



Parliament of India
Rajya Sabha

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)
ACCOUNTS & ESTABLISHMENT BRANCH



Rajya Sabha Secretariat
(Accounts & Establishment Branch)
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Rajya Sabha Secretariat
<http://parliamentofindia.nic.in>
email:rsccel@sansad.nic.in
rstrg@sansad.nic.in
rssa@sansad.nic.in
rsrti@sansad.nic.in

Price: Rs. 100/-

PREFACE

Sectional Manual of Office Procedure (SMOP) of Accounts and Establishment Branch consisting of Pay and Accounts Office (Accounts and Audit Sections), Establishment (A/cs) and Budget Section, Finance Cell, General Administration (G.A.) Section and Stores Section, besides describing job responsibilities of these sections also gives a bird's eye view of various provisions regulating maintenance of accounts of the Secretariat its audit and other establishment and stores requirements. It is designed to serve as a guide for officers and staff of these sections in the discharge of their duties and responsibilities. It would also be useful for all officers and staff members of the Secretariat since accounts, audit, general and stores matters affect them in their day-to-day functioning too.

NEW DELHI;
June, 2010

V. K. AGNIHOTRI,
Secretary-General.

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PART - I

**PAY AND
ACCOUNTS OFFICE**

1.1 Introduction:— The Pay and Accounts Office, Rajya Sabha was constituted on 1st October 1955 under the scheme of separation of Accounts from Audit, leaving only statutory audit functions in respect of Rajya Sabha Secretariat with the Director General of Audit, Central Revenues. The Pay & Accounts Office functions as Treasury-cum-Departmental Accounts Office of the Rajya Sabha Secretariat and also as a Controller of Exchequer. All payments and accounting of transactions relating to the Rajya Sabha Secretariat and Pay and Accounts Office are made by this Office. A separate budget provision is made in the Demand for Rajya Sabha in respect of the Pay & Accounts Office.

1.2 Chief Accounting Authority:— Secretary-General, Rajya Sabha acts as the Chief Accounting Authority and he discharges this responsibility through and with the assistance of the Financial Adviser and the Pay & Accounts Officer.

1.3 Responsibilities:— The primary responsibility of this Office is to ensure that no payment is made from the Consolidated Fund of India in excess of the Budget grant, unless it is covered by an advance from the Contingency Fund of India. Moreover, all kinds of payments (Salary, TA/DA, Office Expenses of Members and Officers/Officials, etc.) pertaining to the Rajya Sabha Secretariat and Pay and Accounts Office, Rajya Sabha are made after cent percent pre-check of Bills, and by means of State Bank of India cheques. It is the duty of the Pay and Accounts Officer to see that the expenditure incurred from the Consolidated Fund of India is governed by the following essential conditions:—

- (i) that there is provision of funds authorised by the competent authority fixing the limits within which expenditure can be incurred;
- (ii) that the expenditure incurred conforms to the relevant provisions of the Constitution, MS&A Act and the rules made thereunder, and should also be in accordance with the financial rules and regulations framed by the competent authority; and
- (iii) that there exists sanction, either special or general, accorded by the competent authority authorizing the expenditure.

1.3.1 The Pay and Accounts Officer is authorised to draw funds by means of cheques drawn on the State Bank of India, accredited for handling the receipts and payments of the Rajya Sabha Circle of Accounts. The Pay and Accounts Officer has also to discharge a special responsibility for indenting, safe custody, issue and account of cheque books as prescribed under the rules. Moreover, a classified account of all payments made by this Office is compiled and rendered to the Office of the Controller General of Accounts (CGA) on monthly as well as annual basis. Besides, the Pay and Accounts Office also deals with the following jobs:

- (i) maintenance of G.P./C.P. Fund/New Pension Scheme accounts relating to the Rajya Sabha Circle;
- (ii) settlement of transactions adjustable by other Accounts (suspense accounts);
- (iii) submission of Budget Estimates & Revised Estimates under various heads in the form of a demand (Revenue Receipts, Pension, Public Account, Interest payments, etc.); and
- (iv) pension Cases (Members/Officers/Officials).

1.3.2 In discharging the aforesaid duties, this Office maintains close liaison with the Office of the Controller General of Accounts. While monitoring settlement of all bills received by this Office, Pay and Accounts Officer ensures that the work is disposed of efficiently and accurately. Pay and Accounts Officer has the overall responsibility to ensure that the requisite standard of technical expertise for a ccounting work in this Office is maintained. In furtherance of this goal, this Office has worked towards and achieved full computerization of its work process through the implementation of the COMPACT software, developed by the CGA division of National Informatics Centre. COMPACT is an acronym for COMPUTERIZED PAY AND ACCOUNTING . The procedures and time limits for works performed in this Office is according to Rules, as laid down in the Civil Accounts Manual and Ministry of Finance (Department of Expenditure) orders.

In discharging his responsibilities, the Pay and Accounts Officer, Rajya Sabha is assisted by two Sections, namely, Accounts Section and Audit Section. The work has been distributed between these two Sections keeping in view the principle of separation of accounts from audit.

1.4. Accounts Section of Pay and Accounts Office:—

1.4.1 Bill Diary Register: All kinds of Bills received in the Section, from both the Rajya Sabha Secretariat and Pay and Accounts Office, are diarised manually. After implementation of COMPACT/PAO 2000 Software, all bills are also entered in the computer which automatically generates a unique token number for each bill which is the identity of that bill and enables locating its status in the software at any point of time till its final payment. Manual diarisation of bills has been continued to facilitate easy traceability of bills in case queries are raised by name in respect of Members or officials. Moreover, for bills which are raised by Estt.(A/cs) & Budget Section and MS&A Section, it is not possible to trace those through the COMPACT software, as only bill number, date and amount is entered in the software. The manual Bill Diary is maintained in greater detail.

1.4.2 Expenditure Control: The primary responsibility of the Pay and Accounts Office is to control the expenditure within the sanctioned budget grant of every head of account during any financial year. Earlier, this work was done by maintaining expenditure control register in the specified format. After implementation of COMPACT Software, this work is no longer being done manually. Rather, it is automatically done when a bill is passed at the Dealing Hand level in the Audit Section. Expenditure control is carried out as soon as the amount is booked under the relevant head and is reflected in the Budget Balance for a particular head.

1.4.3 Monthly Civil Accounts: This Section prepares Union Government (Civil) Accounts relating to the Rajya Sabha Circle and submits the Monthly Civil Accounts to the Ministry of Finance (Department of Expenditure). As soon as the payment against a particular bill is made by the Audit Section, that bill is treated as a voucher. On receipt of the daily memorandum of pre-check payments along with the vouchers, this Section verifies whether the payable amount and the gross amount is correctly entered. In order to prepare the Monthly Civil Accounts, vouchers received from the Audit Section after pre-check/payment are compiled on a day-to-day basis. They are posted in the Compilation Book (Form CAM 33 in two parts: for payments in the DETAIL BOOK and for receipts: in the PAO-4 Register).

- (i) the gross amount indicated in the voucher are posted against the concerned heads. Deductions/recoveries shown in payment vouchers, such as Income-Tax, surcharge, house rent are compiled under relevant heads.
- (ii) recovery of Advances taken by the Government Servants for the purpose of house building or as loans to purchase Motor Car, Scooter or Computer, recovery of G.P. fund contribution or "PAO Suspense"—head, where a credit is adjustable is posted in the PAO-4. The summary of transactions for a particular month are recorded in the Classified Abstract Forms (CAM 37 and CAM 38) in two parts; — Part I for receipt (credit) entries and Part II for booking disbursement (debit) entries.
- (iii) after finalization and preparation of the Monthly Accounts, the Consolidated Abstract is prepared. This is maintained in two parts, Part I for recording the receipts (credit) transactions and Part II for recording disbursement (debit) transactions for each year (in the form CAM 39). Major/minor, sub/detailed heads are indicated there in the same sequence as in the Classified Abstract and monthly total from the latter are posted against each of the head of accounts under the appropriate monthly column and progressive total up to end of month are struck.
- (iv) the Monthly Accounts are prepared with the help of COMPACT/PAO 2000 software. This computerized version of the Union Government (Civil) Accounts, in respect of Rajya Sabha Circle, compiled on a monthly basis, is submitted to the Office of the CGA by 15th of the next month through "*e-lekha*", a web based application of O/o CGA. The manual compilation of accounts has been stopped and a complete switchover to computerized compilation has been done.

1.4.4 Preparation and Submission of Appropriation Accounts: This Section also prepares, finalizes and submits the annual Union Government Headwise Appropriation Accounts (Civil) relating to the grant administered/controlled by the Rajya Sabha Secretariat. The Appropriation Accounts indicate the expenditure (both voted and charged) of the Government for each financial year compared with the amounts of voted grants and charged appropriations. These

Accounts are submitted to Parliament by the Ministry of Finance (Department of Expenditure) along with CGA's Report under Article 151 of the Constitution of India. Intention to prepare Appropriation Accounts is to disclose:—

- (i) that the money indicated therein as having been disbursed was legally available for and applicable to the service or purpose to which they had been applied or charged;
- (ii) that the expenditure conforms to the authority which governs it; and
- (iii) the effects of re-appropriations ordered by the Ministry/Department.

1.4.5 The Secretary-General, Rajya Sabha acts as the Chief Accounting Authority and finally approves and signs the Headwise Appropriation Accounts of grants/appropriation administered by the Rajya Sabha Secretariat.

1.4.6 Preparation and Submission of Annual Statement of Central Transactions: The Annual Statement of Central Transactions is also submitted to Controller General of Accounts by this Section. This represents the progressive effect of all transactions during the year including March (supplementary) transactions. This statement is prepared with minor head-wise details under each major head concerned and showing Charged, Voted, Plan and Non-plan expenditure distinctly. At present, the same is prepared on computers applying the software SCT supplied by the System Group (CGA) and the finalised SCT is submitted to the Office of the CGA.

1.4.7 Finance Accounts: At the end of the financial year, this Section reviews and verifies the balances relating to loans and advances outstanding at the end of the year. The broadsheet balances in each case should agree with the ledger balances. This process is called the Review of Balances. A consolidated report for the Rajya Sabha Circle of Accounts indicating the amount of unreconciled differences between the broadsheet and the ledger balance against the various heads is furnished to the Finance Accounts Section of the Office of the CGA for audit/comments.

These Accounts are prepared as per formats/instructions laid down in the Civil Accounts Manual. In this regard, if any change in the format of accounts had to be effected, Offices of the CGA and DGACR issue instructions from time to time.

1.4.8 Settlement/Adjustment of Inward and Outward Claims:

(i) The Accounts Section is also responsible for the settlement and adjustment of all transactions relating to other Departments, Ministries, State Governments arising in the accounts of the Pay and Accounts Office, Rajya Sabha and *vice versa* by means of inward and outward claims. In this connection, Inward and Outward Registers are maintained, wherein, the details of all such transactions are noted down for future reference. The claims received from the other Accounts Circles are processed and settled by this Section after getting the claim verified from the concerned Sections.

The Inward (Annexure I) and Outward (Annexure II) Registers are maintained in the specified format:

ANNEXURE-I

INWARD CLAIMS REGISTER

Transactions arising in the accounts of the Pay and Accounts Office, Rajya Sabha, which are adjustable by the.....

CAM55:

S.N.	No. & date of the letter with which the claim is recd.	Period of account	Receipts	Pay-ments	Net amt. due from the other party (4-5)	Net amt. due to the other party (5-4)	No. & date of the letter requisition to the Bank cheque section for a Govt. Draft/cheques if the amt. is due to the other party	Particulars of Govt. draft/cheques recd.		No. & date of the credit slip with which the Govt. Draft/ Cheque is sent to the Bank	Initials of the Branch Officer
								No. & date	Amt.		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

No. & date of letter forwarding the Govt. Draft/ Cheque to the other party	Particulars of Govt. Draft/ Cheque sent		Initials of the Branch Officer	No. & date of the acknowledgement for the Govt. Draft/ Cheque	Initials of the Superintendent	Date on which the amt. appears in the bank scroll	Initials of the superintendent	Remarks (regarding short clearance, if any etc.)
	No. & date	Amt.						
13.	14.	15.	16.	17.	18.	19.	20.	21.

ANNEXURE-II

OUTWARD CLAIMS REGISTER

Transactions arising in the accounts of the Pay and Accounts Office, Rajya Sabha which are adjustable by the

CAM 53:

Reference to initial record and period	Receipts	Payments	Net amount of claims to be preferred (3-2)	Net amount due to the other Party (2-3)	No. and date of letter forwarding the claim or cheques if the amount is due to the other party	Initials of the branch officer	No. and date of acknowledgement for the claim	Initials of the Superintendent	No. and date of letter to/ from the other party forwarding the Government draft/cheque
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Particulars of the Govt. draft/cheques		Initials of Branch Officer	No. and date of acknowledgement for the Govt.draft/ cheques	Initials of the Superintendent	No. & date of the credit slip with which the Govt. draft/ cheque is sent to the Bank	Initials of the Branch Officer	Date on which the amount appears on the Bank scroll	Initials of Superintendent	Remarks
No. & date	Amt.								
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.

- (ii) The Debt, Debit and Remittance (DDR) Register is also maintained by this Section, for review of balances, relating to the heads G.P. Fund, Loans and Advances to officials of Rajya Sabha Secretariat, etc.
- (iii) The monthly figures booked under various broadsheets pertaining to Debt, Deposit and Remittances heads are compared with the figures of that month's transaction under relevant heads in the monthly accounts for verifying that the two sets of figures tally and are correct; discrepancies if any, between the two are analysed and corrected by means of Transfer Entries.

- (iv) Ministry-wise Suspense Accounts Register is also maintained (Inward/Outward transactions adjustable with other Accounts Circles) to keep track of adjustments lying outstanding.

1.4.9 Records Keeping: Records are kept of day-to-day transactions with State Bank of India (banker of the Rajya Sabha Secretariat) and reconciliation done of Debit and Credit Scroll (paid cheques and challans are returned to this Office by the State Bank of India for accounting purpose) to be booked under head '8675- Deposit with State Bank of India (Payment/Receipt)' and '8670- Cheques and Bills (this head indicates the outstanding of Cheques issued by this Office and time barred cheques)." For this purpose, a separate register is maintained to keep track of time barred cheques/outstanding cheques.

