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242	294	52	301	59	307	65	
243	295	52	303	60	309	66	
244	296	52	304	60	310	66	
245	297	52	305	60	311	66	
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254	308	54	316	62	322	68	
255	310	55	317	62	323	68	
256	311	55	318	62	324	68	
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263	319	56	327	64	333	70	
264	320	56	328	64	334	70	
265	322	57	329	64	335	70	
266	323	57	330	64	337	71	
267	324	57	332	65	338	71	
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277	336	59	344	67	350	73	
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279	339	60	346	67	352	73	
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281	341	60	349	68	355	74	
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283	344	61	351	68	357	74	
284	345	61	352	68	358	74	
285	346	61	353	68	360	75	
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287	348	61	356	69	362	75	
288	350	62	357	69	363	75	
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290	352	62	360	70	370	80	
291	353	62	361	70	371	80	
292	354	62	362	70	373	81	
293	356	63	363	70	374	81	
294	357	63	364	70	375	81	
295	358	63	366	71	376	81	
296	359	63	367	71	377	81	
297	360	63	368	71	379	82	
298	362	64	369	71	380	82	
299	363	64	370	71	381	82	
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303	368	65	375	72	386	83	

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309	375	66	383	74	393	84	
310	376	66	384	74	394	84	
311	377	66	385	74	396	85	
312	379	67	386	74	397	85	
313	380	67	387	74	398	85	
314	381	67	389	75	399	85	
315	382	67	390	75	400	85	
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317	385	68	392	75	403	86	
318	386	68	393	75	404	86	
319	387	68	395	76	405	86	
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321	390	69	397	76	408	87	
322	391	69	398	76	409	87	
323	392	69	400	77	410	87	
324	393	69	401	77	411	87	
325	394	69	402	77	413	88	
326	396	70	403	77	414	88	
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335	407	72	414	79	425	90	
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344	417	73	426	82	436	92	
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348	422	74	431	83	440	92	
349	424	75	432	83	442	93	
350	425	75	433	83	443	93	
351	426	75	435	84	444	93	
352	427	75	436	84	445	93	
353	428	75	437	84	447	94	
354	430	76	438	84	448	94	
355	431	76	440	85	449	94	
356	432	76	441	85	450	94	
357	433	76	442	85	451	94	
358	434	76	443	85	453	95	
359	436	77	444	85	454	95	
360	437	77	446	86	455	95	
361	438	77	447	86			
362	439	77	448	86			
363	440	77	449	86			
364	442	78	450	86			
365	443	78	452	87			
366	444	78	453	87			
367	445	78	454	87			
368	447	79	455	87			
369	448	79	457	88			
370	449	79	458	88			
371	450	79	459	88			
372	451	79	461	89			

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375	455	80	465	90		
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377	457	80	467	90		
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385	467	82	477	92		
386	468	82	478	92		
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389	472	83	482	93		
390	473	83	483	93		
391	474	83	484	93		
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394	478	84	488	94		
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396	480	84	490	94		
397	482	85	492	95		
398	483	85	493	95		
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400	485	85	495	95		
401	487	86	497	96		
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405	491	86				

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406	493	87			
407	494	87			
408	495	87			
409	496	87			
410	497	87			
411	499	88			
412	500	88			

13.106. Application of the liberalised Pension formula to the pensioners of the Government of Punjab who retired before the 1st January, 1978—Implementation of the Judgment of the Supreme Court

Reference to Government of Punjab, Department of Finance letter No. 37/62/82—6FR/13078, dated the 9th September, 1985, on the subject cited above *vide* which the benefits of the Liberalised Pension Formula were extended to all the pensioners of the State Government who on the 1st January, 1976 were in receipt of any of the pensions mentioned therein and to state that doubts have been raised on the following points :—

- (i) the date from which the Liberalised Pension Formula has to be made applicable to pre-1st January, 1978 Pensioners ; and
- (ii) whether the ad-hoc relief sanctioned to pre-1. 1. 1978 pensioners at the rate of 35% up to the C. P. I. 320 is to be adjusted in the revised pension.

