- per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent.

Reimbursement of Travelling Charges. Similar to Reimbursement of accommodation charges, for Level 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for Level 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs 12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

Reimbursement of Food Charges. There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table above and, depending on the length of absence from headquarters, would be

regulated as per timing restrictions given in table below. Since, the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates) i.e. lump sum amount will increase by 25 percent whenever DA increases by 50 percent.

Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.

(H) Timing Restrictions for Food Bills.

Length of Absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.

The general conditions of admissibility as laid down in Travel Regulations, 2014 Edn) will, however, continue to be applicable.

(I) Composite Transfer and Packing Grant (CTG).

The Composite Transfer Grant shall be paid at the rate 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay.

Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.

In cases of transfer to stations, which are at a distance of less than 20 Kms, from the old stn and tfr within the same city, one third

of the CTG will be admissible, provided a change of residence is actually involved.

In cases, where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the Transfer Grant on transfer shall be allowed to the spouse transferred later. No Transfer Grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding Transfer Grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.

Level	By Train/Steamer	Rate for Transportation by Road
12 & above	6000 kg by goods train/ 4 wheeler wagon/1 double container	Rs 50 per km
5A to 11	6000 kg by goods train/ 4 wheeler wagon/1 single container	Rs 50 per km
5	3000 kg	Rs 25 per km
4 & below	1500 kg	Rs 15 per km

Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.

Transportation of Conveyance.

Level	Scale
5A & above	One Motor Car etc or one motor cycle/Scooter
5 & below	One Motor Cycle/ Scooter/ Moped/Bicycle
Auth : GoI, MoD letter No 12630/Mov C/242/D (Mov)/ 2017 dated 15 Sep 2017.	

CHAPTER 9 : CHANGE OF BANK ACCOUNT DETAIL.

- On implementation of Monthly Pay System in PAOs payment of Pay and Allowances, advances / Final withdrawals out of the AFPP Fund are credited directly to the Bank Accounts of the beneficiaries.
- The mandate form is a compulsory requirement for making payments to the PBOR. PAO will fetch all the relevant information from the mandate form only to update the bank Account Details.
- Bank Account detail available with the PAO may be changed, when consented so by the Army Personnel.
- Whenever change in bankers is communicated, the jawans are advised in their own interest to close their accounts held with their previous banker only after the remittances of monthly salaries are received and credited in their account by the new bankers.
- In the case of change in bankers, NOC from previous bank alongwith mandate form from new bankers is essential.
- **The Post Discharge Claims** (PDC) cell or the NE section will also continue to deal with all the PDCs directly through the Bank Accounts of the concerned. NEFT Mandate Form for credit of Post Discharge Claim will be submitted to the PAO well at the time of LPC. The bank account number will have to be quoted in all the claims to enable payment through NEFT.

CHAPTER 10 : DEDUCTIONS FROM PAY**10.1. INCOME TAX**

- It is the responsibility of the PAO as the authority maintaining/disbursing the Pay & Allowances of Soldiers to effect recovery of Income Tax at the appropriate rate in cases where it is due and e-filing of TDS.
- The IRLAs of JCOs/OR are scrutinised to see whether their income reaches/exceeds the limits fixed by Govt. from time to time.
- Particulars as are necessary to assess the correct taxable income are called for from the Record Office/Unit authorities.
- The Income Tax due for a year are worked out approximately and the amount of recovery per month entered in the IRLAs of the PBOR concerned.

In effecting Income Tax recoveries it is to ensure that:-

- (a) The IT is recovered regularly every month at the time of closing of accounts.
- (b) When the rate of P & A is changed or an allowance is granted which is taxable its effect on the rate of recovery of IT is examined and the recovery is revised.
- (c) When arrears of P & A are admitted, the payment is taken into account for assessment of tax for the year in which arrears are admitted.
- (d) Rebate of Income Tax on all items such as Life Insurance Premia. Fund subscription etc, on which it is admissible under the Indian Income Tax Act 1961 shall be admitted upto the maximum limit as authorised from time to time in the Finance Act.
- (e) No cash refund of Income – Tax, excess recovered at source during a financial year, shall be made except when so authorised by the IT Officer concerned.
- (f) After closing the accounts for QE February, the, statement of recoveries (IT 48) duly completed in all respects are consolidated to render the Annual Income Tax Return (IT 4) to the IT authorities.

Income Tax recoveries:

Presently IT recovery in respect of JCOs/OR in PAO is being done through computerized automation system.

