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ANNEXURE I

CHECK LIST FOR REFERRING THE CASES TO THE DEPARTMENT OF FINANCE
(IN THE FINANCE EXPENDITURE BRANCHES)

General :

Part I

1. Whether various components of the scheme/proposal and the justification for the scheme have been given ?
2. Whether the position regarding funding of the scheme/proposal has been given ?
3. Whether the proposal relates to Plan or non-Plan ?
4. Whether the approval of the competent authority in the Administrative Department and in the cases of the plan schemes of the Department of planning, has been obtained ?
5. Whether the scheme is a new one or continuing one ?
6. Whether the detailed Head of Account has been given ?
7. (a) Whether the provision for the new scheme has been made ?
(b) In cases additional funds are required for the existing scheme, whether the following information has been given :--
 - (i) Existing provision for the scheme ;
 - (ii) Actual expenditure up-to-date ;
 - (iii) Expenditure on the norms of upto 1/12th every month ;
 - (iv) Reasons/justification for departure in any, from the norms ;
 - (v) Additional funds required ;
 - (vi) Whether the expenditure can be postponed ;
 - (vii) Whether saving are available within the grant ;
8. Whether the reasons for urgency of the scheme have been given ?
9. Whether the rules/instructions under which the case is referable to the Department of Finance has been quoted ?
10. Whether the economy instructions in force are applicable ? if so, whether detailed reasons/justification have been given for the relaxation, where required ?

PART-II

(A) CREATION OF POSTS

SPECIFIC

1. Whether full information with reference to the following has been given :--
 - (a) Norms
 - (b) Workload
 - (c) Report of the Staff Inspection Unit
 - (d) Sanctioned strength
 - (e) Availability of Personnel of the category and their deployment ; and
 - (f) Justification for the proposal with reference to the facts from (a) to (e) above.
 - (g) Need for relaxation in case there is a ban on creation of posts or due to economy instructions, if any.

SUPERNUMERARY/TEMPORARY POSTS :

Whether :--

- (i) detailed reasons for creating the posts(s)
- (ii) reasons for not creating the post(s) at the proper time
- (iii) financial implications involved for payment of salary, increased pension, gratuity and other benefits which are likely to be accorded due to the creation of the posts ;
have been given ?

PURCHASE OF VEHICLES :

- (i) Whether the proposal has been got approved from the sub Committee of M.V.B./Motor Vehicle Board ?
- (ii) Whether the Scheme under which vehicle is to be purchased has been approved by the Department of Finance ? If so, whether a copy of the sanction has been added on the file ? Whether provision has been made specifically for purchase of vehicle therein.
- (iii) Whether new post of driver is also required ?
- (iv) Whether justification for the purchase of vehicle has been given ?
- (v) Whether the total strength of the vehicles with the Department alongwith their descriptions and mileage covered by each in the past one year, has been given ?
- (vi) Whether the full justification has been given as to why the requirement could not be met from the existing fleet.
- (vii) Reasons for relaxation if there exists a ban on purchase of new vehicle or due to economy instructions.

3. FRAMING OF/CHANGES IN THE SERVICE RULES :

- (i) Whether the proposal involved any financial implications ;
- (ii) Whether number of posts (Both temporary and permanent) alongwith scales of pay have been given ?

4. RE-EMPLOYMENT OR EXTENSION IN SERVICE :

Whether the case has been examined in accordance with the instructions contained in the Department of Personnel & Administrative Reforms' circular letter No. 727-SII(4)-67/4841, dated the 17th February, 1967 ?

5. EX-POST FACTO SANCTION :

Whether the case has been examined in accordance with the instructions contained in paragraph 18.6 of the Manual of Instructions of the Department of Finance ?

6. GRANT-IN-AID :

Whether the proposal has been prepared/examined and processed in accordance with the instructions contained in the Department of Finance circular letter No. 9/95/86-2FCR/20551, dated the 27th October, 1986 ?

7. TIME BARRED CLAIMS :

Whether the case has been examined under rule 2.25 of P.F.R. Vol. I and detailed reasons/justification for delay have been given ?

8. TELEPHONES :

Whether the approval of the State Telephone Board/the Department of Printing and Stationery has been obtained ?

9. L.D.C. :

Whether the system of drawl of funds as laid down in the Department of Finance circular letter No. 15/147-88-FEIV(2)/5147, dated 15th June, 1988 or as modified/superceded from time to time, has been observed.

10. HIRING OF ACCOMMODATION OR ENHANCEMENT OF RENT :

- (i) Whether approval of the Coordination Committee constituted by the Department of General Administration (A.D.O. Branch) has been contained.
- (ii) Whether the information asked for in the Department of General Administration (A.D.O. Branch),-- vide circular letter No. 1220-IAD.O(II)-87/12338, dated the 15th October, 1987, has been placed on the file.