In this connection I am directed to clarify as follows :—

- (i) the benefits of the Liberalised Pension Formula are to be extended to the pre- 1. 1. 1978 pensioners with effect from 1. 1. 1978 the date from which the said formula came into force; and
- (ii) the ad hoc relief sanctioned at the rate of 35% up to C. P. I. 320 to pre- 1. 1. 1978 pensioners has to be calculated on the basis of revised pension recomputed under the liberalised pension formula. The ad-hoc relief is to be paid at the revised rates w. e. f. 1st January, 1978 and is to be added in the basic pension w. e. f. 1st December, 1979.

(No. 37/62/82—1FP—III/2277 dated 11-2-1985)

13.107. Application of the Liberalised Pension Formula to the pensioners of the Government of Punjab who retired before the 1st January, 1978—Implementation of the Judgement of the Supreme Court.

Reference to para 9.1 of Government of Punjab, Department of Finance letter No. 37/62/82—6FR/13078, dated the 9th September, 1985 *vide* which the pre 1st January, 1978 pensioners, desirous of getting their pensions recomputed under the Liberalised Pensions Formula, were required to submit their options in the prescribed form to the pension disbursing authority within a period of six months from the date of issue of letter under reference and to say that it has been brought to the notice of the Government that a majority of the pensioners have not been able to give their options so far, as clarifications were sought on certain points. In view of the hardship to the concerned pensioners the Governor of Punjab is pleased to extend the date for submission of the applications, in the prescribed forms by the pre—1st January, 1978 pensioners, desirous of getting their pensions recomputed under the Liberalised Pension Formula, upto the 30th September, 1986.

(No. 37/62/82—1FP—III/3787, Dated, Chandigh, the 7th March, 1986)

13.108. Allocation of Pensionary liability in respect of temporary service rendered under the Government of Punjab and the Government of Himachal Pradesh.

Refer to the subject noted above.

2. The Government of Punjab has been considering in consultation with the Government of Himachal Pradesh the question of sharing, on a reciprocal basis, the proportionate pensionary liabilities in respect of those temporary employees who had rendered temporary service under either of the State Governments of Punjab and Himachal Pradesh prior to obtaining posts under the other State Government on their own volition in response to advertisements or circulars, including those by the State Public Service Commissions and who are eventually confirmed in their new posts. It has since been decided by the Government of Punjab, with the concurrence of the Government of Himachal Pradesh, that :—

- (i) in cases in which an employee has rendered temporary service under the Government of Himachal Pradesh before joining service with the Government of Punjab, the liability of pensionary benefits for that service will be

shared by the Government of Hima
 extent that service would have qualified for the grant of
 pension under the pension rules applicable to the employees
 of the Government of Himachal Pradesh;

- (ii) the liability of pensionary benefits for the temporary service rendered under the Government of Punjab before joining service with the Government of Himachal Pradesh will be shared by the Government of Punjab to the extent that service would have qualified for pension under the rules of the Government of Punjab;
- (iii) the amount of pension shall be determined by the Government from the service of which the employee finally retires in accordance with the pension formula applicable in that Government at the time of retirement of the employee; and
- (iv) the gratuity, if any, received by the employees for temporary service under either State Government will have to be refunded by them to the State Government from which it was received for the service under that Government.

2. This benefit will be admissible only to the following categories of employees namely :—

- (i) those who having been retrenched from the service of either of the State Governments obtained on their own employment under these State Governments either with or without interruption between the date of retrenchment and the date of new appointment; and
- (ii) those who while holding temporary posts under either of the State Governments apply for posts under the other State Government through proper channel/with permission of the Administrative authority concerned.

3. The benefit may be allowed in such cases also in which an employee is required, for administrative reasons/for satisfying a technical requirement, to tender resignation from the temporary post held by him before joining the new appointment, and a certificate, to the effect that such resignation had been tendered for administrative reasons/to satisfy a technical requirement to join the new post with the permission of the

Administrative authority concerned may be issued by the authority accepting the resignation. Necessary record may also be made in the service book under proper attestation to enable the employee concerned to get this benefit at time of retirement.

4. These orders shall come into force with effect from the 31st March, 1982 and cases of all employees retiring on that date or thereafter will be regulated accordingly.

(No. 16/98/80-IFP-III/4525, dated 20th February, 1986)

13.109 Admissibility of Dearness Allowance, House Rent Allowance, Compensatory Allowance etc. to the re-employed military pensioners—Clarification regarding.

Reference is invited on the above noted subject.