1.4.10 Budget Estimates:

- (i) The Budget Estimates and Revised Estimates relating to the Revenue Receipts Heads (Recovery of License Fees, Recovery of CGHS contribution, Other Miscellaneous Receipts etc., Pension Head, Public Accounts Heads (G.P. Fund - payment and receipt, CGEGIS, etc.), pertaining to Rajya Sabha Circle of Accounts, are prepared and submitted to the Ministry of Finance (Department of Economic Affairs and Department of Expenditure, Central Pension and Accounting Office).
- (ii) These Estimates are prepared on the basis of actual expenditures booked during the last three years by this Office. The time schedule and instructions/kind of proforma to be used for submission of the BE and RE are framed by the Ministry of Finance issued in form of Budget Circulars.

1.4.11 Processing of Pension Cases: Pension Cases relating to the retired and retiring staff and Officers of the Rajya Sabha Secretariat and Pay and Accounts Office are also settled by this section.

- (i) The Pension cases and the payment involved therein are processed and regulated in accordance with the provision of C.C.S. (Pension) Rules and the Scheme for payment of pension to Central Government Civil Pensioners.
- (ii) Under the CCS (Pension) Rules, this Section should receive the pension papers of a retiree from the Head of Office 2 months before the date of retirement. The Establishment (G) Section, Rajya Sabha Secretariat forwards the pension papers of a retiree to this Office duly completed along with his/her Service Book. The Service Book should be complete and up to date in all respects.
- (iii) On receiving the pension papers, this Section scrutinizes the Service Book, pension papers and the amount of Pension, DCRG, commutation fixed by the Estt. (G) Section. Apart from maintaining the manual Registers, all the pension cases are now passed in the COMPACT/PAO 2000 Software as well. After a pension case has been processed in the COMPACT/PAO 2000 Software and the entries made manually in all the relevant Registers, the Pension Payment Order (in duplicate) is prepared and sent to the Central Pension Accounting Office for further necessary action.
- (iv) As per the time limit specified in the CCS (Pension) Rules, the time limit for issuing of PPO is one month before the date of retirement. The process is monitored through the PPO Register maintained in the specified format (*Annexure-III*).

CAM 52:

PAY AND ACCOUNTS OFFICE, RAJYA SABHA

Audit Register of Pension paid by Pre-audit Pay Department

Photo

Specimen

Signature

CENTRAL (CIVIL) Rs. _____ (VOTED)

Major head "2071-Pension & other
Retirement Benefits"

Minor Head _____

Debitable to _____ State Rs. _____

1.	No. of Pension Order		Remarks
2.	Name of Pensioner & Pay last drawn		
3.	Class of Pension		
4.	Monthly Amount & Date of Commencement		
5.	Incidence of Charge		
6.	Order of Sanctioning Authority		
7.	Date of Birth		
8.	Height		
9.	Pensional Marks of Pensioner		
10.	Residence		
11.	Remarks		

Year	Date of payment of Pension for the month of:											
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb

- (v) Consequent upon enactment of the Vice President's Pension Act 1997, this Section has also been entrusted with the responsibility of processing of pension of former Vice Presidents of India and authorisation of pension to them by issuing Special Seal Authority. All relevant papers sanctioning the pension to the former Vice President of India are furnished by the MS&A Section.

1.4.12 New Pension Scheme: This Section has also been entrusted with another responsibility, that of dealing with the work relating to the New Pension Scheme. The New Pension Scheme came into force *w.e.f.* 01.01.2004 for those Central Government employees who have joined service on or after 01.01.2004.

1.4.12.1 All entries relating to contributions made under the New Pension Scheme in respect of the staff of the Rajya Sabha Secretariat and Pay and Accounts Office were earlier being made manually as well as in the Contributory Pension Fund Management (C.P.F.M.) Software of the Central Pension Accounting Office, *i.e.* New Defined Contributory Pension Fund Management System, upto the year 2007-08. However, since the beginning of Financial Year 2008-09, all work is being done both manually as well through computer in the software provided by the National Securities Depository Limited (NSDL) which has been entrusted the work of managing the fund by the Government of India. The entries of contributions made by the employees and equal contribution by the Government fed in the software, was earlier being sent to the Central Pension Accounting Office (CPAO) but now the same is sent to NSDL and a copy is endorsed to CPAO. Instructions have been issued by CPAO intimating that the total amount (contribution of individual and equal contribution of Government)

would be deposited with the Bank of India, the bank authorized by Government of India for the purpose. The cheque relating to the contributions is sent at the end of each month through the accredited banker of Rajya Sabha Secretariat to the authorized bank.

1.4.13 Provident Fund: The G.P./C.P. Fund Accounts of the entire Secretariat are maintained by this Section. The work includes:—

- (i) The GP Fund Ledger is maintained in a computerized form through the COMPACT software. All the entries in the G.P./C.P. Fund Ledger are made from the schedules attached to the Salary bills of the employees. The total amount indicated in the schedules should tally with the amount booked in the Accounts. To confirm this, the broad sheet is generated from the COMPACT/PAO 2000 Software on monthly basis. The closing balance of the Broad Sheet should tally with the closing balance worked out in the DDR Register.

Payment of Permanent and Temporary Advance from the Fund is made after the same is sanctioned by the competent authority. As soon as the bill in this regard is received by this Section it is confirmed from the ledger that the amount of balance mentioned in the Sanction Order is correct or not. If not, the same is returned to the billing Section for correction. It is also ascertained that the amount of withdrawal/advance indicated in the bill should be covered under the GIP rules.

- (ii) Annual GPF Statement in respect of all officials of the Secretariat are prepared at the end of each financial year. The statement includes the Opening Balance as on 1st April last year, total subscription/refund of advance made by the subscriber during that particular financial year, total withdrawal, interest for the entire financial year accrued thereon and the Closing balance as on 31st March.
- (iii) Issuing Authority for final payment in cases of Superannuation/Death.
- (iv) It is necessary that the deceased should be a fund subscriber for at least the last three years preceding the month of death. The maximum benefit admissible under this scheme is Rs. 60,000 calculated on the basis of average of balances of the last 36 months preceding the month in which the death occurred.
- (v) In case, any employee leaves service in the Secretariat and joins some other service or goes on deputation to other departments, the balance of fund at his/her credit is transferred to that Office on receiving the request from his present Office. In case any employee joins this Office on transfer or deputation basis, on his/her request this Office takes initiative to get his account transferred from his/her parent Office.

1.4.14 Accounts Section also looks after the following:

- (i) Preparation of Transfer Entry in case of misclassification, Transfer of balance and periodical adjustment. In this connection a separate file is maintained by this Section for future reference.
- (ii) In conformity with the List of Major and Minor Heads of Accounts (issued by the Office of the CGA) this Section performs the task of preparation/updation and circulation of List of Classification (exhibiting all heads of accounts with computer codes-operational in the Rajya Sabha Circle). This is done in association with the Estt. (A/cs) & Budget Section, which takes the approval for opening of new head of accounts from the Ministry of Finance, and Monthly Accounts Section of the Office of the CGA.

1.5 Audit Section of Pay and Accounts Office:

1.5.1 Duties and Responsibilities of Audit Section: P&AO (Audit Section) receives bills for payment from the Establishment (A/cs) & Budget Section and MS&A Section. Some bills originate in the Pay and Accounts Office itself (in respect of those officials who are on the payroll of this Office). Bills originating from these three quarters are forwarded by three different Drawing and Disbursing Officers (DDO). The bills are first received in PAO (Accounts Section) where they are diarized (both sections have a common centralized Diary system) and then forwarded to Audit Section where pre-check of the same is undertaken.

The following types of bills are received in the Audit Section for payment:

- (i) Salary Bills of Chairman, Deputy Chairman, Leader of Opposition, Members of Rajya Sabha and their PAs, Officers and staff members of Rajya Sabha Secretariat.
- (ii) TA/DA Bills of Chairman and Deputy Chairman, Leader of Opposition, Members, Officers and staff of the Secretariat.
- (iii) Foreign Travel Expenses Bills.
- (iv) All kinds of Contingent Bills.

- (v) Loans and Advances Bills of Members and Officers and staff of Rajya Sabha Secretariat (HBA, Motor Car Advance, Motorcycle/Scooter Advance, Cycle Advance, Computer Advance).
- (vi) LTC Advance/Adjustment/Final Bills, Medical Reimbursement Bills, Children Education Allowance/Tuition Fees Reimbursement Bills, Honorarium/Special Allowance Bills.
- (vii) Study tour bills of the various tours conducted by the Department-related Parliamentary Standing Committees serviced by Rajya Sabha Secretariat and other Committees of Rajya Sabha.
- (viii) National Aviation Company of India Limited Invoices.

1.5.2 General Checks to be exercised in respect of bills submitted for Audit

The following checks are carried out in respect of all bills submitted for audit:

- (i) That bills are prepared in the prescribed form, signatures are genuine and that the bills are in original and that sub-vouchers contain notes of dates of payment;
- (ii) that on all vouchers prepared in any other language, a brief abstract is given in the official language authorised for the purpose under the signature of the Drawing Officer, and that the signatures, if not in the authorised script, are transliterated;
- (iii) that the details work up to the totals and that the totals are in words as well as in figures;
- (iv) that they bear a 'pass order' signed by the Drawing and Disbursing Officer;
- (v) that there are no erasures, and that any alterations in total are attested by the officer concerned as many times as they are made;
- (vi) that no payment is made on a bill or order signed by a subordinate instead of head of the office himself or on a voucher of order signed with a stamp, and that copies of sanctions are certified by the sanctioning officer or by the alternate officer authorized for the purpose;
- (vii) in all cases in which payment is to be made under terms of any contract/agreement, all receipts submitted for payment through a bill should have mentioned on them the fact of agreement and its date under which the payment is being demanded and the same should be certified;
- (viii) that no bills for any pay or allowances, not claimed within three years of its becoming due, are admitted without the sanction of the competent authority;
- (ix) that in case of store purchases, the purchases are made in accordance with the prescribed procedures and the provisions of the General Financial Rules, as made applicable from time to time;
- (x) that in case of contingent bills, sub-vouchers are required under the rules are attached;
- (xi) that the classification noted in the bill is correct with reference to the nature of the transactions and that an item which should be charged on the Consolidated Fund of India is not classified as Voted and *vice versa*; and
- (xii) that the bills bear the correct Token No. generated through the COMPACT software at the level of computerized Bill Entry and other details, *viz.* amount of the bill, DDO code, date of the bill, are also correctly entered.

1.5.3 Objection Book: Objections raised and irregularities noticed as a result of pre-checks exercised by this Office are reported back to the proper authorities so that suitable remedial action is taken by them and recurrence thereof prevented.

1.5.3.1 In normal circumstances, the bills are passed for payment and cheques issued within seven working days of their receipt. Bills indicated as "IMMEDIATE" by the DDO are attended to urgently and cheques issued on priority. In case of any discrepancy noticed in the bill, payment against that bill is withheld and the bill is returned to the concerned bill-raising Section, after canceling the entries in the Diary Register of Accounts Section as well as returning it through the COMPACT software.

1.5.3.2 All advance bills in respect of officials of the Secretariat are entered in the Objection Book together with their dates and amounts at the time of passing. Subsequently, the particular bill numbers are stricken off at the time of adjustment. In this way, tracking of bills becomes easier.

The Objection Book (Annexure IV) is maintained in the format as laid down in CAM 26 —

ANNEXURE-IV

Sl. No.	Period of Account	No. of voucher or date of receipts under objection	Nature of item	Advance recoverable	Amount kept under				
					Suspense		Items adjusted but awaiting final clearance		Amt.
					Receipt	Payments	For want of detailed bills	For other reasons	
1	2	3	4	5	6	7	8	9	10

Nature of Objection	Subsequent Reminders, etc.	Mode of Adjustment			
		Month in which admitted, if finally passed		If disallowed or recovered the account in which the item is credited or the number of the voucher from which it is recovered	
		Month	Amount of each portion admitted	Date of creation No. of voucher	Amount
11	12	13	14	15	16

1.5.3.3 All Contingent Advance bills *i.e.* expenditure to be booked as advance under the Office Expenses/Other Administrative Expenses heads are entered in the Contingent Advance Register and adjustment of the same is effected therein.

1.5.4 Pre-checks of bills: Audit Section conducts pre-check on the bills received in Audit Section for payment. At the same time entries regarding the bills, namely booking of expenditure in the relevant heads, are done through the COMPACT software which has been functional in this Section *w.e.f.* 1st April 2007. Booking of expenditure in the pre-check module of the software facilitates the computerized compilation of accounts.

1.5.4.1 Step-wise procedure for manual auditing of all bills:

- (i) Scrutiny of the bill by the Auditor (Dealing Assistant) and recording pre-check encasement and pay order (in figures and words).
- (ii) Examination of the bill by Executive Officer/Assistant Director and endorsement of pay order given by the Dealing Hand.
- (iii) Examination and approval of the bill by Pay and Accounts Officer (P&AO) by signing against the pay order given on the bill.
- (iv) Preparation of cheques by cheque writer after P&AO approves the bill.

1.5.4.2 The cheque writer prepares a cheque for the net amount indicated on the bill. When two or more bills are payable to the same person, a single cheque is issued for the total amount (*e.g.* a single cheque favouring the State Bank of India, Parliament House Annexe is issued against all separate pay bills of employees of Rajya Sabha Secretariat barring the Casual Labourers, or in the case of establishment payments, a single cheque is issued favouring Deputy Director, Rajya Sabha Secretariat against different bills and the payment of which is to be made by the Cashier, Rajya Sabha Secretariat).

1.5.4.3 The cheques issued by this Office are of three categories—A (cash), B (clearing) and C (transfer). The "Category A" cheques are issued to Members, Rajya Sabha and their PAs, individuals, private parties, and Gazetted Officers. The "Category B" cheques are issued in case of establishment payments (the payments being made through the Cashier) and "Category C" cheques are issued in case of inter-government transactions/settlements.

1.5.5 Delivery of Cheques: All cheques drawn on bills signed by the concerned DDO, or by some other authorized official on his/her behalf, will be handed over to the concerned bill raising Section, DDO is personally responsible for the amount drawn until it is paid to the person entitled to receive it and a legal quittance has been obtained. The cheques are sent to the concerned bill raising sections after entry in Register of Cheques delivered along with a top sheet giving the required details.