11. REGULARISATION OF EXCESS OVER VOTED EXPENDITURE :

Whether the standard procedure which has been laid down in the Department of Finance circular letter No. 2/11/86-II-BIII/8201, dated the 15th April, 1986 or as amended from time to time, has been adopted ?

12. RE-APPROPRIATION :

Whether the instructions contained in Department of Finance circular letter No. 8/2/87-3FGCI/1928, dated the 18th February, 1988 or as amended from time to time, have been observed ?

13. MEDICAL REIMBURSEMENT :

Whether the amount of non-reimbursible medicinos have been deducted ?

14. ENGAGEMENT OF PRIVATE LAWYERS/ADVOCATES :

- (i) Whether justifications for engagement of private advocate has been given ?
- (ii) Whether the engagement is in the public interest ?
- (iii) Whether reasonability of fee has been certified by the Director, Prosecution and Litigation, Punjab.
- (iv) Whether financial implications involved in the case proposed to be defended, have been indicated ?

15. EMBEZZLEMENT FOR NATURAL LOSSES :

- (i) Whether the following information/documents have been given :--
 - (i) Nature of loss ;
 - (ii) Amount involved ;
 - (iii) Date when the loss due to negligence/natural circumstances/ embezzlement by officials came to the notice of Department.
 - (iv) Whether any enquiry was got conducted and responsibility fixed ?
 - (v) Whether any criminal case was registered against any official/officer, if so, copy of results or a copy of the judgement of the Court ;
 - (vi) Whether any Departmental proceedings were taken against the official/officer for the loss, if so, result thereof.
 - (vii) Efforts made for the recovery of the loss ; and
 - (viii) Delay, if any, in referring the matter to the Department of Finance ? If so, reasons thereof.

16. COURT CASES :

Whether :

- (i) Copy of petition ;
- (ii) Copy of written statement filed by the Department ; and
- (iii) Copy of the judgement/orders of the Court ;
have been added on the file.

17. WITHDRAWAL FROM THE CONTINGENCY FUND :

Whether the application has been prepared in accordance with the Department of Finance circular letter No. 3/1/84/D&C/85/5063, dated 2nd April, 1985 ?

No. 8/7/92-5 F.E.VI/9038--41, dated 6th November, 1996

FORM 'A'

Subject : S.N.E. the year 1989-90 under the head "2053-District Admn.-101-Commissioners-I-Commissioner's Staff for Embossing purpose."

Received : 7-9-88 From Commissioner, Ferozepur Division.

Brief Discription/ Situation : Continuation of the posts of Clerk and peon at Divisional Headquarters for operating Franking Embossing Machines.

Applicable policies/ guidelines : Not applicable.

Applicable precedents, if any : Last year's file No. 16/40/87-St.VI/ (added below)

Suggested decision/ conclusions : Continuation of one post of clerk and one post or peon for the year 1989-90 under the head, mentioned above.

Approval required for : for the year 1989-90.

universities, boards corporations, etc. ?

4. HOUSE RENT/COMPENSATORY ALLOWANCE :

- (i) Whether the instructions in the booklet on the subject have been consulted ? If so, whether the case is not covered by them ?
- (ii) In the cases for grant of Capital/City Compensatory Allowances to the employees of the Government of Punjab posted in other states, on the pattern/rates of respective States Governments whether copies of orders of these State Governments have been added on the file ?

5. SELECTION GRADE :

- (i) Whether the case is not covered under the instructions issued by the Department of Finance,--vide No. 8/30/78-FR(V)/1845, dated the 18th March, 1989 as amended from time to time.
- (ii) Whether the guidelines given in Department of Finance letter No. 69/25/84-5FR/11160, dated the 29th October, 1984 have been observed.

6. CHANGE OF DESIGNATION OF POSTS OR UPGRADATION OF OFFICES :

Whether full justification has been given ?

7. TRAINING/VISIT ABROAD :

- (i) Whether approval of Chief Secretary/Chief Minister has been obtained ?
- (ii) Whether the case has been routed through the Department of Personnel and Administrative Reforms (In Training Branch) ?

8. PAY FIXATION :

- (i) Whether service book and appointment order of the employees have been added ?
- (ii) Whether a copy of Service Rules has been placed on the file ?

9. LEAVE :

- (i) Whether the leave application with Medical Certificate has been added ?
- (ii) Whether the Rules/Instructions/Orders on the subject issued from the time to time have been consulted ?

10. LIVERIES :

- (i) Whether Budget provision has been indicated ?
- (ii) Whether the rates are approved ones.
- (iii) Whether adequate justification has been given for revision ?
- (iv) Whether period/life of each item has been given ?

11. SPECIAL PAY :

- (i) In the cases of special pay for handling cash disbursement, whether yearwise monthly average cash disbursement has been given ?
- (ii) Whether the voucher No. and date,--vide which security has been deposited, have been indicated ?
- (iii) Whether the case is covered under the provision of rules 4.52 of Punjab C.S.R. Volume I Part I or other relevant rules/instructions on the subject.