A clarification has been sought as to how the grant of allowances like Dearness Allowance, House Rent Allowance, Compensatory Allowance, etc. may be regulated in the case of re-employed military pensioners whose pay in the civil post is fixed in accordance with the provisions of clause (a) of rule 7.20 of the Punjab Civil Service Rules, Volume II. The matter has been considered and it has been decided that allowances like Dearness Allowance, House Rent Allowance, Compensatory Allowance, etc. are admissible to the re-employed military pensioners, whose pay in the civil post is fixed under the aforesaid rule, on their pay in the civil post plus pension and pension equivalent of other retirement benefits taken together minus two hundred fifty rupees or on the maximum of the scale of the civil post, whichever is less.

(No. 6/62/85—5FPI/396 Dated Chandigarh, the 7th January, 1986).

13.110 Re-imbursment of the cost of Hearing-aid.

Refer to the subject noted above.

The matter regarding the inclusion of hearing-aid in the list of reimburseable medical aid, has been under consideration of the Government for some time past. After careful consideration, it has been

decided that the employees or the pensioners of the Government Punjab may be allowed the re-imbusement of the cost of Hearing A brought by them for their own use or for the use of their entitled dependents, subject to a maximum of rupees five hundred in each case on the recommendations of the Director Health, and Family Welfare Punjab.

2. This issues with the concurrence of the F.D. vide their U No. 4711-6 FE II-85, dated 11th October, 1985.

(No. 7/233/84 5 HB VI/1943.) dated 3rd Feb. 1986

CHAPTER 14

PAY, SPECIAL PAY, HONORARIUM, JOINING TIME,
ALLOWANCES AND LEAVES.

14.49 Delegation of powers to the Administrative Secretaries for the grant of study leave.

The powers to grant study leave vest in the Department of Finance under rule 8.126 of the Punjab C.S.R. Volume I, Part I and Appendix 20 of Part II of this Volume. It has been observed that the officers proceedings on training experience great hardship in getting their leave sanctioned in time. Sometimes, the notice received from the training institutions is too short and the Administrative Departments are left with no time to get the approval of the Department of Finance. Such cases, are referred to the Department of Finance for ex-post-facto sanction. They are not decided for long because complete information is not received from the concerned quarters. In order to remove hardship and decide the cases of study leave expeditiously, the President of India is pleased to delegate full powers to the Administrative Secretaries to Government Punjab to grant study leave, provided that the guidelines/conditions contained in Appendix 20 of the C.S.R. Volume I, Part II are scrupulously followed and strictly adhered to.

2. This will be effective from the date of the issue of these instructions.

(No. 14/6/84-4FR/8925, dated 3rd July, 1985)

CHAPTER 15

TRAVELLING ALLOWANCE

15.60—Deputations/Delegations abroad—Reimbursement of Tax fare from Airport to hotel and vice versa in the country visited.

It has been decided by the Government that officers visiting foreign countries on official tours may be reimbursed actual taxi charge incurred for the performance of journey from Airport to hotel and vice versa in the country of visit subject to their furnishing a certificate to the effect that he/they has/have not availed of Indian Mission Car facility for the said journey (s).

2. You are, therefore, requested to bring these instructions to the notice of all the Government officers under your control for meticulous compliance.

[No. 12(3)86-2F PIV/84 Dated, the 27th January, 1986]

CHAPTER 16

TRAINING

16.35—Deputation of Government employees on training to various courses in India—Delegation of Powers.

A reference is invited to letter No. 28/13/79—FR(7), dated the 28th February, 1979, on the subject noted above whereby the Administrative Departments were delegated powers to depute Government employees working under them for attending training courses within India for a period not exceeding ninety days, subject to the conditions specified therein and to state that in order to further expedite the disposal of Government work, it has been decided to authorise the Administrative Departments concerned to depute Government employees for training within India, irrespective of the duration of the course, subject to the following conditions, namely :—

- (i) The official concerned will be treated on duty for the period of the course.
- (ii) He will be entitled to full pay and allowances for the period at the same rates as he would have drawn but for his proceeding on the said course. Consequently, remuneration, if any, received by him on account of having attended such course, will be got refunded and deposited in the State Government Treasury.
- (iii) His Travelling Allowance/Daily Allowance will be regulated under rule 2.88 of the Punjab Civil Services Rules, Volume III, read with circular letter No. 3/2(3)/79-7FR, dated the 7th January, 1980, issued by the Department of Finance.
- (iv) He will not claim any promotion, special pay or additional allowance on the basis of his having attended the course.
- (v) No substitute will be allowed during the period of the course and the work in his absence will be carried on from within the existing sanctioned strength.
- (vi) The Administrative Department should satisfy itself, and should certify in the sanction, that the participation of the

official in the course is necessary in the public interest.