1.5.5.1 The Register of Cheques Delivered (Annexure V) is maintained in the format in the Pay & Accounts Office.

ANNEXURE-V

								<i>Form CAM II</i>
Token No.	Bill No.	Voucher No.	Cheque No.	Date of Cheque	To whom delivered	Bill No.	Amt.	Section to which forwarded

1.5.5.2 Cheques of Private Parties: All cheques for payment to private parties are handed over to the Cashier, Rajya Sabha Secretariat or the Members Salaries & Allowances Section, from where bills relating to them are raised. The Actual Payee Receipt (APR) is obtained and kept by the latter for record and audit purposes. Some bills received for payment by Audit Section are pre-receipted. In such cases, the APR is not obtained. The cheques are sent to the concerned sections after entry in the P&AO Register of Cheques Delivered.

1.5.5.3 Tallying total amount of cheques with monthly accounts: Immediately after the issuance of cheques, the bill is stamped as "PAID" with date (the same date as indicated on the cheque) and voucher number and details of cheques (number, date and amount) is noted on the bill. The details of payments for each date, *i.e.* the particulars of each bill against which cheque has been issued, along with its voucher number, are entered in the 'Register of Cheques Delivered' with cheque number and amount. The total payment made through cheques delivered, during a particular month, should tally with the amount booked in the monthly accounts of Rajya Sabha Circle and the same is communicated to the Office of the CGA by the second week of the succeeding month.

1.5.5.4 Cheque Delivery through Cheque Counter: The Audit Section operates and manages during the Session period, a Cheque Counter at Parliament House for the convenience of Hon'ble Members, Rajya Sabha from where cheques in respect of those Members are disbursed who opt for receipt of payments in their name. For those Members who opt for payment to be sent to their bank accounts, cheques are disbursed to the designated banks as intimated by the Members to MS&A Section. The Cheque Counter is open during all working days from 12 p.m. to 4 p.m. and is manned by a staff members of this Section.

1.5.6.1 Step-wise procedure for passing/return of bills on the COMPACT software after completion of manual auditing:

- (i) Issuance of Token Numbers against the bills while using Bill Entry feature of Pre-check Module.
- (ii) Bill passing/return by Dealing Assistant at 'Dealing Hand' level in the Pre-check Module.
- (iii) Bill passing/return by Executive Officer/Assistant Director at the 'AAO' level in the Pre-check Module.
- (iv) Bill passing/return by Pay and Accounts Officer at the 'PAO' level in the Pre-check Module. P&AO is the final authority. After this stage, no modification is possible in the data for the bill. It will be deemed to have been passed and cheque for the amount passed has to be prepared. Bills, which are passed at the Dealing Hand or AAO level, can still be returned through the software at the level of PAO if the latter is not satisfied as to the correctness of the bill.

1.5.6.2 Cheque writing through COMPACT software: The COMPACT software facilitates the electronic printing of cheques.

1.5.6.3 Step-wise procedure for cheque preparation by the Cheque Writer on the COMPACT software, after completion of bill passing: After the bill is finally passed, entries required for cheque preparation are made in the pre-check module as follows—

- (i) Cheque Memo Generation
- (ii) Cheque Number Allotment

- (iii) Cheque Printing
- (iv) Cheque Review
- (v) Cheque Issue

At the end of this process, specific Voucher numbers are generated for each bill and they are automatically transferred to the Compilation module for compilation of accounts. This facilitates easy compilation of accounts. Thus, on a regular basis the work of Audit Section is restricted to the Pre-check module of COMPACT.

1.5.6.4 Final Post Check of bills paid after Pre-Check: The post check of all bills passed by the Audit Section for payment is conducted by the Concurrent Audit Party (CAP) of the Office of the D.G.A.C.R. posted permanently in the Parliament House Annexe. The post check is conducted in the form of monthly test check of vouchers generated by this Section and also of the Register of Cheques Delivered which is also maintained month wise. Audit observations, if any, are communicated to the Pay and Accounts Office, which in turn forwards them to the concerned bill-raising Sections. Suitable replies are given by them, which are then forwarded to CAP through P&AO for settlement of the Audit observations. The CAP submits its Progress Report on observations to its headquarters, *i.e.* O/o DGACR.

1.5.7 The Annual Statutory Audit of the accounts of P&AO is conducted by an Audit Party, sent for the purpose by the O/o DGACR. The objections, in the form of Audit Paras, raised in the Inspection Report submitted by the Audit Party are dealt with by the Audit Section and replies thereof are prepared in order to get the outstanding Paras settled, and to keep the number of pending Audit Paras against this Office to the minimum.

1.5.8 Processing of Pension cases in respect of ex-MPs: With the enactment of the Salary, Allowances and Pension of Members of Parliament Act (Amendment), 1976, the Pay and Accounts Office also become responsible for processing and issuing of Pension Payment Orders and disbursement of Pension to ex-Members of Rajya Sabha. This work is performed by the Audit Section. Cases of Family Pension are also dealt with in the Audit Section and release of the same is also authorized. The process of authorizing pension is similar to the exercise performed in the case of employees of Rajya Sabha Secretariat. The only difference is that the Members' Salaries & Allowances Section furnishes the pension papers in respect of the retiring MPs of Rajya Sabha instead of Establishment (G) Section.

1.5.9 Maintenance of Long Term Advance Register: The Audit Section maintains the Broadsheets of House Building Advance, Motor Car Advance (Officers and Members), Scooter/Motor Cycle Advance, and Computer Advance. This account is maintained to keep track of the amount of advance being paid to an employees of Rajya Sabha Secretariat from the head "7610-Loans to Government Servants etc." and recoveries being made from the salary of the concerned employees, against the loan they availed, and balance/interest due upon him.

1.5.9.1 P&AO (Accounts Section) provides the schedules of the recoveries of loans and advances to this Section on a monthly basis. Schedules of a particular month are usually received by 20th of the succeeding month. After their receipt, the recoveries are posted in five separate Broadsheets every month. This process of posting of recovering of the current year is to be completed by the end of the first quarter of the new financial year, *i.e.* the month of June. The Closing Balance (CB) of previous financial year is brought forward to the beginning of the current year as Opening Balance. The total of Payments and Receipts of every month is calculated at the end of the month. The final total, after entries of the month of March are made, is added up to arrive at the CB of the current year. The Balance Sheet of the current year is prepared thereafter. The CB of the year is to be tallied with the entries in the PAO-4 Ledger maintained by Accounts Section. Differences are to be reconciled and all Transfer Entries (TE) effected during the course of the year are to be accounted for. On detection of any discrepancy/differences in figures between records of Audit Section and those of Accounts Section, instructions to effect TE are given either by Audit Section or Estt. (A/Cs) & Budget Section. Audit Section also maintains separate Summary Registers for every Broadsheet maintained by the Section, in which the Summary Statement for the year is prepared.

1.5.10 Maintenance of Security Deposit Register: Audit Section also maintains a Security Deposit Register in the form of a Broadsheet to keep track of the earnest money deposits made in the "Head 8044 Civil & Security Deposits" by private who are awarded contracts for various jobs to be rendered to Rajya Sabha Secretariat, and the money that is to be refunded to them at the end of their contract period. The deposits made by the parties are reflected in the monthly schedule of Challans provided to this section and the deposits are then shown as credits in the Broadsheet. Any bill received from the Cash Section, Rajya Sabha Secretariat for refund from this Head is also dealt with in this Broadsheet. The amount of refund is debited from the balance of that particular month in which the bill is received and payment is made to the

concerned party. Entries regarding refund are made in the month of refund as well as against the entry of deposit made earlier. Entries of debit from and credit into this Head are also made in the D.D.R. Ledger maintained by the Accounts Section. The Broadsheet balance and Ledger balance are tallied at the end of every financial year and any difference arising as such are reconciled by means of effecting Transfer Entries.

1.5.11 Establishment Work of Pay and Accounts Office: The establishment work in respect of Pay and Accounts Office is handled by this section. In this connection, tasks similar to those of Estt. (General) and Estt. (A/Cs) & Budget Sections are performed by this section. This section maintains the Service Books of those employees who are on the sanctioned strength of Pay and Accounts Office. The budget allocation for Pay and Accounts Office is separate from that of the Rajya Sabha Secretariat. Hence, the establishment, pay and other bills in respect of the staff on the strength of this Office are prepared separately by this Section.

1.5.12 Preservation of Records: The Pay and Accounts Office preserves various records related to its work for different periods. The retention period of the different records (*Annexure VI*) as indicated in the Civil Accounts Manual in Chapter No. 17 under the heading '**Miscellaneous**'. Para No. 17.16 specifically deals with the subject under the heading 'Period of Preservation of records maintained by the Departmentalized Pay and Accounts Offices'.

PART - II

**ESTT. (A/Cs) &
BUDGET SECTION**

CHAPTER-1

DESCRIPTION OF RESPONSIBILITIES

1.1 Estt.(A/Cs) & Budget Section is responsible for the following items of work:—

- (i) Preparation of monthly salary bills of Officers/Staff of the Rajya Sabha Secretariat, Secretariat of Leader of Opposition & Secretariat of Leaders, Deputy Leaders & Chief Whips of Recognized Parties/Groups
- (ii) Work relating to preparation of Budget Estimates/Revised Estimates including Supplementary Demands for Grant in respect of the grant of Rajya Sabha, monitoring of expenditure and other important budget matters
- (iii) Work relating to preparation of budget of various advances like House Building Advance, Motor Car/Scooter/Motor-Cycle/Computer Advance
- (iv) Preparation of various bills relating to:
 - a. Travelling Allowance, Air Travel, and Leave Travel Concession;
 - b. Reimbursement of Children Education Allowance;
 - c. Honorarium;
 - d. Contingent expenditure;
 - e. House Building Advance;
 - f. CGEGIS payment;
 - g. Leave encashment;
- (v) Grant of Advances in respect of:
 - a. Purchase of Motor Car/Scooters/Motor Cycles/Bicycles/Computer etc.;
 - b. Festival Advance;
 - c. LTC/TA & DA Advance.
- (vi) Grant of advances/part withdrawals/final withdrawals in respect of General Provident Fund
- (vii) Reimbursement of newspapers/magazines bills of Gazetted Officers on quarterly basis
- (viii) Honorarium to Non-Gazetted Staff
- (ix) Attachment of salary on court orders
- (x) Calculations of Interest on HBA
- (xi) Assessment of Income Tax in r/o officials/Staff of this Secretariat and filing Income-Tax returns with the concerned Income-Tax Office through e-filing system on a quarterly basis
- (xii) Weeding out of old records relating to this Section.

1.2 Guidelines for performing the functions:—All the functions are performed by the Establishment (A/Cs) & Budget Section in accordance with the provisions of **General Financial Rules - 2005**, Central Treasury Rules, Receipt & Payment Rules, Fundamental Rules, Supplementary Rules and the Govt. of India's Orders as adopted in the Secretariat from time to time along with laid-down Rules/Regulations/Instructions of the Competent Authority on the concerned issues/subject. Further, in exercise of the powers conferred under Rules 13(3) of the Delegation of Financial Powers Rules, 1978, as applicable to the Rajya Sabha Secretariat, the financial powers being exercised by Secretary-General are delegated to the Secretary/Additional Secretary/Joint Secretary/Director and Joint Director (Establishment) as per orders issued by the Personnel Section from time to time, and the cases are disposed of in accordance with the said delegation of powers.

CHAPTER-2

SPECIFIC PROCEDURES WITH VARIOUS CASES

2.1 Preparation of Salary bills: The exercise of preparing monthly salary bills is completed by the 20th of every month and pay bills duly signed by the DDO are sent to the Pay & Accounts Office, so as to ensure that the salaries are disbursed on the last working day of every month except for the month of March for which salary is disbursed on the first working day of April. The salary of all the employees is credited in their SBI Account except in the case of Sessional Messengers who are paid in cash.

2.2 The pay bills are prepared and updated on the basis of pay fixation, increments etc. fixed and forwarded to this Section by the Establishment (G) Section from time to time. Pay bills are prepared on '*Comprehensive DDO*' Software.

2.3 Pay bill Registers are opened financial year-wise, category-wise and employee-wise so as to keep a record of salary/arrears/conveyance advances/HBA/children education allowance paid to the officers/staff in a financial year.

2.4 Recovery of Non-Official Dues: This Section recovers non-official dues such as dues of Co-operative Societies, LIC premiums, PLI Premiums, Post Office Recurring Deposit, contribution towards Rajya Sabha Secretariat Club, Rajya Sabha Secretariat Employees Association, Staff Benefit Fund from the salary of the employees. These dues are deducted from the pay bill itself. In addition to the monthly salary, bills relating to the difference of pay, D.A. arrear bills, bills for payment of Bonus etc. are also prepared.

2.5 Attachment of Salary on Court Orders: The orders for attachment are taken by the Estt. (G) Section on the basis of the orders received from the Court. The same orders are then communicated to this section. The attachment of Salary on the basis of the said orders is done by this section.

PREPARATION OF OTHER BILLS

2.6 Travelling Allowance, Air Travel, Conveyance Charges And Leave Travel Concession: TA/DA Bills in respect of employees who proceeds on tour, training etc. can be classified into 4 groups:—

- (i) **Advance Bills:** The advance on TA/DA is granted to the employee who proceeds on tour, training, delegation etc., after due approval of Secretary General, Rajya Sabha.
- (ii) **Adjustment Bills:** The employees who have been granted TA/DA advance submit their claims on return from the tour/training and their claims are adjusted accordingly.
- (iii) **Final Bills:** The employees who proceeds on tour, training, delegation etc., without obtaining any TA/DA advance directly submit their TA/DA claim on return from the tour which are settled accordingly.
- (iv) **Retirement Bill:** Those employees proceeding to their home town for final settlement on their retirement from service submit their TA on Retirement Bill to this Section which is settled as per their entitlement.