12. COUNTING OF MILITARY/WAR SERVICE TOWARDS CIVIL PENSION :

- (i) Whether the military service verification certificate, discharged certificate and service book of the employee have been added ?
- (ii) Whether the case has been examined under rule 4.3 and 4.6 of Punjab C.S.R. Volume II.

13. GROUP INSURANCE SCHEME :

- (a) Whether the sanction for payment of the insurance fund/the saving fund under the scheme has been issued in the proforma (Appendix).
- (b) While filling in Form G.I No. 1 by the appointing authority to Punjab Government employee for enrolment as a member of the scheme and deduction of the subscription from his salary under paragraph 4 (4) 17(1) of Appendix VII to Punjab Civil Services (2nd Amendment) Rules, Volume II, the following have been indicated :--
 - (i) Group A/B/C/D of the member ;
 - (ii) Date of enrolment viz. the 2nd October, 1982/83/84/85/86/87.....
 - (iii) The month of deduction of subscription viz. October, 1982/83/84/85/86/87.....
 - (iv) The date of benefit of the scheme viz. the 2nd October, 1982/84/85/86/87.....

ANNEXURE III**CHECK LIST FOR REFERING THE CASES RELATING TO THE WRITE OFF/
REGULARISATION OF LOAN OR RELAXATION OF RULES IN LOAN CASES**

- (i) Nature of advance
(Construction of house, purchase of house/plot, repairs, etc.)
- (ii) Code Number :--
- (iii) Date of
 - (a) drawal of advance from the Treasury ;
 - (b) date of utilisation of funds ; and
 - (c) registration of mortgage deed.
- (iv) Whether penal interest under note 4 below rule 10.45 of the Punjab Financial Rules, Volume I, has been charged ; if so, whether information regarding :
 - (a) amount on which penal interest has been charged ;
 - (b) period for which the penal interest has been charged ;
and
 - (c) amount of the penal interest charged, has been given ?
- (v) when the proposal relates to the writing off of loan, whether :--
 - (a) the un-recovered balance of principal amount proposed to be written off has been get verified from the Accountant General, Punjab, and interest accrued thereon has been got verified from the Drawing and Disbursing officer ;
 - (b) the details of recoveries effected so far have been furnished ; and
 - (c) loan file of the Government employee has been added.
- (vi) when the proposal relates to the relaxation of rules, whether the special circumstances and the specific rule under which such relaxation is sought, have been given ?

GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE

(Referred to in para 11 of Appendix VII of the
Punjab Civil Services Rules, Vol. II)

Order

Sanction is hereby accorded to draw and disburse the amount of Rs. _____ (Rupees _____ only), from the Insurance Fund, alongwith interest admissible under para 11 Rule 15.1(6) of Appendix VII of the Punjab Civil Service Rules, Volume II to Shri/Smt. _____ *who has retired on superannuation on _____ after attaining age of 58 years/who has resigned from Government service with effect from _____ or to Shri/Smt. _____ nominee/legal heir(s) who expired on.

2. It is certified that Shri/Smt. _____ (Retired/resigned/deceased) was enrolled as a member under Group A/B/C/D of the Punjab Government Employee Group Insurance Scheme, 1982, with effect from the _____ and deduction @Rs. _____ per month has actually been made from his/her salary for the period from (date of enrolment) to _____ (date of retirement/resignation/cessation as a member of the Scheme/death).

3. The expenditure will be chargeable to the following heads of Account :--

8011-Insurance and Pension Funds-Minor Head-107-Punjab State Government Employees Group Insurance Scheme-Sub-Head-01-Insurance Fund (in the case of death only).

8011-Insurance and Pension Funds-Minor Head-107-Punjab State Government Employees Group Insurance Scheme-Sub-Head-02-Savings Fund (in the case of retirement/resignation/cessation as a member of the scheme only).

Dated _____

Signature _____

Designation of Head of office _____

A copy each is forwarded for information and necessary action to :--

- (i) The Accountant General, Punjab (Audit) Chandigarh.
- (ii) The Accountant General (Accounts & Entitlement) Punjab, Chandigarh.

Signature of the head of office

No. _____ dated _____

A copy is forwarded to the Secretary to the Government of Punjab, Department of Finance (in Finance Personnel-IV Branch) for information and necessary action.

Signature of the Head of Office

No. _____ dated _____

A copy is forwarded, for information & necessary action to :--

- (i) The Treasury Officer concerned ;
- (ii) The Incharge of cash/Accounts Branch concerned (with one spare copy) ;
- (iii) The person concerned in whose favour the sanction has been issued ;
- (iv) Bill Clerk concerned ;
- (v) The Head of Office concerned.

Signature of the Head of Office

* which-ever is inapplicable.