JURISDICTION:

As per the Income Tax Act, individuals are required to file income tax return in respect of their income to the Income Tax authorities of area where individual is carrying profession or residing permanently as per their convenience.

Exemption for IT:

Transport allowance granted to an employee to meet his expenditure for the purpose of commuting between the place of his residence and place of his duty to the extent of Rs.1600/- Pm is exempt from IT.

Free Ration facilities provided to Defence Service Personnel is exempted from Income Tax.

Valid recoveries made through IRLA for which Income Tax Rebate allowed through Computer.

Description	Nature of Savings for which recovery made through IRLA
PFSUB	AFPF Fund Subscription
AGIS	AGIS Subscription
PLI	PLI Premium recovery
HOUSAD	Recovery of HBA from Govt
AGIHBA	Recovery of HBA from AGIS

Valid Personnel Savings of PBOR for which IT rebate can be allowed by PAO based on proof of payment.

Description	Nature of saving
LIC	Life Insurance Premium
PF	Public Provident Fund
ULIP	Unit Linked Insurance
CTD	Deposit in 10/15 yr Post Office savings Bank
NSC	National Savings Certificate issue
MUTUAL	Mutual Fund
PENFND	Pension Fund
HBA	HBA repayments to LIC, HDFC etc
SHARES	Investment in Infrastructure shares approved by CBDT

Other Valid Donations made by the PBOR for which 50% or 100% rebate can be allowed by PAO based on proof of payment through Transcription sheet.

Note : If PAN number has not been provided by the JCOs/OR, Income tax @ 20% is recovered or as per instructions from Income tax department.

10.2. AGIF SUBSCRIPTION

- This scheme will cover all JCOs/ORs/NCs(E). The scheme commences with effect from 01.01.1976
- The rates of compulsory deductions are notified from time to time.
- The recovery will be for the whole month even in cases of enlistment/discharge during a month and always in advance.
- Re-payment of the amount is the responsibility of the Army Group Insurance Directorate, Army Hqrs.
(Authority: Spl. AO 6/S/76)
- Additional AGIS recovery in respect of Infantry MMG Gunners:
- Infantry MMG Gunners in Army Aviation Units who are employed as MMG Gunners as part of the Aircrew from the date they are employed on the above duties will be paid.

ADVANCES FROM AGI.

- Advances are made from AGIF towards house building, purchase of scooter, motorcycle, moped and personal computer. Recovery of advance and interest thereon is to be made from the IRLA monthly subject to availability of sufficient amount in the IRLA. Refund due to the PBOR on account of excess or incorrect recovery is to be made by AGIF Dte directly and not through IRLA.
 - It should be ensured that advances are not drawn for the same purpose from both AGI and Government sources.
 - In the event of Survival/ death benefits being insufficient to liquidate the outstanding loan, the recoveries on any outstanding AGI loan may be made from DCRG, Encashment of leave and IRLA balance only after Government dues against the individual have been fully recovered.
 - In respect of the outstanding balances at the time of release/discharge/death/dismissal of the JCOs/OR, the PAO will intimate the outstanding balance as per their records, to the AGIF who will verify the correctness thereof with reference to the recoveries remitted by PAO (OR) to them and confirm or reconcile the balance intimated by PAO.

CHAPTER 11 : STEPPING-UP OF PAY AND ADHOC INCREMENT

11.1. STEPPING-UP OF PAY

No stepping up of Pay in the pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP scheme.

PROVISION OF STEPPING UP IN 6TH CPC PAY RULE.

Stepping Up of Pay of a Senior if a junior Promoted after 01.01.2006 draws more pay:

In cases where a senior promoted to a higher rank before the 01.01.2006 draws less pay in the revised pay structure than his junior who is promoted to the higher rank on or after the 01.01.2006, the pay in the pay band of the senior should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher rank. The stepping up should be done w.e.f the date of promotion of the junior subject to the fulfilment of the following conditions:-

- Both the junior and senior should belong to the same group and trade and the ranks to which they are promoted should be identical.
- The pre-revised scales of pay and the revised grade pay of the lower and higher ranks in which they are entitled to draw pay should be identical.
- The senior PBOR at the time of promotion should have been drawing equal or more pay than his junior.
- The anomaly should be directly as a result of application of the provisions of FR 22 or any other rule or order regulating pay fixation on such promotion in the revised pay structure. If even in the lower rank, the junior PBOR was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, provision of this Note need not be invoked to step up the pay of the senior PBOR.