2.7 A TA/DA advance register is maintained in the Section to keep record of TA/DA advances given to the employees which helps in ensuring settlement of TA/DA advances granted to them earlier. **All TA/DA claims must be submitted within 15 days of completion of the journey failing which penal interest accrued thereon is charged/levied on the Advance amount drawn by the employee.** There is a specified format for (*Annexure I*) for submission/settlement of TA/DA claims:—

ANNEXURE-I

Sl. No.	Name, Designation & Grade Pay	Purpose of Visit, Place & Date	Amount paid as Advance	Date of Return Journey	Date of submission of claim	Adjusted <i>vide</i> Bill No. & Date	Remarks

2.8 As per the set productivity norms of this Section, the TA/DA claims are to be processed as follows:

- (a) TA/DA Advance claims: 6 working days
- (b) TA/DA Adjustment claims: 19 working days
- (c) TA/DA Final claims: 19 working days
- (d) Committee Tours Reimbursement Bills: 26 working days

2.9 TA bills are submitted by the concerned dealing hands of this section through E.O./A.D. and is disposed of at the level of DDO.

2.10 Indian Airlines Invoices Register: Exchange orders for official tours, trainings etc. are issued for obtaining IA/AI tickets. In order to keep record of air travel undertaken by officials of the Sectt./LOP/HDC/SG, a register is maintained. All payments to AI are entered in this specified register. As per the productivity norms set by this section, the Indian Airlines Invoices are to be processed within 24 working days of their receipt (*Annexure II*)

ANNEXURE-II

Name -----

Designation -----

Pay to -----

Sl. No.	Particulars of Journeys and halts	Amount Due	Deduct-ions, if any	Net Amount Payable	Signature of Controlling Officer	Bill No. & Date of Transmission to P & AO	Remarks

2.11 Bills for payment of Conveyance Charges are prepared by this section. Every section is required to maintain a computerized data in this regard. The computerized data is maintained in the specified format, (*Annexure III*) on a monthly basis.

ANNEXURE-III

Month -----

Sl. No.	Name & Designation	Dates of Claims	Amount	Voucher No.	Remarks/Signature

2.12 Leave Travel Concession: Leave Travel Concession (LTC) is sanctioned after the grant of leave by the competent authority. A request for grant of leave travel concession is submitted to Estt. (G) Section which after confirming the eligibility forwards the request to this section for making payment of LTC Advance. In case of LTC advance, this section prepares the LTC Advance Bill. After completion of the journey, the claim has to be submitted directly to this Section *within one month* of the completion of return journey failing which penal interest is charged on the amount of advance granted to the employees. In case no advance has been taken, the claim has to be submitted to the Establishment (G) Section *within 3 months* of the completion of return journey. Necessary entries of data of commencement of Journey along with the LTC block utilized are in the Service Book of the concerned employee. A Register is also maintained in the Section for making necessary entries relating to LTC. Leave encashment upto a maximum of 10 days at a time is also admissible subject to the extent of sixty days during the entire career. Leave encashment bills are also prepared by this section on the basis of the request made by an employee.

ANNEXURE-IV

Sl. No.	Name & Designation with Grade Pay	Period of Leave	Destination and of travel	Sanction mode and date	Amount order No. Advance	Bill No. of which advance adjusted	Remarks & date in

2.13 As per the set productivity norms of this Section, the LTC claims are to be processed as follows:

- (a) LTC Advance claims: 10 working days
 (b) LTC Adjustment claims: 19 working days
 (c) LTC Final claims: 19 working days

LTC Advance/adjustment bills are submitted through E.O./A.D. and is disposed of at the level of DDO.

2.14 Re-imbursement of Children Education Allowance: The re-imbursement claims of Children Education Allowance are submitted to Estt. (G) Section which after making the necessary verifications the same is sent to Estt. (A/Cs) & Budget Section for making payment.

2.15 Honorarium: The honorarium bills of Gazetted/Non-Gazetted Staff are prepared on the basis of the orders of the competent authority with regard to any special work rendered by these employees during a financial year subject to maximum limit of Rs. 5000/-.

As per the set productivity norms of this section, the Honorarium bills are to be processed as follows:

Honorarium : 5 working days

Honorarium bills are submitted through E.O./A.D. and are disposed of at the level of DDO.

2.16 House Building Advance: The House Building Advance is sanctioned by Establishment (G) Section and the bill for payment of the HBA in lump sum or in suitable installments is prepared by this section in accordance with the instructions received from Estt. (G) Section from time to time. Installments relating to recovery of Principal and Interest of HBA are fixed by the Establishment (G) Section and the recovery of HBA and Interest thereon, are made by this section on monthly basis from the pay bill. A register (*Annexure V*) is maintained in the Section to record House Building Advances sanctioned to Officers/Staff of the Secretariat. Date of release of various installments is also shown/recorded in House Building Advance Registers. As per the set productivity norms of this Section, the HBA Advance cases are processed in 10 working days. House Building Advance bills are prepared and submitted by the dealing hands through E.O./A.D. and are disposed of at the level of DDO.

ANNEXURE-V

Sl. No.	Name and Designation of Applicant	Amount of HBA Rs.	Sanction Order No. and Date	Installments (No. of installments)	Remarks (Date of release of installments)

2.17 Motor Car/Scooter/Motorcycle/Computer Advance: As regards advances for purchase of Motor Car, Computer, Scooter, Motorcycle, Table Fan etc., necessary approval is accorded by Establishment (G) Section where as this Section obtains the orders for sanctioning the advances. Bills are accordingly prepared and payment is made.

Maximum Admissible Amount

Motor Car : Rs. 1,80,000/-
 Computer Advance : Rs. 80,000/- 30,000/-
 Motor Cycle/Scooter Advance : Rs. 30,000/-

The channel of submission of the advance bills are as under:—

Motor Car/Computer/Scooter/Motorcycle Advance sanction: -upto Rs. 50,000/-

[Jt. Director(E)/Director(E)]

-Above Rs. 50,000/-

[AS and FA]

The format (*Annexure VI*) of Advance (Car, Scooter/Motorcycle, and Computer) register being maintained in the section. As per the productivity norms set by this section, the different Advances are to be processed as follows:

- (a) Car Advance : 10 working days.
 (b) Computer Advance : 10 working days.
 (c) Festival Advance Bill : 10 working days.

ANNEXURE-VI

Sl. No.	Sanction Order and Date	Name and Designation	Amount of Adv.	Bill No. and Date	Date of withdrawal	Date of Purchase	Remarks

2.18 Festival Advance: This section also sanctions the Festival Advance to the non-gazetted employees whose GRADE PAY does not exceed Rs. 4800/- per month. The advance admissible is Rs. 3,000/- and is recovered in 10 equal monthly installments from the monthly pay bills. Festival Advance is INTEREST FREE.

2.19 GPF Advance/Withdrawal: Advances/Withdrawal from General Provident Fund (GPF) of the concerned employee are sanctioned and released by this Section after obtaining the orders of the competent authority. Temporary Advance from GPF is covered under Rule 12 of the GPF Rules, 1960, as amended from time to time. Withdrawal from GPF is covered under Rule 15 and 16 of GPF Rules, 1960 as amended from time to time. A subscriber becomes eligible for Withdrawal from GPF after 15 years of Government service. However, for purchasing/renovation of house, a withdrawal can be applied for anytime during his service. For the purpose of sanctioning GPF advance/withdrawal, a separate GPF file for each employee is maintained in the Section, in which, the necessary approval for sanction is obtained. All subsequent application(s) for withdrawal/Advance by the said employee is dealt with in the same file. The channel of submission of the GPF advance/withdrawal bills are as under:—

Upto Rs. 50,000/- : Jt. Director/Director(E)

Rs. 50,001/- Rs. 5,00,000 : AS and FA

Above Rs. 5,00,000/- : Secretary-General

As per the productivity norms set by this section, the GPF claims are processed as follows:

- (a) GPF Advance cases : 10 working days
 (b) GPF Final withdrawal : 10 working days

2.20 Reimbursement of Newspapers/Magazines bills of Gazetted Officers on quarterly basis: Pursuant to the implementation of the Parliamentary Pay Committee Report, this section prepares the quarterly bills for the payment of reimbursement of expenditure incurred on newspapers/magazines by the officers of the Rajya Sabha Secretariat. The payment is made by this section upto the level of Joint Secretary at the rates prescribed in this regard after deduction 10% towards the residual cost of the old newspapers/magazines. No claim is to be submitted for claiming reimbursement.

2.21 Audit Objections: Office of the Director General of Audit and Central Revenues (DGACR) undertakes the General Audit of the Secretariat from time to time. At the time of Audit, this section co-ordinates with various sections to furnish records/details/replies as called for by the audit party. In case the audit party is not satisfied with any records/replies furnished by the section, it raises *audit paras* to this Secretariat. Once the audit paras are officially received, the same are forwarded to the sections concerned for furnishing appropriate replies. This section then compiles the replies so received and forwards the same to the O/o of DGACR for the settlement of the said paras. Besides the above, the audit paras received from the P&AO, Rajya Sabha are also settled in a similar way as mentioned above.

2.22 Preparation of Contingent bills: The Establishment Accounts and Budget Section (CASH BRANCH) also prepares the bills relating to contingent expenditure duly sanctioned by the Competent Authority and forwards the same to P&AO through the Contingent Register after making the necessary entries in the register of Contingent Bills prescribed in this regard. The Contingent bills are signed by the DDO. The format of the register is as (*Annexure VII*).

REGISTER OF CONTINGENT BILLS

ANNEXURE-VII

Date	To Whom Paid Appropriation for each head	No. of							
		Sub-vouchers	Contingent Abstract						
UNUSUAL CHARGES				Total of each Contingent abstract	Total of each month's Bill	Date of detailed Bill	Date of Admission with initials		
Description		Amount							

As per the productivity norms set by this section, the Contingent Bills are processed as follows:

- (a) Contingent Advance Bills : 7 working days
- (b) Contingent Adjustment Bills : 10 working days

2.23 Challan Register: Challan Register (*Annexure VIII*) is maintained by the Cashier for keeping record of refunds of various types of advances like LTC/TA/DA etc. and other excess payments made to the staff as per format:

ANNEXURE-VIII

Challan No. and Date	Description of Amount Deposited	Amount	Signature of DDO

2.24 Cash Register: It is maintained by the Cashier for keeping the record of payments and is maintained on a daily basis in the format prescribed under the rules.

Cash Register (Receipts)

ANNEXURE-IX

Date	Particulars from whom received	Cheques/ D.D.No. or Sl. No. (in the register of valuables)	Receipts to be credited to Govt. Account	Salaries and Adv. (in the register of valuables)	Contingencies in		Misc.	Total	Classification
					Recoupment of permanent advance	Adv. Payment			

(Payments)

Date	Sub-vouchers No./Sl. No. in register of valuables	To whom paid or sent to PAO/ Bank for credit	Receipts to be credited to Govt. Account	Salaries and adv.	Contingencies		Misc.	Total	Classification
					Out of permanent Adv.	Out of money drawn in anticipation of payments			

2.25 Handling of Cash: The Cashier is entrusted with the responsibility of disbursing various types of payments to the employees other than salaries. He also arranges to deposit the refunds, outstanding balances or any other recovery in the bank (SBI) through Challan. The Cash Book, containing the details of receipts and payments, is maintained by the Cashier which is closed every day after due verifications by the DDO. The Cashier encashes the cheques received by him from the P & AO through the State Bank of India for disbursement purposes. Summary of the bills head wise and physical verification of the cash is being done at the end of every month by the DDO.

2.26 Income Tax Calculation: In the month of March, a circular is issued to all the officers/staff to inform their proposed savings for the coming financial year. On the basis of the savings intimated to this section, income tax is calculated and deducted at source from the salary of the employees every month. In January next, a tentative tax calculation sheet is circulated to all the Officers/staff of the Secretariat. By 31st of March all the officers/staff of the Secretariat are asked to submit their saving certificates and thereafter a certificate of tax deduction *i.e.*, Form 16 is issued in April. The Income Tax returns in r/o officials of this Secretariat are filed through e-filing system on a quarterly basis.

2.27 Cheque Register: A Cheque Register (Annexure X) is maintained in order to keep a record of payment made to Officers, Committee Sections through cheques.

ANNEXURE-X

Sl. No.	Name & Designation	Ch. No. & Date	Amount	On A/C of	Signature of Officer on revenue stamp if the amt. exceeds of Rs. 5000/-

2.28 Weeding out of old records relating to this section: The weeding out of old Records relating to this section is done on a regular basis strictly as per the retention schedule prescribed under Manual of Office Procedure of this Secretariat.

CHAPTER-3

BUDGET

3. Work Relating to Budget

3.1 Framework of Budget Estimates—The work relating to the preparation of Budget Estimates and control of expenditure in respect of the Grant of Rajya Sabha was dealt by the Estt. (G) Section. This work was transferred to Estt. (A/Cs) Section *vide* Office Order Part 1/2006-Personnel dated the 19th January 2006 and this section was re-named as Estt. (A/Cs) & Budget Section. The Grant of Rajya Sabha comprises of various minor heads, sub-heads, detailed heads & object heads. The grant of Rajya Sabha is mainly divided into two categories.

(A) Charged Expenditure

(B) Voted Expenditure

(i) Charged: This head covers the expenditure on Salary, Allowances, Reimbursement of Medical and Travel Expenses, Office Expenses & other Administrative Expenses in respect of Hon'ble Chairman and Deputy Chairman, Rajya Sabha.

(ii) Voted: This head covers the following expenditure:

(a) Members: The provision for Members of the Rajya Sabha is made under this sub-head. Provision includes Salaries & Allowances, Reimbursement of Medical Expenses, Travel Expenses (both foreign and domestic) of sitting Members, Travel expenses of Ex-Members, Grants-in-Aid for a Research Chair for Parliamentary Studies with reference to the Upper House to be instituted in a reputed institution, expenditure on meetings, refreshments, gift items, publication of debates and subsidy to Northern Railway for providing catering facility to the Members, payment of telephone, electricity & water Bills, provision of computers etc.

(b) Leader of Opposition: The Salary & Allowances, Reimbursement of Medical Expenses, Travel Expenses and Expenditure on meetings etc. are met out of this sub-head, from the respective object heads under this sub-head.

(c) Secretariat of Leader of Opposition: Provision for Pay & Allowances, Medical Reimbursement, Travel Expenses and Contingent expenditure of the Officers/staff of the Secretariat of the Leader of Opposition are made, out of the respective object heads under this sub-head.

(d) Discretionary Grants by Presiding Officer: Provision for Discretionary Grants by Hon'ble Chairman, Rajya Sabha is made under this sub-head.