- (vii) The fees, if any, for the course, is considered reasonable by the Administrative Department.
- (viii) The expenditure involved will be met from within sanctioned Budget allotment of the Department.

2. Cases not covered by these delegation orders should continue to be referred to the department of Finance through the Administrative Department, for prior approval.

(No. 28/5/85-2FPI/13264 Dated Chandigarh, the 11th September, 1985.)

CHAPTER 17

REMITTANCE TO AND WITHDRAWAL FROM
TREASURY

17.3—Fraudulent withdrawals from Treasuries/Banks—Supply of a list of bill (s) passed by the Assistant Treasury Officers to the Bank.

1. Reference on the subject noted above.

2. Of late, a number of cases of fraudulent withdrawals of Government moneys from the Bank with froged signatures of Assistant Treasury Officers and Drawing and Disbursing Officers have come to the notice of this department. As a safeguard against the recurrence of such frauds in future, it has been decided, in consultation with the Managing Director State Bank of Patiala, that in respect of the sub-treasuries conducting Government business through bank, the Assistant Treasury Officers will supply the list of bills etc. passed by him to the Bank Manager in a sealed cover at the end of each day through a sub-treasury messenger known to the bank authorities and hand over this list to the Branch Manager and obtain his signatures on a Dak book to be started specially for this purpose. The Bank authorities will arrange payment only in respect of the bills shown in the list supplied to them by the Assistant Treasury Officers. No payment of a bill not included in such lists will be made by the Bank. Accordingly you are advised to ensure compliance of these instructions. Proforma in which lists are to be supplied to the Bank authorities is enclosed, copies of which for daily use may be got cyclostyled locally.

These instructions are applicable with effect from 1st December, 1985.

[No. 25914—TA (AI-Misc-478)-85/18991 Dated 15th November, 1985.]

DRAFT PROFORMA

From

Assistant Treasury Officer,
-----Sub-Treasury.

To

The Manager,
State Bank of Patiala,
-----Branch.

Dated-----

Subject :—List of bills passed by the Sub-treasury on—

It is to inform you that following bills have been passed on-----
-----by this sub-treasury for payment at State Bank of Patiala
-----Branch :—

Sr. No.	Particular of D. D. O.	Net amount payable.
1.		
2.		
3.		
4.		

It is requested that payment may be made strictly against bills given in the above list. Bills not included in this list, if presented, may be treated as not genuine.

Assistant Treasury Officer,
-----Sub Treasury.

17.4. Fraudulent withdrawals of Government money from the Banks,

Attention is invited to Government letter No, 25914-TA (AI-Misc-478)-85/18991-19602, dated the 15th November, 1985 according to which a list of bills passed by the Sub Treasuries is required to be sent to the Manager of the State Bank of Patiala so that only those bills which have been passed by the Sub Treasuries are paid by the bank.

2. Introduction of the same procedure in respect of Sub Treasuries account with the State Bank of India, is under consideration. Because of recent frauds in State Bank of India at Pathankot, it has become necessary to introduce the procedure all over the State and instructions in this behalf are expected to be issued in the near future.

3. Pending issuance of formal instructions relating to submission of list of bills to the State Bank of India, it is hereby ordered that as in the case of State Bank of Patiala, a list of bills passed by the Sub Treasuries in account with the State Bank of India should also be forwarded to the concerned Branch of the State Bank of India also on the proforma prescribed in the instructions referred to above. Although the branches of the State Bank of India may not have received any instructions from their Head Office as yet, the Assistant Treasury Officers should nonetheless start sending such lists to the Banks on their own as a safe-guard against payment of forged bills by the Bank.

4. These lists must also be sent in any case there is a Government transaction with any Bank other than the State Bank of Patiala or the State Bank of India.

5. These instructions should be implemented with immediate effect i. e. from the date on which this letter is received by them.

No.25914-1 A (AI-Misc-478)-86/131 dated the, 2 January, 1986.

— 0 —

17.5 Fraudulent withdrawals from Treasuries/Bank Supply of a list of bills (s) passed by the Assistant Treasury Officers, to the Bank.