PROVISION OF STEPPING UP IN 7TH CPC PAY RULE.

There shall be stepping up of pay in pay matrix of a senior if a junior promoted after 1st January, 2016 draws more pay in pay matrix:-

- (i) In cases where a senior Junior Commissioned Officer/ Other Rank promoted to a higher rank before the 1st day of January, 2016 draws less pay in the Pay Matrix in the revised pay structure than his junior who is promoted to the higher rank on or after the 1st day of January, 2016, the pay in the Pay Matrix of the senior Junior Commissioned Officer/ Other Rank in the revised pay structure shall be stepped up to an amount equal to the pay in the Pay Matrix as fixed for his junior in that higher rank, and such stepping up shall be done with effect from the date of promotion of the junior Junior Commissioned Officer/ Other Rank, subject to fulfilment of the following conditions, namely:-
 - (a) the junior and senior Junior Commissioned Officers/ Other Ranks belong to the same group and the rank to which they have been promoted are identical in the same group;
 - (b) the existing grade pay and the revised Level in the Pay Matrix of the lower and higher ranks in which they are entitled to draw pay are identical;
 - (c) the senior Junior Commissioned Officer/ Other Rank at the time of promotion is drawing equal or more pay than the junior; and
 - (d) The anomaly is directly as a result of the application of the provisions of these rules or any other rule or order regulating pay fixation on such promotion in the revised pay structure.

Provided that if the junior, Junior Commissioned Officer/ Other Rank was drawing more pay in the existing pay structure than the senior Junior Commissioned Officer/ Other Rank by virtue of any advance increments granted to him, the provisions of these rules shall not be invoked to step up the pay in the Pay Matrix of the senior Junior Commissioned Officer/ Other Rank.

(ii) The senior Junior Commissioned Officer/ Other Rank shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

PROCEDURE TO BE ADOPTED FOR STEPPING-UP OF PAY.

- Comparative statement of Service detail of the individual whose pay is to be stepped up and with whom pay is compared, with detail of feeder entry grade, Mustering date, UPCLASS dates, MACP, Promotion will be forwarded to PAO.
- PAO will scrutinize comparative statement and after vetting the statement forward to Record Office for publication of Stepping-up DOII.
- Record Office will publish DOII and submit to PAO. Necessary entry of stepping-up in Sheet Roll will be ensured by R.O

11.2. ADHOC INCREMENT

- In accordance with the provisions contained in Rule 10 of the CCS (RP) Rules, 2008, there will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised pay structure will be granted on 1.7.2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007.
- The Staff Side has represented on this issue and has requested that those employees who were due to get their annual increment between February to June during 2006 may be granted one increment on 01.01.2006 in the pre-revised scale.
- On further consideration and in exercise of the powers available under CCS(RP) Rules, 2008, the President is pleased to decide that in relaxation of stipulation under Rule 10 of these Rules, those **central government employees who were due to get their annual increment between February to June during 2006 may be granted one increment on 1.1.2006 in the pre-revised pay scale as a one time measure and thereafter will get the next increment in the revised pay structure on 1.7.2006 as per Rule 10 of CCS(RP) Rules, 2008.** The pay of the eligible employees may be re-fixed accordingly.

CHAPTER 12 : FINAL SETTLEMENT OF ACCOUNT

TYPES OF DISCHARGE : Cause of Discharge

- On completion of Tenure
- On completion of Army Service
- At his own request
- Medically unfit
- All other causes of Discharge

Documents to be submitted by OC/Depot Bns.

- Sheet Roll.
- Last Pay book duly closed.
- N.D.C. duly signed by O.C
- N.D.C from AAO BSO of the last unit served in respect of JCOs/JCOs granted Hony. Commissioned officers.
- List of latest outstandings with relevant PartII orders.
- Consolidated encashment DOsII for the entire service published by respective Depot Bn.

Note: O.C. should forward old list of outstanding before one year of retirement.

AUDIT CHECK UNDERTAKEN DURING FINAL SETTLEMENT OF ACCOUNTS :

- The individual is not retained beyond the period of Term of engagement Tenure / age limit.
- Pay and allowances have either been recovered or regularised for non qualifying service (NQS) noted in the Sheet Roll.
- Increments due have been adjusted on the due dates and have been postponed for all NQS.
- AL/CL have been granted up to the entitled limit for the calendar year and any OSL regularized or pay & allowances withheld.
- Pay and allowances have been adjusted correctly for the date of last review up to the date of discharge.
- All outstanding Pt-II Orders / Observations made by the soldier are settled. The remarks are invariably made on

the observation statement of JCOs/OR. If not adjusted due to any reason the same should be made in observation statement.