(e) Secretary of Leaders/Deputy Leaders & Chief Whips of recognized Parties/Groups: Provision of Salary & Allowances to Private Secretaries for providing Secretarial facility to the leaders/Deputy Leaders & Chief Whips of Recognised Parties & Groups is made under this sub-head.

(f) Rajya Sabha Secretariat: This minor head has three sub-heads:

Secretariat: Provision for the Salaries & Allowances, Wages to Casual Labourers, Re-imbusement of medical expenses, travel expenses (both foreign & domestic), contingent expenditure and grant to the Rajya Sabha Secretariat club & staff Benefit Fund for the Staff of the Rajya Sabha Secretariat is made under the respective object heads of the sub-head "**Secretariat**".

Training Unit: Expenditure on various Training Programmes for Officers & Staff, within India and abroad, is met from the sub-head "**Training Unit**".

Rajya Sabha Television Channel: Expenditure on the running of the Rajya Sabha Television channel (likely to commence in near future) would be met from the sub-head "**Rajya Sabha Television Channel (RSTV)**".

3.2 Pay & Accounts Office, Rajya Sabha: Provision for the Salaries & Allowances, Reimbursement of medical expenses, travel expenses, and contingent expenditure for the officers and staff of the Pay & Accounts Office, Rajya Sabha Secretariat is made under this sub-head.

3.3 Budget Allocation: The approved Budget Estimates are communicated to all the sections concerned. The budget relating to Hon'ble Chairman & Dy. Chairman, Members & Leader of Opposition are controlled by the MS&A Section which makes internal allocation under the 'Office Expenses' & 'Other Administrative Expenses' heads to various sections. Similarly, this Section also makes internal allocation to various sections under the Secretariat's 'Office Expenses' & 'wages' heads. However, all the bills for transmission to P&AO for payment are routed through this section so that the expenditure position under all the heads is properly monitored.

3.4 Schedule for Preparation of Budget Estimates and Supplementary Estimates: In the last week of July/First week of August every year, a circular is issued requesting all the sections concerned to furnish the anticipated expenditure which is likely to be incurred in the current financial year and in the next financial year. The information is required to be furnished sub-head and object-head wise. The information is received in this section generally by the third week of September. The requirement for additional fund is also ascertained with reasons therefore. The information so received from various section has the necessary approval of the concerned JS/Director. On the basis of information received from various sections of the Secretariat, scrutiny of estimates is done in the light of previous year's expenditure, trend of expenditure during the current year and other important factors. The estimation of the salary and allowances of the Officers/Staff of this Secretariat/ Secretariat of Leader of Opposition & Secretariat of Leaders/Deputy Leaders and Chief Whips of Recognized Parties & Groups, provision of additional installments of Dearness allowance and increments are made by this section. After scrutiny, this section prepares the Revised Estimates for the current financial year & Budget Estimates for the next financial year. The estimates are compiled Head, sub-Head and Object Head-wise. Reasons for variation between Revised Estimates and Budget Estimates of current financial year and Revised Estimates and Budget Estimates of next financial year are prepared along with these estimates, based on the reasons furnished by the section concerned.

3.4.1 After taking the approval of the SG, the estimates are sent to the Ministry of Finance by the first or the second week of October. While scrutinizing the estimates of this Secretariat, Ministry of Finance remains in constant touch with this Section and seeks clarification, if any. The estimates approved by Ministry of Finance are generally received in this Secretariat in the month of January. From February onwards, the expenditure position is reviewed and final statement of surrender of savings and re-appropriations are proposed. Re-appropriation, if required is also made at any stage during a financial year with the concurrence of Ministry of Finance. In the middle of March, the proposal for final surrender of savings is sent to the Ministry of Finance, which sends a letter of acceptance/concurrence in this regard.

3.5 Budget & Expenditure Register: All the sections that have been allocated budget (i) has to maintain a proper register and the bills are to be sent to Cashier/P&AO/MS&A through this register only; (ii) has to furnish the monthly expenditure statement. There is a specified proforma (Annexure IX) for maintaining Register by all the Sections. All the Bills are sent to Pay & Accounts office/Establishment (A/Cs) & Budget Section/Cashier through this register and P&AO/ Cashier does not accept any bills which are not listed in the Register. Bills that are transacted to P&AO for payment are routed through this Section so that the expenditure positions under all the budgetary heads are monitored on a regular basis.

ANNEXURE-IX

Name of Section:

Major head _____ **Minor head** _____ **Object head** _____

BE _____

Supplementary I _____

Supplementary II _____

RE _____

Reappropriation (+)

Surrender (-)

Sl. No.	Sanction Order No.	Date	Amount Released	Description of Expenditure	Progressive Exp.	Balance	Bill No. & Date	Initial of Receiver in P & A Office

3.6 Query Timings: To ensure smooth transaction of day to day routine matters of this section, a query time is fixed between 1600 hours and 1700 hours on all working days for the benefit of the employees which is strictly adhered in the section.

CHAPTER - 4

TRAVELLING ALLOWANCES AND HOUSE BUILDING ADVANCE

4. Entitlements for Journeys on Tour:

4.1 Travel Entitlements

- (i) 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 in allowed.
- (ii) 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 are entitled class.
- (iii) All mileage earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an 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.
- (iv) All Government servants are allowed to travel below their entitled class of travel.

(i) Travel Entitlements within the Country:

Grade Pay (1)	Travel Entitlements (2)
Officers drawing grade pay of Rs. 10,000/- and above and those in pay scale of HAG and above	Business/Club Class by air*/AC First class by train
Officers drawing grade pay of Rs. 7600, Rs. 8700 and Rs. 8900	Economy Class by air*/AC First class by train
Officers drawing grade pay of Rs. 5400 and Rs. 6600	Economy Class by air*/AC II Tier class by train
Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	AC II Tier class by train
Officers drawing grade pay below Rs. 4200	First Class/AC III Tier/AC Chair car by train

(ii) International Travel Entitlement:

- (i) Cabinet Secretary/Secretary to G.O.I. and Equivalent **First Class***
- (ii) Officers drawing grade pay of Rs. 10,000 and above and those in pay scale of HAG+ **Business/Club Class***
- (iii) Others **Economy Class***

(iii) Entitlement for journeys by Sea or by River Steamer (SR. 40):

Grade Pay (1)	Travel Entitlements (2)
Officers drawing grade pay of Rs. 5400/- and above and those in pay scales of HAG+ and above.	Highest Class.
Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	If there be two classes only on the steamer, the lower class.

* Air journeys must be performed by National Carriers.

Officers drawing grade pay of Rs. 2400 and Rs. 2800

If there be two classes only on the Steamer, the lower class. If there be three classes, the middle or the second class.

If there be four classes, the third class.

Officers drawing grade pay less than Rs. 2400

The lowest class.

Accommodation entitlements for travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited will be as follows:

Grade Pay (1)	Travel Entitlements (2)
Officers drawing grade pay of Rs. 5400 and above and those in pay scales of HAG+ and above	Deluxe Class.
Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	First/'A' Cabin class.
Officers drawing grade pay of Rs. 2400 and Rs. 2800 and Officers drawing grade pay less than Rs. 2400	Second/'A' Cabin class.
	Bunk Class.

(iv) Mileage Allowance for Journeys by Road:

The grade pay ranges for travel by publicbus/auto/rickshaw/scooter/motorcycle, full taxi/taxi/own car is revised as indicated below:

Grade Pay (1)	Travel Entitlements (2)
(i) Officers drawing grade pay of Rs. 10,000 and above and those in pay scales of HAG+ and above.	Actual fare by any type of public bus including air-conditioned 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 scooter, motor cycle, moped etc.
(ii) Officers drawing grade pay of Rs. 5400, Rs. 6600, Rs. 7600, Rs. 8700 and Rs. 8900	Same as at (i) above with the exception that journeys by AC taxi will not be permissible
(iii) Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	Same as at (ii) above.
(iv) Officers drawing grade pay of Rs. 2400, and above but less than Rs. 4200.	Actual fare by any type of public bus other than air-conditioned bus; OR At prescribed rates for auto rickshaw for journeys by auto rickshaw/own scooter, motorcycle/moped etc.
(v) Officers drawing grade pay below 2400.	Actual fare by ordinary public bus only; OR At prescribed rates for auto rickshaw/own scooter/motorcycle/moped etc.

Mileage allowance for road journeys shall be regulated at the following rates in places where no specific rates have been prescribed either by the Director of Transport of the concerned State or of the neighbouring States:

- (i) For journeys performed in own car/taxi; **Rs. 16 per km.**
- (ii) For journeys performed by auto rickshaw own scooter, etc.: **Rs. 8 per km.**
- (iii) The rate of Mileage Allowance for journeys on bicycle on tour and transfer is revised **from 60 paise to Rs. 1.20 per kilometer.**

(v) Daily Allowance on Tour:

Grade Pay

Officers drawing grade pay of Rs. 10,000/- and above and those in pay scales of HAG+ and above

Daily Allowance

Reimbursement for Hotel accommodation /guest house of upto Rs. 5000 per day, reimbursement of AC taxi charges of upto 50 kms for travel within the city and reimbursement of food bills not exceeding Rs. 500 per day.

Officers drawing grade pay of Rs. 7600 to Rs. 8900

Reimbursement for Hotel accommodation of upto Rs. 3000 per day; reimbursement of non-AC taxi charges of upto 50 kms per diem for travel within the city and reimbursement of food bills not exceeding Rs. 300 per day.

Officers drawing grade pay of Rs. 5400 to Rs. 6600

Reimbursement for Hotel accommodation of upto Rs. 1500 per day; reimbursement of taxi charges of upto 150 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200 per day.

Officers drawing grade pay of Rs. 4200 to Rs. 4800

Reimbursement for Hotel accommodation of upto Rs. 500 per day; reimbursement of travel charges of upto Rs. 100 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 150 per day.

Officers drawing grade pay of below Rs. 4200

Reimbursement for Hotel accommodation of upto Rs. 300 per day, reimbursement of travel charges of upto Rs. 50 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 100 per day.

For journeys on foot, an allowance of Rs. 5 per kilometer travelled on foot shall be payable additionally. Daily Allowance in monetary terms is no longer admissible to Central Government Employees on tour. Only the actual expenditure incurred within the prescribed limit, will be reimbursed as per normal procedure of reimbursement. In case the rate of Daily Allowance on tour is regulated as per old rates prevalent prior to issue of the said OM, dated 23.9.2008, (a) the revised pay range, *i.e.* pay in the pay band for the purpose of regulation of Daily Allowance only would be as under:

Pay range (as per OM)

Rs. 16,400 and above

Rs. 8,000 and above but less than Rs. 16,400

Rs. 6,500 and above but less than Rs. 8,000

Rs. 4,100 and above but less than Rs. 6,500

Below Rs. 4,100

Revised pay in the pay band

Rs. 30,500 and above

Rs. 15,000 and above but less than Rs. 30,500

Rs. 12,500 and above but less than Rs. 15,000

Rs. 8,000 and above but less than Rs. 12,500

Below Rs. 8,000

In respect of officers in HAG+and the apex scale, the basic pay as defined in CCS (RP) Rules will be considered for determination of entitlement of Daily Allowance. The classification of cities/towns, as per orders prevalent with the old rates as precluded *vide* O.M. dated 17.04.1998 will continue to apply.

4.2. T.A. on Transfer:

(i) Accommodation and Mileage Allowance Entitlements:

- (a) Accommodation and Mileage Allowance entitlements as prescribed at para 2 above, except for International Travel, for journey on tour by different modes will also be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R. 114 will, however, continue to be applicable.
- (b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F. No. 10/2/98-IC & F. No. 19030/2/97-EIV dt. 17th April 1998, shall continue to be applicable.

(ii) Transfer Grant and Packing Allowance:

- (a) The Composite Transfer Grant shall be equal to one months' basic (pay in pay band + Grade pay) in case of transfer involving a change of station located at a distance of or more than 20 km. from each other.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms. from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) At present, only one transfer grant is permitted if the transfer of husband and wife takes place within 6 months of each other from the same place to the same place. With effect from the date of implementation of these orders, in cases where the transfer take 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.

(iii) Transportation of Personal Effects:

Grade Pay	By Train/Steamer	Rate per km-for transport by road (Rs. Per km.)
(1)	(2)	(3)
Officers drawing grade pay of 7600 and above and those in pay scale HAG+ and above	6000 kgs. By goods train/4 wheeler wagon/1 double container	18.00 (Rs. 0.003 per kg./per km.)
Officers drawing grade pay of 4200, Rs. 4600, Rs. 4800, Rs. 5400 and Rs. 6600	6000 kgs. By goods train/4 wheeler wagon/1 single container	18.00 (Rs. 0.003 per kg./per km.)
Officers drawing grade pay of Rs. 2800	3000 kgs.	9.00 (Rs. 0.0031 per kg./per km.)
Officers drawing grade pay below Rs. 2800	1500 kgs.	4.60 (Rs. 0.0031 per kg./per km.)

The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.

(iv) Transportation of Conveyance:

Grade Pay	Scale
(1)	(2)
Officers drawing grade pay of Rs. 4200 and above and those in pay scales of HAG+and	One motor car etc. or one motorcycle/scooter, or one horse
Officers drawing grade pay less than Rs. 4200	One motorcycle/scooter/Moped or one bicycle.

4.3 T.A. Entitlement of Retiring Employees

- (i) **Transportation of Conveyance:** In partial modification of S.R. 147 the expenditure on transportation of conveyance by government servants on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.
- (ii) **Lumpsum Transfer Grant and Packing Allowance:**
 - (a) The composite transfer grant equal to a month's basic pay (*i.e.* pay in pay band + grade pay) may be granted in the case of those employees who, on retirement, settle down at places other than the last station(s) of their duty located at a distance of or more than 20 kms. The transfer incidentals and road mileage for journeys between the residences and the railway station/bus stand, etc. at the old and new station, presently admissible are subsumed in the composite transfer grant and will not be separately admissible.
 - (b) AS in the case of serving employees, government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms. may be paid one third of the composite transfer grant subject to the condition that a change of residence is actually involved.
 - (c) The TA/DA rates mentioned above for road journey by/taxi/own car/auto rickshaw/own scooter/bicycle etc.), all components of daily allowance on tour including rate of DA for journey on foot and rates of transportation of personal effects as mentioned above shall automatically increase by 25% whenever Dearness Allowance payable on the revised pay structure goes up by 50%.