Reference this department Memo, No. 25914-TA (AI-Misc-478) 85/18891-19002 dated 15th November, 1985 on the subject noted above,

2. During the course of inspection of few Sub Treasuries it has been noticed that some blank space is left between the last entry and the signatures of the Assistant Treasury Officer in the list of passed bills being supplied to the Bank Managers.

3. In order to guard against any unauthorised interpollation entries in the list, it is directed that at the end of the list of bills to be supplied by you to the bank, a line should be drawn in blank space and the total number of bills included in the list is written in words (in brackets) so that there is no scope for an unauthorised addition of a bill in the list.

4. These instructions are applicable with immediate effect.

No. 25914-TA (AI-Misc-478)—86/368, dated the 7th January, 1986

17.6 Fraudulent withdrawals from Treasuries/Banks Supply of passed bills (s) passed by the Assistant Treasury Officers to the Bank

Reference this Directorate Memorandum No. 25914-TA (AI-Misc-478) 85/18891 —19062, dated the 15th November, 1985, on the subject noted above.

2. The matter regarding application of the instructions referred to above, to the Sub Treasuries in account with the branches of the State Bank of India has been considered with the authorities of the State Bank of India and it has been decided that all the Assistant Treasury Officers in the State should submit lists of bills passed at the Sub-Treasury to the State Bank of India also on the proforma prescribed in the Instructions of the 15th November, 1985, as referred to above.

3. In addition to the instructions contained in letter of 15th November, 1985, following further instructions may be followed :—

- (a) The serial numbers, given in the lists to be supplied by the Assistant Treasury Officers to the Bank will also be noted on the bills in red ink/red ball pen at the top of the bill on the right hand side to facilitate marking off in the lists.
- (b) The total of all the amounts for which the bills have been passed by the Assistant Treasury Officers will also appear at the end of the list.
- (c) Bills revalidated on the expiry of prescribed period of 15 days should appear again in the fresh list relating to the date of revalidation.

of revalidation giving a note on the office copy of the list previously supplied to the Bank.

(d) Total number of bills included to in the list should be written in words (in brackets). A line should be drawn in the blank space, if any, at the end of last entry.

4. Instructions referred in para 3 (a), (b) & (c) above be also made applicable to Sub-Treasuries in account with the State Bank of Patiala.

5. These instructions shall take effect from 17th February, 1986. A compliance report may please be sent by 28th February, 1986, to the effect that these instructions are being followed by all the Assistant Treasury Officers under your jurisdiction from 17th February, 1986.

No. 2538-TA (AI-Emb-G-39)-86/2075 dated the 31st January, 1986.

CHAPTER 19

Economy in Expenditure

19.7.—Economy in Expenditure during the year 1986-87.

In view of the continuing constraint on financial resources, it is considered necessary that utmost economy should be observed in the State Expenditure. The Government has, therefore, decided that the measures adopted during the year 1985-86 should be continued, with effect from the 1st April, 1986, for effecting economy in expenditure during the year 1986-87, as follows:—

A. 10% Economy cut on the non-Plan Expenditure—

To achieve the afore-mentioned objective, it has been decided to impose a minimum cut of 10% on the non-committed portion of the non-Plan Expenditure during the year 1986-87. Accordingly, the non-plan expenditure to be incurred by the various Departments (excluding the committed liabilities on account of interest payments, pensionary benefits and salary) should be reduced by 10% as per Appendix.

B. Ban on creation of posts—

During the year 1985-86 a complete ban on the creation of new posts (including upgradation of posts) on Plan and non-Plan sides was imposed,—*vide* letter No. B. F. (1)-1 B & C-82-83/3673, dated the 22nd April, 1983. It has been decided that:—

- (i) the complete ban placed during the year 1985-86 on the creation of new posts including upgradation of posts on Plan and non-Plan sides, except in exceptional circumstances, shall continue during the year 1986-87 as well; and
- (ii) an exercise should be undertaken to locate surplus staff in different Departments and divert them to the areas where they are required for the execution of the Plan Programme during 1986-87.

C. Restriction on the use of telephones—

It has been decided that S. T. D. facility both at office and residence should be restricted to the Ministers, the Administrative Secretaries, the Joint Secretaries and the Heads of Departments as heretofore. In case of couples in service, where both husband and wife are entitled to telephones at residence, only one telephone should be allowed. However, their entitlements for local calls may remain intact.