- Review on observations are made and settled.
- No Demand Certificate given alongwith FS case or seizeable amount may be withheld. In the case of JCOs granted Honorary Commission. NDC from the UABSO concerned may be looked into.
- In case of individuals invalidated out, it should be ensured that discharge is effected within 21 days from the date of medical board proceedings are countersigned by Administrative authorities.
- When language award has been admitted, it should be verified that the individual has served for five years from the date of award. Otherwise, it should be ensured that 50% of the amount recovered.
- AFPP Fund subscriptions have been recovered upto last three months proceeding the discharge.
- TB/Leprosy cases, pay and allowances have been regularised upto the longest date admissible 12 months / 24 months as the case may be.
- Recovery on account of non interest bearing advance, flood, drought etc., should be made in full.
- AGI & PLI, if any, is recovered except for the last month in which the individual is discharged.
- Recovery on account of conveyance advances, HBA etc paid by AGI directorate are recovered upto the month of discharge, balance of outstanding amount intimated to AGI directorate for their necessary action thereof in CC section.
- Recovery on a/c of bicycle, scooter, HBA etc advance should be made in full together with interest.
- Pay book serial numbers are running serially and PB is closed and amount written in words and figures as per SAO 12/S/62.
- Entries in Pay book have been checked with those in IRLA cent percent.
- Any ACR debited not pertaining to the PBOR are refunded duly affording debit to the correct person.

- FAMO has been recovered correctly. Money order commission is debited in case the FA remittances has been made after the individual has left the confessional area.
- Pay and allowances drawn correctly upto the date of SOS
- Encashment of leave correctness worked out as per entitlement and credit in the IRLA quoting proper authority (i.e. DO II Order)
- After carrying out all adjustments, total credit & debit are arrived and payment authority is prepared for the credit balance and in case closed with debit, necessary instruction issued to OC, Depot for recovery / regularization.
- After arriving at the total credit / debit these are to be copied manually in summary and are tallied.
- To open Index card on IAFF 1098 and transfer to CC section:
 - ⇒ IF FS ACR is received in same quarter, the same should be posted in IRLA and IRLA brought to nil and accordingly copied in summary. In case FS ACR is received after close of quarter, the balance to be carried forward and FS ACR posted in IRLA to make Nil. The same to be copied in the summary to code Head 0/018/65.
 - ⇒ In case of IRLA closed with, debit balance, the receipt of TR/regularization is watched and intimate the CC group for their noting in the register maintained for this purpose.
 - ⇒ In case of death or locally discharged, tender memo is issued to Record office for submission of FSMO.
 - ⇒ In the case of deserter, the credit balance at the time of FS will be held in misc. deposit. If the same is claimed, tender memo issued if necessary in terms of SAO 10/S/76.

Action to be taken

- Carry out all adjustments required.
- Arrive at total credit/debit.

- In case of Credit Balance, payment of the amount are made.
- In case of Debit Balance, instructions are issued to RO/Unit for recovery/regularization.

Important Points to be observed

- In case of death/locally discharged, tender memo is issued to RO.
- In case of desertion, credit balance will be withheld in misc. deposit & will be released when claimed.
- In case IRLA closed with debit balance, receipt of TR/Regularization will be watched.

Points to be seen in respect of T.B. discharge cases.

- The Diagnosis is to be made and confirmed by a Medical Board within 60 days of the transfer of an individual to the TB Hospital.
- Lepromotous cases of Leprosy cases should be invalid immediately on confirmation of the disease by the Medical Board held.
- TB cases are entitled to 12 months pay and allowances from the date medical board held.
- No fresh extension of service will be granted while undergoing treatment in the TB Hospital.
- If at any time during the period of 12 months treatment, the disease is arrested, the PBOR should be brought before a Medical Board to determine his fitness for retention in service. The PBOR found fit for retention in service will be placed in medical category "CEE" and given sheltered employment. If PBOR cannot be so provided he will be discharged from service.
- Those PBOR offered such employment will be invalided out of service if their medical category cannot be upgraded during the period of such sheltered employment.
- PBOR who refuse to take treatment will be discharged from service. Patients who refuse to co-operate with hospital authorities will be invalided out and discharged

from service under orders of Sub-Area or equivalent commander.