4.4 Leave Travel Concession (LTC)

Definition of Family-Rule 4(d)—

- (i) The parents and/or step parents (Stepmother and stepfather) who are wholly dependent on the Government employees shall be included in the definition of family for the purpose of LTC, irrespective of whether they are residing with the Government employees or not.
- (ii) The definition of dependency will be linked to the minimum family pension prescribed in Central Government and dearness relief thereon. The extant conditions in respect of other relations included in the family including married/divorced/abandoned/separated/widowed daughters shall continue without any change.

4.5 Types of LTC-Rule 8

Fresh recruits to Central Government are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the Government officers only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years shall apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service. All other provisions concerning frequency of travel under LTC are retained.

4.6 Entitlement-Rule 12

Travel entitlements, for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body. Air Journey by Private Airlines will however continue to be admissible as per Ministry of Finance O.M. No. 19024/1/E-IV/2005 dated the 24th March, 2006 and in terms of the orders of DOPT in this regard.

4.7 Encashment of Earned Leave along with LTC

Government officers are allowed to encash ten days earned leave at the time of availing of LTC to the extent of sixty days during the entire career. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. Further, where both husband and wife are Government servants, the present entitlement for availing LTC shall remain unchanged, and encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career. The

entitlement for different modes of journey on LTC is same as that of the entitlement on 'OFFICIAL TOURS'. Air Journey must be performed by National Carriers under LTC 80 or LTC 80 A Scheme, as per eligibility. Further, austerity measure guidelines issued by the M/o Finance and adopted in this Secretariat relating to the eligibility/entitlement are also to be kept in view while availing LTC.

4.8 Children Education Allowance: Consequent upon the implementation of the 6th pay Commission Report, Children Education Allowance and Reimbursement of Tuition fees have been merged and the new scheme known as Children Education Allowance Scheme has been made operative. Salient Features of reimbursement of children education allowance are:

- (i) This scheme can be availed by Government employees **upto a maximum of Two Children;**
- (ii) This is applicable for School going children only (**nursery to 12th Std. including 11th and 12th Std.** conducted by Junior colleges);
- (iii) The reimbursement is applicable for admission fees, laboratory fees, special fee charged for agriculture, music, electronics or any subject, fee charged for practical work, fees for use of any aid or appliance by the child, library fees, games/sports fees, fees for extra curricular activities, purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes;
- (iv) The annual ceiling for reimbursement of children education allowance is fixed at **Rs. 12,000/-;**
- (v) Hostel subsidy will be reimbursed upto maximum limit of **Rs. 3000/- per month** per child. However, both hostel subsidy, and children education allowance can not be availed concurrently;
- (vi) The maximum limits in Children Education allowance and Hostel subsidy would be automatically raised by 25% every time the dearness allowance on the revise pay structure goes up by 50%; and
- (vii) This scheme is effective from 01-09-08.

Reimbursement of the children education allowance and Hostel subsidy would be made on production of original receipts self certified by the employee.

4.9 House Building Advance:

- (i) The maximum limit for grant of HBA shall be **34 months' of pay in the pay band** subject to a **maximum of Rs. 7.50 lakh** or cost of the house or the repaying capacity whichever is the least, for new construction/purchase of new house/flat.
- (ii) The maximum limit for grant of HBA for enlargement of existing house shall be 34 months' pay in the pay band subject to a maximum of Rs. 1.80 lakh or cost of the enlargement or repaying capacity, whichever is the least.
- (iii) The cost ceiling limit shall be **134 times the pay in the pay band** subject to a minimum of Rs. 7.50 lakh and a maximum of Rs. 30 lakh relaxable up to a maximum of 25% of the revised maximum cost ceiling of Rs. 30 lakh.
- (iv) The rate of interest on House Building Advance is between **5% to 9.5%**, depending on the loan amount.
- (v) The repaying capacity of Govt. servants who have more than 20 years of remaining service has been revised from 35% to 40% of pay. (Pay means pay in the pay band).

4.10 Car/Scooter/Computer Advance:

Advance	Eligibility Criteria	Amount Admissible	Repayment
Motor Car	Pay in the Pay Band of Rs. 19,530/- or more.	Eight months pay or Rs. 1,80,000/- whichever is less	Max. 200 Instalments
		Subsequent occasion Eight months pay or Rs. 1,60,000/- whichever is less	Max. 200 Inst.

Advance	Eligibility Criteria	Amount Admissible	Repayment
Motorcycle/ Scooter/ Moped	Pay in the Pay Band of Rs. 8,560/- or more.	4 months pay or Rs. 30,000 whichever is less.	Max. 60 Inst.
		Subsequent occasion	
		01 months pay or Rs. 24,000/- whichever is less	Max. 60 Inst.
Computer Advance	Pay in the Pay Band of Rs. 19,530/- or more.	Max. Rs. 80,000/- Or the price of the Computer whichever is less.	Max. 150 Instl.
	Pay in the Pay Band of Rs. 8,560/- or more	Max. Rs. 30,000/- or the price of the Computer whichever is less.	Max. 150 Instl.

4.11 Reimbursement of Expenditure Incurred on Newspapers/Magazines: Pursuant to the implementation of the Parliamentary Pay Committee Report, the rate(s) of reimbursement of expenditure incurred on newspapers/magazines by the Officers of the Rajya Sabha Secretariat shall be as under:

Post(s)	Rate(s) per month
Joint Secretary	Rs. 750
Director and Joint Director	Rs. 375
Deputy Director	Rs. 225
Assistant Director & equivalent and Executive Officer & equivalent	Rs. 150

4.12 Secretary-General, Rajya Sabha shall be reimbursed expenses incurred by him towards cost of newspapers/magazines, irrespective of financial limit, on quarterly basis (January to March, April to June and so on) after deduction of 10% of the total amount towards the residual cost of the old newspapers/magazines, for which he shall submit claim along with cash memo(s)/bills(s) to Library and Reference Unit (LARRDIS) in the month following the quarter.

4.13 Officers of the level of Secretary/Additional Secretary shall be reimbursed expenses incurred by them towards cost of newspapers/magazines, irrespective of financial limit, **on quarterly basis** (January to March, April to June and so on) after deduction of 10% of the total amount towards the residual cost of the old newspapers/magazines, for which they shall submit their respective claim(s) along with cash memo(s)/bill(s) to Library and Reference Unit (LARRDIS) by 15th of the month following the quarter. In case no such claims are received within the stipulated period, the Officers concerned shall be paid amount as admissible to the Officers of the level of Joint Secretary, without submission of claims. **Officers of the level of Joint Secretary and below upto the rank of Executive Officer & equivalent shall be paid expenses towards cost of newspapers/magazines, as per admissible ceiling, on quarterly basis (January to March, April to June and so on), after deduction of 10% of the total amount towards the residual cost of the old newspapers/magazines, without submission of claim.**

CHAPTER-5

BUDGET UNDER THE GRANT OF RAJYA SABHA

5. Sub-Heads, Detailed Heads & Object Heads Existing Under the Grant of Rajya Sabha.

MAJOR HEAD "2011"

DEMAND NO. 77-RAJYA SABHA

Minor Head/Detailed Head

Parliament/State/Union Territory Legislatures

Parliament (Sub Major Head) Rajya Sabha

(Minor Head)

01 Chairman & Deputy Chairman (**CHARGED**)

01.00.01 Salaries

01.00.11 Domestic Travel Expenses

01.00.13 Office Expenses

01.00.20 Other Administrative Expenses

VOTED

02 **Members**

02.00.01 Salaries

02.00.11 Domestic Travel Expenses

02.00.12 Indian Parl. Delegations going abroad (IPDGA)

02.00.13 Office Expenses

02.00.14 Rent, Rates & Taxes

02.00.16 Publications

02.00.20 Other Administrative Expenses

02.00.33 Subsidies

02.01 *Travel Expenses of Ex-Members*

02.00.11 Domestic Travel Expenses

02.02 *Chair in Parliamentary Studies*

02.02.31 Grants-in-Aid (General)

03 **Consultative Committee Meetings**

03.00.11 Domestic Travel Expenses

04 **Leader of Opposition**

04.00.01 Salaries

04.00.11 Domestic Travel Expenses

04.00.20 Other Administrative Expenses

05 **Secretariat of Leader of Opposition**

05.00.01 Salaries

05.00.03 Overtime allowances

05.00.06 Medical Treatment

05.00.11 Domestic Travel Expenses

05.00.13	Office Expenses
06	Discretionary Grants by Presiding Officer
06.00.50	Other Charges
08	Secretariat of Leaders/Dy. Leaders & Chief Whips of recognised Parties & Groups
08.00.01	Salaries
08.00.03	Overtime Allowances
08.00.06	Medical Treatment
08.00.11	Domestic Travel Expenses
08.00.13	Office Expenses
01.105	Rajya Sabha Secretariat
01	Secretariat
01.00.01	Salaries
01.00.02	Wages
01.00.03	Overtime Allowances
01.00.06	Medical Treatment
01.00.11	Domestic Travel Expenses
01.00.12	Foreign Travel Expenses
01.00.13	Office Expenses
01.00.28	Professional Service
01.00.31	Grants-in-aid (General)
02	Training Unit
02.00.13	Office Expenses
02.00.20	Other Administrative Expenses
03	Rajya Sabha Television Channel
03.00.01	Salaries
03.00.11	Domestic Travel Expenses
03.00.12	Foreign Travel Expenses
03.00.13	Office Expenses
03.00.20	Other Administrative Expenses
01.106	Pay and Accounts Office, Rajya Sabha
01	Pay & Accounts Office
01.00.01	Salaries
01.00.03	Overtime Allowances
01.00.06	Medical Treatment
01.00.11	Domestic Travel Expenses
01.00.13	Office Expenses

5.1 Non-Official Dues rates:

STAFF BENEFITS FUND

:	<u>J.S. & above</u> Rs. 150/- (every six months)
	<u>E.O. & above upto Director level</u> Rs. 100/- (every six months)
	<u>All non-Gazetted Staff</u> Rs. 50/- (every six months)

**RAJYA SABHA SECTT.
EMPLOYEES
ASSOCIATION
RAJYA SABHA
SECTT. CLUB**

**: Rs. 5/- p.m.
:
: Rs. 10/- p.m. (Gazetted)
Rs. 5/- p.m. (Non-Gazetted)**

FORMS

FORM VI

RAJYA SABHA SECRETARIAT
(See Government of India's decision (1) below Rule 21)

**APPLICATION FORM FOR AN ADVANCE FOR THE PURCHASE OF MOTOR
CAR/MOTOR CYCLE/SCOOTER/PERSONAL COMPUTER**

1. Name of the Applicant : _____
2. Applicant's designation : _____
3. District and Station : _____
4. Basic Pay : _____
5. Anticipated price of motor car/motor cycle/scooter/personal computer : _____
6. Amount of advance required : _____
7. Date of superannuation or retirement or date of expiry of contract in case of a contract officer : _____
8. Number of instalments in which the advance is desired to be repaid : _____
9. Whether advance for similar purpose was obtained previously and if so-
 - (i) Date of drawal of the advance : _____
 - (ii) The amount of advance and/or interest thereon still outstanding, if any : _____
10. Whether the intention is to purchase
 - (a) a new or an old Motor Car/Motor Cycle/Scooter/Personal Computer : _____
 - (b) if the intention is to purchase motor car/scooter/motor cycle/personal computer from a person having official dealing with the Govt. servant whether previous sanction of the competent authority has been obtained as required under Rule 18 (3) of the Central Civil Services (Conduct) Rule 1964 : _____
11. Whether the officer is on leave or is about to proceed on leave-
 - (a) The date of commencement of leave : _____
 - (b) The date of expiry of leave : _____
12. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the motor car/scooter/motor cycle/personal computer within one month from the date of drawal of the advance? : _____

13. (a) Certified that the information given above is complete and true.
- (b) Certified that I have not taken delivery of the motor car/motor cycle/personal computer on account of which I apply for the advance, that I shall complete negotiations for the purchase of pay finally and taken possessions of the same before the expiry of one month from the date of drawal of the advance.

: _____

Date :

Applicant's Signature

RAJYA SABHA SECRETARIAT

APPLICATION FORM FOR THE GRANT OF ADVANCE FOR LEAVE TRAVEL CONCESSION

1. Name (in block letters) :
2. Designation :
3. Basic Pay :
4. Whether permanent or temporary :
5. Place of visit & nearest Railway Station :
6. Class of accommodation by which journey (both forward and return) is proposed to be made, as entitlement :
7. Shortest route, mileage and fare :
8. Whether the advance is required for self or family or for both :
9. State the number of the members of family with their names, relationship and ages :
10. Whether the concession has been availed of during the Block of two years/four years viz. 200 - 200 either for self or for family members :
11. If temporary, whether the employee will be able to produce surety bond from a permanent employee :
12. Amount of advance required :

Date:

Signature of applicant

.....

Designation

.....

Section/Branch

Remarks of the Estt. (A/cs) & Budget Section/Personnel Section/General Section

1. Sanction of Leave :
2. Verification of Home Town :
3. Whether the travel concession is admissible to the employee and his/her family within the block of two years/ four years namely 200 - 200 .

.....

Signature

.....

Designation

To be filled by the applicant

1. Date of drawal/payment of LTC Advance
2. Amount of LTC Advance
3. Date of purchase of Railway/Bus tickets :
4. Amount of Railway ticket/Bus tickets :
5. Date on which the Railway/Bus receipt was shown in the Estt. (A/cs) & Budget Section
6. Remarks :
7. Signature of the claimant :

RAJYA SABHA SECRETARIAT

APPLICATION FORM FOR THE GRANT OF FESTIVAL ADVANCE

- | | | | | |
|----|--|---|--|--------------|
| 1. | Name (in block letters) | : | | Employee No. |
| 2. | Designation | : | | |
| 3. | Basic Pay | : | | |
| 4. | Name of the festival, for which advance is required | : | | |
| 5. | Amount of advance required | : | | |
| 6. | *Number of the instalments and amount of each instalment : | | | |
| 7. | Whether any advance was drawn during the current financial year, furnish the particulars thereof : | | | |
| 8. | Whether the applicant is a permanent/temporary officer | : | | |
| 9. | If temporary, whether surety bond has been furnished by a permanent employee | : | | |

.....

Signature of applicant

.....

Designation

.....

Section/Branch

Dated.....

**Number of instalments should not exceed ten.*

RAJYA SABHA SECRETARIAT

APPLICATION FOR ADVANCE FROM G.P. FUND

1. Name of the subscriber _____
2. Account Number _____
3. Designation _____
4. Pay Rs. _____
5. Balance at credit of the subscriber on the date of application as below:—
 - (i) Closing balance as per statement for the year 200 _____
 - (ii) Credits from _____ to _____ Subscription _____
 - (iii) Refund of advance/advances: _____
 - (iv) Withdrawals during the period from _____ to _____
 - (v) New Balance at credit Rs. _____
6. Amount of advance/advances outstanding
Amount, purpose with name etc. of advance taken along with date of sanction order Balance outstanding as on Date

(1) _____	_____
(2) _____	_____
7. Amount of advance required Rs. _____
8. (a) Purpose for which the advance is required _____
(b) Rules under which the request is covered _____
(c) If advance is sought for House Building etc. following information may be given:
 - (i) Location and measurement of the plot _____
 - (ii) Whether plot is free hold or on lease _____
 - (iii) Plan for construction _____
 - (iv) If the flat or plot being purchased is from a H.B. Society, the name of the Society, the location & measurements etc. _____
 - (v) Cost of construction _____
 - (vi) If the purchase of flat is from DDA or any Housing Board, etc. the location, dimension etc. may be given _____
- (d) If advance is required for education of children, following details may be given:
 - (i) Name of the son/daughter _____
 - (ii) Class & Institution/College where studying _____
 - (iii) Whether a day scholar or a hostler _____

(e) If advance is required for treatment of ailing family members, following details may be given :—

(i) Name of the patient & relationship _____

(ii) Name of the Hospital/Dispensary/Doctor where the patient is undergoing treatment _____

(iii) Whether outdoor/indoor patient _____

(iv) Whether reimbursement available or not _____

Note: In case of advance under 8(c) to 8(e), no certificate of documentary evidence would be required.

9. Amount of the consolidated advance (item 6 & 7) and number of monthly instalments in which the Rs. _____ consolidated advance is proposed to be repaid in _____ instalments of rupees _____ each.

10. Full particulars of the peculiar circumstances of the subscriber, justifying the application for the temporary withdrawal.

I certify that particulars given above are correct and complete to the best of my knowledge and belief and that nothing has been concealed by me.

Signature of applicant

Designation

Section

Date: _____

KNOW ALL MEN BY THESE PRESENTS THAT I _____ SON OF _____ resident of _____ at present employed as a permanent _____ on the _____ (hereinafter called "the Surety") am held and firmly bound up to the resident of India (hereinafter called "the Government" which expression shall include his successors and assigns) in the sum of Rs. _____ (Rupees _____ only) with interest as hereinafter specified and all casts between attorney and client an all charges and expenses that shall or may have been incurred by or occasioned to the Government to be paid to the Government for which Payment to be well and truly made I hereby bind myself, my heirs, executors, administrators and representatives firmly by these presents. As witness may hand this _____ day of _____ Two thousand _____

WHEREAS the Government has agreed to grant to _____ Son of _____ a resident of _____ in the District of _____ at present employed as temporary _____ in the _____ (hereinafter called "the borrower") at the borrower's own request an advance of Rs. _____ (Rupees _____ only) for the _____ and WHEREAS

THE BORROWER has undertaken to repay the said amount in _____ equal monthly instalments with interest as calculated at the rate and in the manner prescribed under para 251 of the Central Government Compilation of the General Financial Rules thereon or on so much thereof as shall for the time being remain due and unpaid calculated at fixed Government rates in force for Government loan from the day of the advance.

AND WHEREAS is consideration of the Government having agreed to grant the aforesaid advance to the Borrower Surety has agreed to execute the above with such condition as hereunder is written.

NOW THE CONDITION OF THE above written bond is that if the said Borrower shall, while employed on the said _____ duly and regularly pay or cause to be paid to the Government the amount of the aforesaid advance owing to the Government by instalments with interest as calculated in the aforesaid manner thereon or on so much thereof as shall for the time being remain due and unpaid calculated of fixed Government rates in Rs. _____ (Rupees _____ only) on with interest as calculate in the aforesaid manner shall be duly paid then this bond shall be void otherwise the same shall be and remain in full force and virtue.

BUT SO NEVERTHELESS that if the Borrower shall die or become insolvent or at any time cease to be in the service of the Government, the whole or so much of the said principal sum of Rs. _____ (Rupees _____ only) thereof as shall then remain unpaid and the interest due on the said principal sum calculated in the aforesaid manner from the day of the advance shall immediately become due and payable to the Government to be recoverable from the surety in one instalment by virtue of this bond. The obligation undertaken by the surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the Government to the said borrower whether with or without the knowledge or consent of the Surety.

The Government have agreed to bear the stamp duty, if any, for this document.

(Signature of Surety)

Signed and delivered by the Said _____ (Designation) _____ office to which attached _____ at _____.

In the presence of _____ this _____ (i) _____
_____ of _____ (ii) _____ 200 _____

Signature address & occupation of the witnesses.

ACCEPTED

For and on behalf of the President of India

RAJYA SABHA SECRETARIAT

Application for Non-Refundable withdrawal from General Provident Fund

1. Name of Subscriber: _____
2. Account No.: _____
3. Designation: _____
4. Pay: _____ Rs. _____
5. Date: _____
of joining service : _____
of superannuation : _____
6. Balance at credit of Subscriber on the date of application as below:
 - (i) Year _____ closing balance as per statement Rs.
 - (ii) Credit (s) from _____ to _____ on account of monthly subscription: Rs.:
 - (iii) Refunds made to the fund after the closing balance, (i) above _____ Rs.:
 - (iv) From _____ to _____ withdrawal during the period _____ Rs.:
 - (v) Net balance at credit on the date of application _____ Rs.:
7. Amount of withdrawal required _____ Rs.:
8. Purpose for which the withdrawal
Required: _____ Rs.:
9. Whether any withdrawal was taken for the same purpose earlier.
If so, indicate the amount and the date of withdrawal
_____ Rs.:

Signature of applicant

Date: _____

Name: _____

Designation: _____

Section/Branch _____

RAJYASABHA SECRETARIAT

Certificates to be furnished by a Government Servant for claiming House Rent Allowance in terms of Ministry of Finance O.M. No. 11013/2/86-II (B) Dated 19.3.87

- (1) I certify that I have applied for the Government accommodation in accordance with the prescribed procedure but have not been provided with Government accommodation during the period in respect of which the allowance is claimed have refused the allotment of.
- (2) I certify that I am not sharing accommodation allotted to my parents/child/wife/husband by the Central Government, and autonomous public undertaking/Semi-Government organisation such as Municipality, Port Trust etc. allotted rent free to another Government servant;

OR

I certify that my husband/wife/parents/children, who is/are sharing accommodation with me allotted to another employees of the Central Government/State Government/Autonomous Public Undertaking/ Semi -Government Organisations like Municipality, Port Trust etc. is/are not in receipt of House Rent Allowance from the Central Government/State Government/Autonomous Public Undertakings/ Semi-Government Organisations like Municipality, Port Trust etc.

- (3) I certify that I am residing in a house owned by me/my wife/husband/son/daughter/father/mother/a Hindu-Undivided family in which I am a co-partner.
- (4) I certify that I am incurring some expenditure on rent/contributing towards rent/Paying/Contributing towards house/property tax.

Dated:

.....

Signature

.....

Name & Designation

Address:

.....

Section

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.....

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NOTE: AUTONOMOUS PUBLIC UNDERTAKING includes all Nationalised Bank/Life and General Insurance Corporation also.

RETENTION PERIOD FOR RECORDS

1. VARIOUS TYPES OF COMMON RECORDS

S. No.	Description of Records	Retention Period (After Current year)	Remarks/Changes Suggested
Registers: Books/Registers/Diaries/Reports			
1.	File Opening Register	15 years	
2.	File Movement Register	02 years	
3.	Leave Register	02 years	
4.	Attendance Register	02 years	
5.	Stationery & Inventory Control Register	01 years	
6.	Record Transfer Register	Permanent	
7.	Stock Register	05 years	
8.	Section Diary	05 years	
9.	Assistant's Diary	02 years	
10.	Typist's Diary	01 year	
11.	Standing Guard File	Permanent	
12.	Inspection Report	One year after the date of next Inspection	
13.	Reminder Diary	01 year	
14.	Register for Communication received from Members	02 years	
15.	Reference Folders	Permanent	
16.	Reference Book	-do-	
17.	Precedent Books	-do-	
18.	Messenger Book	02 years	
19.	Budget Estimates Book	02 years	
Files: Folders & Files			
20.	Requisitions for printing & binding Files	03 years	
21.	Check List for periodical Reports	01 year	Two check lists one for incoming reports and other for outgoing reports.
22.	Administrative Report Files	05 years	To be permanently retained by O&M Section
23.	Computerization (misc. correspondence)	02 years	
24.	Recording of files/records review & weeding out	Permanent	
25.	Work allocation of staff file	05 years	
26.	OTA/Honorarium file	02 year	
27.	Circulars (misc.) file	01 yeear	Circulars of permanent or long term applicability are also to be kept in files
28.	Compiled Annual Action Plan of the Secretariat and Action Plan File	05 years	

BUDGET, CASH ACCOUNTS AND AUDIT RECORDS

(All records are to be retained in any case till audit is complete and objections settled)

Sl. No.	Description of Records	Retention Period (After Current year)	Remarks/Changes Suggested
1	2	3	4
1.	Pay Bill Register	35 years	
2.	TA/DA Register	05 years	
3.	LTC Register	Block Year Plus 1 year	
4.	GP Fund inward transfer Register	01 year	
5.	GP Fund outward transfer cases Register	-do-	
6.	Conveyance Charges Register	05 years	
7.	Indian Airlines Invoices Register	-do-	
8.	Cheque Register	-do-	
9.	Challan Register	-do-	
10.	Cash Book	10 years	
11.	HBA Register	Permanent	
12.	Expenditure Control Register	-do-	
13.	Children Education Allowance Register	-do-	
14.	Audit objections, notes, reports	05 years	
15.	G.P.F. Membership register	Permanent	
16.	G.P.F. Annual Statement register	01 years	
17.	Car/Scooter/Cycle/Computer etc. Advance Register	Permanent	
18.	Monthly Appropriation Register	01 year	
19.	HBA Interest Calculation register (individuals)	Till recovery is completed	
20.	Annual Appropriation register	01 year	
21.	Bill Recovery Schedules register	03 years	
22.	Balances of outstanding Debit Claims register	03 years	
23.	Transfer Entry register	03 years	
24.	Appropriation Accounts register	-do-	These A/cs are submitted to Parliament by the Ministry of Finance (Department of Expenditure along with CAG'S Report)
25.	Counterfoil of receipts, issue book	05 years	
26.	Annual Report of RS Circle of Accounts file	02 years	

1	2	3	4
27.	Allotment of Pension Payment order Nos issued file	02 years	
28.	Misc. Correspondence regarding ex-employees of RSS File	01 year	
29.	Journey Abroad File	-do-	
30.	Expenditure sanctions (including sanctions to grant-in-aid) file	05 years after the sanctions have ceased to be current	
31.	Budget Estimates file	03 years	
32.	G.P. Fund withdrawals/Advances files	Permanent	These files are to be retained up to one year after the retirement of the officials.
33.	Income Tax returns Files	10 years	
34.	Rent demand statement file	01 years	The proposed period of one year should suffice as the estates organization maintains a complete record of the rent due from and paid in respect of each allottee. Files should be closed only after recoveries have been effected
35.	Recovery of electric and water charges (bills and correspondence regarding) Files	03 years	Files should be closed only after the recoveries have been effected
36.	T.A including leave travel concession files/related papers	03 years.	03 years or 1 year after completion of audit whichever is later
37.	Overtime allowance claim (register and lists received from Section etc.) file	05 years	
38.	Contingent bills and register of contingent expenditure	03 years or 1 year after completion of audit whichever is later	
39.	Vouchers of petty value not furnished to Audit file	05 years	
40.	Administrative approval and technical sanctions to new works file	05 years after the sanctions have ceased to be current	
41.	Acquittance Rolls/files	03 years or 1 year after completion of audit whichever is later	

FORM OF NOMINATION

Account No.

I,, hereby nominate the person(s) mentioned below who is/are member(s)/non member(s) of my family as defined in Rule 2 of the General Provident Fund (Central Services) Rules, 1960 to receive the amount that may stand to my credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid.

Name and full address of the nominee(s)	Relationship with subscriber	Age of the nominee(s)	Share payable to each nominee	Contingencies on the happening of with nomination will become invalid	Name, Address and relationship of the person(s) if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber	If the nominee is not a member of the family as provided in Rule 2, indicate the reasons
1	2	3	4	5	6	7

Dated Day of 20 at

Signature of the Subscriber
 Name in Block letters
 Designation

Two witnesses to signature
 Name and Address

1. Signature
- 2.

APPENDIX

Office of the **Statement of particulars for allotment of Provident Fund** **Please read carefully the instructions**
 **Accounts Numbers to compulsory subscribers for the month** **printed on the reverse before filling**
 of **in the form.**

Head of Account/to which pay and allowances are debited **Name of Fund**

Sl. No.	Name of Government Servant (Subscriber)	Name of Subscriber's father/husband	Date of birth of subscriber	Date of joining service	Designation	Emoluments	Monthly rate of subscription (in whole rupee)	Month from which subscription to commence	Remarks	To be filled in by Accountant General's Office Account No. Allotted
1	2	3	4	5	6	7	8	9	10	11

No Dated No Dated

Forwarded in duplicate to the Pay & Accounts Officer, Rajya Sabha for necessary action. The Government servant whose names are included in their statement are included in their statement are required to join the Fund under the rules of Government of Their names have not been included in the previous statements Fund (Nominations are enclosed as mentioned in the remarks column) Also Certified that all the employees whose names are shown above are eligible to subscribe to the G.P. fund in accordance with the rules.