- Recruits if suffering from TB/Leprosy will be invalided out from service.
- Maximum entitlement of CL while undergoing treatment is 10 days.
- Hospital stoppage at normal rates will be recovered during in-patient treatment.
- (Auth: Appx `A` to AO 150/75 as amended.)

Treatment of cases closed with Debit Balances

- Immediately the Record Office/Depot Coy/OC should be addressed for recovery out of individuals other credits such as AFPPF balance, commutation and to remit the amount of debit balance through MRO credited in favour of respective CDA, maintaining IRLA.
- Such IRLAs should be transferred along with the NE debit balance to CC section for further maintenance and for watching recovery/regularisation action.

Deserters/Dismissal debit balance cases.

- Analyse the debit balance cases as to whether the debit balance is on account of over payment by paying officer in contravention to AO 32/80 or due genuine causes such as deficiencies in clothing etc;
- The analysis reflects the debit is on account of overpayment by officers, list of such cases referred to Command Hqrs/AHQ or R.O. for recovery action from the concerned officer. In other words, statement of cases insisted for regularisation action by the appropriate authorities as a loss to the state .
- Auth:AHQ AG's branch letter No:A/20161/policy/Org 8(I &R) a dt:28.12.93.

Procedure for release of Deserters credit balance to NOK.

- Consequent to final settlement of Deserter Account, the net credit balance as per the pay summary will be initially compiled by the concerned ledger group to the code head 1/575/30 in the quarterly abstract and schedules thereof rendered to CC section alongwith the abstract. Thus the pay summary is nullified consequent on transfer of balance to CC Section.
- The credit balance so held under Misc deposit register forms a part of estate of the deserter in accordance with SAO 10/S/76. In accordance with para 15 of 10/S/76, a commanding officer of the unit can release the estate amount as determined by the standing committee, if the total volume as assessed is Rs.1000/- and Brigade Commander, if the value is upto Rs 2,00,000/- (Ceiling amount increased vide GOI, MOD No:30(23)/92/D(Pay/Ser) dt:28.9.2000.
- The NOK of the concerned deserters as identified by the competent authorities (viz, C.O. or Brigade Commander) as and when claimed through respective Record office part II orders duly enclosing the sanction for release of estates by the CFA. The amount held in CC section in Misc Deposit Register are released duly linking the credit item already afforded as above.
- In accordance with para 214 of Defence Account Code, the amount of estates so held in the Misc Deposit Register should be transferred to lapsed deposit account of Govt after three years. Excluding the year of deposit i.e., the CC section will consolidate all cases beyond three years, the unclaimed amount and initiate a class II PM by relieving 0/017/05 and compile to 1/575/30. Simultaneously transferring all such items to a register called "Lapsed Deposit Register".
- Any claim preferred by NOK on the estates amount held in the Lapsed Deposit Register can only be released with the sanction of C.D.A and by the head of the office, if powers are delegated in accordance with para 214 of Def. Account Code 1994 Edn.

CHAPTER 13 : SUBMISSION OF GRIEVANCES TO PAO

Grievances are an important way for providing valuable prompts to review organisational performance and the conduct of people that work within and for it.

PAO has well established Grievances redressal mechanism. Grievances to the PAO may be submitted through following ways.

(1) Appendix –A to AO 32/80:

Grievances on Pay and allowances may be forwarded to PAO in the prescribed format of Appendix –A to AO 32/80 through Records Office. All the grievances received in PAO in the form of Appendix –A to AO 32/80 are controlled through the System and proper action are ensured. Reply to the grievances are noted in the prescribed column of Appendix –A to AO 32/80 and submitted to Records office.

(2) Through e-mail :

Grievances on Pay and allowances may also be submitted through e-mail on mail ID “grievancepaoamc[dot]dad[at]hub[dot]nic[dot]in”. Reply to the grievances received through mail are responded through e-mail to the concerned.

(3) GRIEVANCES LODGED THROUGH CENTRALIZED PUBLIC GRIEVANCES REDRESAL AND MONITORING SYSTEM (CPGRAMS) PORTAL:

Jawan can access the portal www.pgportal.gov.in viz. Central Public Grievance Redressal and Monitoring System (CPGRAMS) to lodge their grievances.

Status of the grievance are updated in the Public Grievance Portal (CPGRAMS) regularly. Final reply to each grievance must be uploaded as a “CASE REPORT” in the Public Grievance Portal (CPGRAMS) along with attachments if any.

POINTS TO BE OBSERVED WHILE FORWARDING GRIEVANCES :

(1) As most of the grievances are found to be ‘Query’ in nature, it is advised that the jawans should go through the information pertaining to their Pay and Allowances in Website “paoamc.gov.in”

and IVRS System "JASMINE" of the PAO to know the status of their DOII, Claims etc before lodging the grievances.

(2) Extract of DOII, wherever applicable may be enclosed with the grievances.

(3) The grievances should not be forwarded through the mode of RTI.

(4) As far as possible, submission of same grievances through more than one mode should be avoided to avoid the duplicacy of work in PAO.

(5) Specific and definite case with full detail and Army No. should be forwarded through grievances and grievances based on any hypothetical assumption should be avoided.

CHAPTER 14 : WELFARE MEASURES : **IVRS AND WEBSITE**

14.1. IVRS : JASMINE (JAWAN SMART INFORMATION EXCHANGE)

Pay Accounts Offices maintain Pay and Allowances of JCO and ORs posted in far flung areas of the country. In day to day working of the Pay Accounts offices, it is observed that the Jawans have basic queries regarding information of adjustment of their Pay and Allowances which translate as complaints, A.O 32/80, RTI cases and other forms of correspondences, besides their frequent movement to the Pay Accounts Office from their place of duty. Need for developing a system for immediate and updated query response to the Jawans through the telephone lines was felt to utilize the manpower of PAO dealing with complaint/RTI cases in more effective way and improving service delivery system.

WHAT IS IVRS ?

Interactive Voice response System is the system wherein desired information regarding the queries of the user is displayed in voice mode through the telephone lines.

HOW DOES IVRS WORK IN PAO ?

Pay Accounting in PAOs are maintained in Office Automation System 'Dolphin'. For implementation of IVR System in PAOs, the isolated computer server in the office is connected with the telephone lines through the Voice Card . Data from the live server of DOLPHIN is extracted in the format compatible to the voice card software and imported in the IVRS Server. Based on the numeric input for the desired queries from the users through telephone lines, the system extracts output data from the backup of DOLPHIN System database in the system and voice output of the information is played by the System.

CATEGORISATION OF INFORMATION :

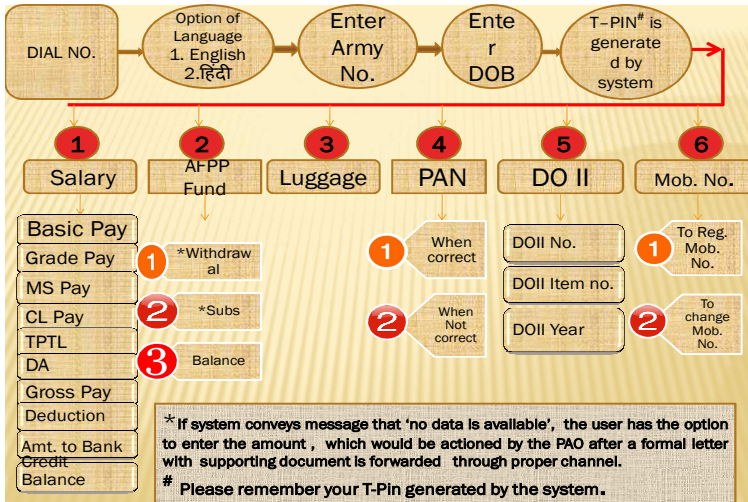
Based on the study of complaints, RTI received in the PAO, categories of information required by the Jawan frequently have been identified. It was observed that nature of most of the queries regarding, Salary, Fund, TA/DA, DOII adjustment may be submitted through the Numeric Input and IVR System may provide the facility through telephone/Mobile. Accordingly, following categories of information have been identified to be responded through the system.

- Details of pay and allowances,
- AFPP fund balances, subscription, and status of withdrawals.
- Status of Leave Encashment, Luggage, CTG.
- Status of Adjustment / Rejection/ Pending DOs II.
- PAN No.
- SMS incorporating detail of Monthly Pay and Fund Balance to the Registered Mobile no. of JCOs/OR.

TECHNICAL REQUIREMENT and PROCESS :-

- (A) Hardware :- Voice Card with License
- (B) Software:- Application of IVR
- (C) Database:- Creation of different tables for IVRS Server.
- (D) Telephone Lines : Dedicated telephone Lines. No. of Telephone lines based on the no. of users.
- (E) Data :- Data extraction from Office automation module “ DOLPHIN” in the format compatible to the Voice Card software through the queries.
- (F) Updation of Data :- Regular updation of data backup from Dolphin Server to the tables of IVRS Server.
- (G) DATABASE PLATFORM :
The database in the Dolphin Automation system of Pay Accounts office is in 'Postgres Sql' and the IVR System has been developed in 'My sql' database format.
- (H) DATA SECURITY : The System access data only pertaining to the concerned Jawan through the Army No. and T-PIN provided by the system to each user.

FUNCTIONING OF IVR SYSTEM :



14.2. DYNAMIC WEBSITE (paoamc.gov.in) Pay Accounts Office (Other Ranks), maintains Pay and Allowances of approx. 60,000 JCO and OR spread over more than 2,500 Units of Army Medical Corps posted in far flung areas of the country.

To improve service delivery to Jawans posted in far flung areas of the country, need was felt to develop a dynamic website which could be used readily by the Jawans for their benefit and which could strengthen and revamp the functioning of the PAO also. Implementation of such a website has also been desired from the Army side in various meetings at all levels.

After thorough deliberations amongst all stake holders, a detailed course of action was charted out, to identify the information that was to be provided through the website and the steps towards making the website a reality.

The website has resulted in strengthening the institution and delivery mechanism of PAO (OR) under PCDA (CC) by strengthening its human as well as technological resources.

- A user friendly dynamic website for dissemination of information about pay and allowances without human intervention for Jawans has been developed and a jawan can access following information through logging-in to the website.
 - Details of pay and allowances, last Pay detail, month wise Arrear details, Allowances paid in past.
 - AFPP fund balances, including Withdrawal detail, Withdrawal Pending Bills, Subscription/Yearly Fund Summary, Rejected Fund Claims.
 - Status of Adjustment / Rejection/ Pending DOs II.
 - Last month Pay Slips.
 - System has also provision for Utilities, Codes and Manuals, RTI, FAQ etc.
 - Updated monthly detail on Stop Pay cases, 1/3rd pay cases, awaited PAN cases and activities in PAO.
 - Disposal of Grievances received through dedicated grievance e-mail is ensured within 48 hours.

- Data security aspect in the website is adequately addressed. During user creation, the army no. of the Jawan is used as Login ID and password is generated only after the authentication / validation of Date of Birth and PAN No. provided by Jawan with the database of website. Further, after login, the Jawan can access only the information which pertains to his Army No.

CHAPTER 15. MONTHLY PAY SLIP (MPS) : **AN OVERVIEW.**

- After Monthly closing of Accounts of the IRLA, DOLPHIN System in PAO generates Monthly Pay Slip separately for each effective IRLA.
- Monthly pay Slip elaborates the detail of the Amy personnel, Pay entitlements admitted by the System in the concerned month, detail of all the DOs II and Adjustment Vouchers adjusted in the concerned month, detail of all the deductions made in the month and the net amount of pay and allowances credited to the individuals Bank Account.
- After monthly closing of Accounts, Monthly Pay Slips are submitted to Records Office for dissemination to the concerned individuals through their Unit.
- Monthly Pay Slips are also made available on the Dynamic Website of PAO (paoamc.gov.in).
- A Sample Monthly Pay Slip is placed below for reference.
- As may be viewed in left side panel of sample pay Slip , MPS may be categorized in 10 Sections from Section "A" to Section "J".

D	DESCRIPTION	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण
	A.S.L.C.C.A	01/04/14	31/03/15	188	989								
E	DESCRIPTION	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण
	APS-1134821-L	30/09/2028		2175	2175 ST 34								
F	DESCRIPTION	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण
	NAT	01/04/2014											
G	DESCRIPTION	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण
	ADVANCES												
H	DESCRIPTION	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण
	DO II												
I	DESCRIPTION	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण
	FUND												
J	DESCRIPTION	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण

ADVANCES PAID DURING THE MONTH INCLUDING LEASING ADJUSTMENT CLAIMS

ADVANCE AMOUNT

क्र. सं.	विवरण	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण	तारीख से	तारीख तक	रशि	विवरण
Sl. No.	Description	OC FR DATE	TO DATE	TJRA LRA	DOZ No.	Date	Date	Amount	Rate	REF DOZ No	YRLY INTEREST	TOTAL WDLs	GROSSING
1	LRA	01/04/2014			4444	12/05/2015	85A9 16	780		4444		9160	9160
2	DA	01/01/2015			5555	11/05/2015	85A9 16	3448		5555		2400	2400
												2000	2000
												600	600
												18227	18227
												90	90
												597	597

APFP FUND ACCOUNTS FOR THE MTH : 05/2015

OP BAL	325249	TOTAL SUB SCN	4000	ADJUSTMENTS	INT. ARRS	YRLY INTEREST	TOTAL WDLs	GROSSING	329249
* Actual Taxable Income received upto the month of : 05/2015 * Anticipated Taxable Income for calculation of Income Tax for Assessment Year : ₹. 2,69,883/- * Being system generated document, signature is not required.									

1. SECTION "A" :

- This Section consists Service details of the individual. Viz, Army No. , Rank, Name, Category, Group, Class, PAN detail, name of the Unit, DOB, Enrol date, Mustering date, bank Account Detail, Date of grant of financial upgradations under MACP Scheme etc.
- The individual should ascertain that personal and service information reflected in this section is correct.

2. SECTION "B" :

- This Section reflects summary of Monthly Accounts. This Section has two parts viz. Debit and Credit.
- All the amounts entitled for payment to the individual are shown on Credit side with detail of pay code and all the recoveries made in the month are reflected on Debit side.
- Consolidated amount of all the Audit cage items (the items which are recurring in nature viz. CILQ) are reflected against "Arrear of Pay and Allowances".
- Consolidated amount of all the Accounting cage items (the items which are non-recurring in nature, viz. CEA) are reflected against "Other Adjustment".
- Net amount Credited to Bank i.e difference of total Credit Part and total Debit part is reflected in this Section.

3. SECTION "C" :

This Section reflects any adjustment made through the Acquittance Roll. Recovery of any amount paid to the individual through ACR and reflected in Pay Book is reflected in this Section of the Pay Slip.

4. SECTION "D" :

This Section reflects the detail of amounts entitled in the month through Adjustment Vouchers and Contigent Bills.

5. SECTION "E" :

This Section reflects the detail of Postal Life Insurance and the recovery amount of monthly Premium of the policy in the concerned month. The Policy no. Maturity date of the Policy, monthly premia are reflected in this Section of MPS.

6. SECTION "F" :

This Section contains detail of Loan taken by the individual and the recovery made in the month. Nature of Loan, amount of Loan, Recovery of loan made in the month, recovery of Principal amount and interest, Closing balance of Principal amount and interest of Loan are being reflected in this Section.

7. SECTION "G" :

This Section contains detail of Advances taken on account of TA/DA, Luggage by the individual and the recovery made in the month. Type of Advance, Amount of Advance taken and the month of payment are being reflected in this Section.

8. SECTION "H":

This Section contains detail of all the Dos II adjusted in the month with description of DOsII, From date, To date of DOII and the amount adjusted through the DOII in the month. On the Right side of this Section, Audit Cage of the month reflecting pay-code wise amount of recurring entitlement are elaborated.

9. SECTION "I" :

- This Section pertain to the detail of AFPP Fund. Opening Balance of the FPP Fund amount, Fund subscription in the month, Withdrawal amount if any in the month and the Closing amount of AFPP Fund are elaborated in this Section.
- It may be noted that the subscription reflected in MPS in this Section pertains to the amount deducted as subscription in the previous month, e.g. subscription recovered in the month of March year will be reflected in the Pay Slip of April of the concerned year.

10. SECTION "J":

This Section of the MPS reflects the assessment of Income tax in the concerned Financial year. Total Taxable amount assessed till month and assessment of the Taxable amount for the concerned FY are reflected in the month.

CHAPTER 16: FREQUENTLY ASKED QUESTIONS

Q.1. What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2 What is a Public Authority?

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organisations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4 What is an Assistant Public Information Officer?

These are the officers at sub-divisional level to whom a person can give his RTI application or appeal. These officers send the application or appeal to the Public Information Officer of the public authority or the concerned appellate authority. An Assistant Public Information Officer is not responsible to supply the information. The Assistant Public Information Officers appointed by the Department of Posts in various post offices are working as Assistant Public Information Officers for all the public authorities under the Government of India.

Q.5. What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28 of the RTI Act 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.6. What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

Q.7. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.8. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.9. Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

Q.10. Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the

Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.11. What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.12. Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.13. Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Q.14. Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or

appeal for forwarding the same to the Public Information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Q.15. What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.16. What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Q.17. Is there any organization(s) exempt from providing information under RTI Act?

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations.