**Pay and Accounts Officer
Rajya Sabha**

(Head of Office)

INSTRUCTIONS FOR FILLING THE STATEMENT:

- (a) This form should be used only in cases where subscription to the fund is compulsory.
- (b) Separate forms should be used for different provident funds, e.g., General Provident Fund, Contributory Provident Fund, etc.
- (c) Separate forms should be used for persons whose pay and allowances are debited to different Major and Sub-Major Heads of Account.
- (d) Name of the Fund may be filled in by suitable words (e.g.) General Provident Fund (Central), Contributory Provident Fund (India) etc.
- (e) The Statement should be sent in duplicate. It should include permanent Government Servants who joined service in the previous month and required to join the fund compulsorily on entry into Government Service and temporary Government servants who will complete one year's continuous service or otherwise become eligible to subscribe to the Provident Fund, three months hence.
- (f) Column-3 Husband's name instead of father's name may be given in respect of married female subscribers indicating the position.
- (g) Column-7 Dearness pay, if any, may be distinctly shown.
- (h) Column-8 Please see Rule 8 of GP Fund (Central Services) Rules, 1960/Contributory.
- (i) Column-9 Under the G.P Fund (Central Services) Rules, 1960 a temporary Government who completes on year's continuous service during the middle of a month shall commence subscribing to the GP Fund from his/her salary for the month following that in which he/she completes one year service.
- (j) The nomination should be obtained in the prescribed form from the subscriber and forwarded to the P & A.O. alongwith this statement making suitable note in the remarks column.

Space for use the Head of Office/Pay and Accounts Office

Nomination by Shri/Smt/Kumari Designation

Date of receipt of nomination

Signature of Head of Office/PAO
Designation
Date

FORM NO. 3

{Rule 5(a)}

Form of Mortgage Deed to be executed when the property is freehold.

This indenture is made this day of one thousand nine hundred and ninety nine between Shri/Smt. son /daughter of Shriat present employed as in the Rajya Sabha Secretariat at New Delhi (hereinafter called "THE MORTGAGOR" which expression shall unless excluded by or repugnant to the subject or context, include his heirs, executors, administrators and assigns) of the ONE PART and THE PRESIDENT OF INDIA (hereinafter called "THE MORTGAGEE" which expression shall, unless excluded by or repugnant to the subject or context include his successors in office and assigns) of the OTHER PART.

WHEREAS the Mortgagor is the absolute and sole beneficial owner and is seized and possessed of or otherwise well and sufficiently entitled to the land and/or house, hereditament and premises hereinafter described in the Schedule hereunder written and for greater clearness delineated on the plan annexed hereto and thereon shown with the boundaries thereof coloured blue and expressed to be hereby conveyed, transferred and assured (hereinafter referred to as "the said mortgaged property").

THE WHEREAS THE MORTGAGOR applied to the MORTGAGEE for an advance of Rs. (Rupees) for the purpose of enabling the MORTGAGOR to construct a house on the said hereditaments, or (to change living accommodation in the house on the said hereditaments.)

AND WHEREAS the Mortgagee agreed to advance to the Mortgagor and said sum of Rs..... (Rupees) vide the office letter No. RS/ /Estt. (P) dated a copy of which is annexed to these presents for the purpose aforesaid on the terms and conditions set forth therein, etc.

AND WHEREAS one of the conditions for the aforesaid advance is that the Mortgagor should secure the repayments of the said advance and due observance of all the terms and conditions contained in the 'Rules to regulate the grant of advances to Central Government servants for building, etc., of houses issued by the Government of India, Ministry of Works, Housing and Supply with their O.M. No. H. II-27(5)/54, dated the 12th April, 1956 (hereinafter referred to as the "said Rules" which expression shall where the context so admits include any amendment thereof of addition thereto for the time being in force) by a mortgage of the property described in the schedule hereunder written.

AND WHEREAS THE MORTGAGOR is to receive from the Mortgagee the aforesaid advance in the following instalments:—

- (i) Rs. (Rupees.....) on the execution of this indenture by the Mortgagor in favour of the Mortgagee.
- (ii) Rs. (Rupees.....) when the construction of the house reaches plinth level.

NOW THIS INDENTURE WITNESSETH AS FOLLOWS:—

- (i) In pursuance of the said Rules and in consideration of the said advance sanctioned by the MORTGAGEE to the MORTGAGOR pursuant to the provisions contained in the said Rules the MORTGAGOR DOETH hereby convenent with the MORTGAGEE THE MORTGAGOR shall always duly observe and perform all the terms and conditions of the said Rules and shall repay to the MORTGAGEE the said advance of Rs. (Rupees.....) will be recovered in monthly instalments of Rs. (Rupees.....) from the pay of the MORTGAGOR commencing from the month of or from the month following the completion of the house, whichever is earlier and the Mortgagor hereby authorises the Mortgagee to make deductions from his monthly pay/leave salary/subsistence allowance of the amount of such instalments and the Mortgagor shall after paying the full amount of the advance also pay interest due thereon in monthly instalments in the manner and on the terms specified in the said Rules and balance of principal and interest, if any from his DCRG, provided that the Mortgagor shall repay the entire advance with interest in full

before the date on which he is due to retire from service failing which the Mortgagee shall be entitled to enforce this security of the Mortgage at any time thereafter and recover the balance of the advance then due together with interest and costs of recovery by sale of the mortgaged property or in such other manner as may be permissible under the law. It will, however, be open to the Mortgagor to repay the amount in a shorter period.

- (ii) If the Mortgagor shall utilize the advance for a purpose other than that for which the advance is sanctioned or if the Mortgagor shall become insolvent or shall cease to be in service for any reason other than normal retirement, superannuation or if he dies before payment of the advance in full, or if the MORTGAGOR shall fail to observe or perform any of the terms, conditions and stipulations specified in the said Rules and on his part to be observed and performed then and in any such cases the whole of the principal amount of the advance or so much thereof as shall then remain due and unpaid shall become payable forthwith to the MORTGAGEE with interest at 11 per cent per annum calculated from the date of the payment by the MORTGAGEE of the first instalment of the said advance. Notwithstanding anything contained herein, if the Mortgagor utilizes the advance for a purpose other than that for which the advance is sanctioned, it shall be open to the Mortgagee to take such disciplinary action against the Mortgagor as may be appropriate under the rules of service applicable to the Mortgagor.
- (iii) In further pursuance of the said Rules and for the consideration aforesaid and to secure payment of the aforesaid advance and interest as shall at any time or times be due to the MORTGAGEE under the terms of these presents, the MORTGAGOR doth hereby grant convey, transfer, assign and assure unto the MORTGAGEE ALL AND SINGULAR the said Mortgaged property fully described in the schedule hereunder written together with buildings erected or to be created by Mortgagor on the said Mortgaged property or materials for the time being thereon with all rights, easements and appurtenances to the said Mortgaged property or any of them belonging TO HOLD the said Mortgaged property with their appurtenances including all erection and building erected and built or to be erected and built hereinafter on the said Mortgaged property or materials for the time being thereon upto land to the use of the Mortgagee absolutely for ever free from all encumbrances. SUBJECT NEVERTHELESS to the proviso for redemption hereinafter contained PROVIDED ALWAYS AND it is hereby agreed and declared by and between the parties hereto that if the MORTGAGOR shall duly pay to the MORTGAGEE the said principal sum and interest hereby secured in the manner herein provided and also the other money (if any) determined to be payable by the MORTGAGOR to the MORTGAGEE under the terms and conditions of the said Rules, then the MORTGAGEE will at any time thereafter reconvey, transfer, and reassure the said Mortgaged property upto and to the use of the Mortgagor or as he may direct.
- (iv) AND IT IS HEREBY EXPRESSLY AGREED AND DECLARED that if there shall be any breach by the MORTGAGOR of the covenants on his part herein contained or if the MORTGAGOR shall become insolvent or shall cease to be in service for any reason other than normal retirement/superannuation or if he dies before all the dues payable to the Mortgages under these presents together with interest thereon shall have been fully off or if the said advance or any part thereof becomes payable forthwith under these presents or otherwise then and in any such cases it shall be lawful for the MORTGAGEE without intervention of the Court to sell the said Mortgaged property or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to resell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances for effectuating any such sale as the MORTGAGEE shall think fit AND IT IS HEREBY declared that the receipts of the MORTGAGEE for the purchase money of the premises sold of any part thereof shall effectually discharge the MORTGAGEE shall hold the moneys to raise from any sale in pursuance of the aforesaid power TRUST in the first place thereof to pay all the expenses incurred on such sale and then to pay moneys in or towards the satisfaction of the moneys for the time being owing on the security of these presents and the balance, if any, to be paid to the Mortgagor.
- (v) The MORTGAGOR hereby covenants with the MORTGAGEE as follows:—
 - (a) That the MORTGAGOR now hath in himself good right and lawful authority to grant, convey, transfer, assign and assure the MORTGAGED property unto and to the use of the MORTGAGEE in manner aforesaid.

- (b) That the Mortgagor shall carry out the construction of the house/additions to living accommodation in the aforesaid house exactly in accordance with the approved plan and specification on the basis of which the above advance has been computed and sanctioned unless a departure therefrom is permitted by the Mortgagee. The Mortgagor shall certify, when applying for instalments of advance admissible at the plinth/roof level, that the construction is being carried out in accordance with the and estimates furnished by him to the Mortgagee, that the construction has reached plinth/roof level and that the amount already drawn out of the sanctioned advance has actually been used on the construction of the house. He will allow the Mortgagee to carry out either by himself or through his representative an inspection to verify the correctness of the aforesaid certificates. If a false certificate is furnished by the Mortgagor, he will liable to pay to the Mortgagee forthwith the entire advance received by him together with interest thereon at 9 per cent per annum and further will also be liable to appropriate disciplinary action under the rules of service applicable to the Mortgagor.
- (c) That the Mortgagor shall complete the construction of the house within eighteen months of unless an extension of time is allowed in writing by the Mortgagee. In case of default the Mortgagor shall be liable to repay forthwith the entire amount advanced to him together with interest calculated under said Rules, in lumpsum. The Mortgagor shall report to the Mortgagee the date of completion of the house and furnish a certificate to the Mortgagee that the full amount of the advance has been utilized for the purpose for which it was sanctioned.
- (d) That the Mortgagor shall immediately insure the house at his own cost, with the Life Insurance Corporation of India, for a sum not less than the amount of the aforesaid advance and shall keep it so insured against loss of damage by fire, flood and lightning as provided in the said Rules till the advance is fully repaid to the Mortgagee and deposit the policy of insurance with the Mortgagee. The Mortgagor shall pay regularly the premium in respect of the said insurance from time to time and will when required produce to the Mortgagee the premium receipt for inspection. In the event of failure on the part of MORTGAGOR to effect the insurance against fire, flood and lightning, it shall be but not obligatory for the MORTGAGEE to insure the said house at the cost of the MORTGAGOR and add the amount of the premium to the outstanding amount of the advance and the MORTGAGOR shall thereupon be liable to pay interest thereon as if the amount of premium has been advance to him as part of the aforesaid advance at, till the amount is repaid to the MORTGAGEE or is recovered as if it were an amount covered by the security of these present. The Mortgagor shall give a letter to the Mortgagee as often required, addressed to the Insurer, with which the house is insured with a view to enable the Mortgagee to notify to the Insurer the fact that Mortgagee is interested in the insurance policy secured.
- (e) That the Mortgagor shall maintain the aforesaid house in good condition, repair at his own cost and shall pay all the Municipal and other local rates, taxes and all other outgoings in respect of the Mortgaged property regularly untill the advance has been repaid to the Mortgagee in full. The Mortgagor shall also furnish to the Mortgagee an annual certificate to the above effect.
- (f) The Mortgagor shall afford full facility to the Mortgagee for carrying out inspections after completion of the house to ensure that it is maintained in good repair until the advance has been repaid in full.
- (g) The Mortgagor shall refund to the Mortgagee any amount together with interest, if any, due thereon drawn on account advance in excess of the expenditure incurred, for which the advance was sanctioned.
- (h) That the Mortgagor shall not during the continuance of these presents charge, encumber, alien or otherwise dispose of the Mortgaged property. However, if the Mortgagor convenants to create a second Mortgage in favour of any other financial institution, he shall not do so without obtaining the prior permission of the Mortgagee and on the consent being given, the draft of the second mortgage will be submitted to the Mortgagee for approval:

Provided, always that in the event of the Mortgagor creating a second Mortgage on the same premises only by deposit of title deeds in favour of a financial institution including HDFC or a Bank, the mortgagee may, at the written request of the Mortgagor and the financial institution concerned to this Mortgagee, hand over such documents of

title to the said premises as are in possession of this Mortgagee, to the said financial institution for the sole purposer creating the said proposed second Mortgage.

It is a strict condition that before the said documents of title are handed over by the Mortgagee to the said financial institution as hereinbefore provided, that the said financial institution and the Mortgagor shall assure and undertake to the Mortgagee in writing in such form as may be determined by this Mortgagee that—

- (i) the said documents of title shall be held and retained by the financial institution concerned only as a second Mortgage subject and subordinate to the rights of this Mortgagee hereunder:
- (ii) the said financial institution shall not at any time or for any reason part with such title deeds without written consent of this Mortgagee first had and obtained and on such conditions as may be imposed by this Mortgagee at its discretion:
- (iii) after at any time, the said financial institutions ceases to be second Mortgagee of the said premises, the said financial institution shall be obliged to return the said title deeds to this Mortgages only, whether or not any demand in this behalf is made by this Mortgagee:
- (iv) the said financial institution shall produce or cause to be produced the said title deeds as and when required by this Mortgagee for any reason whatsoever regardless of whether the said proposed second Mortgage due to be in existence or otherwise discharged; this will be in the understanding that as soon as the purpose is served, the same shall be returned by the Mortgagee to the financial institution, to be dispensed subject to these conditions:
- (v) nothing in these provisions shall be construed to create any financial or other obligations or liabilities in this Mortgagee, *vis-a-vis* the said financial institution or shall in any manner alter, abridge or abrogate the rights of this Mortgagee hereunder, who shall always be and continued to be the paramount Mortgagee.

Notwithstanding anything contained herein, the Mortgagee shall be entitled to recover the balance of the advance with interest remaining unpaid at the time of his retirement or death preceding retirement from the whole or any specified part of the gratuity that may be sanctioned to the Mortgagor.

SCHEDULE ABOVE REFERRED TO

EAST:
NORTH:

WEST:
SOUTH:

IN WITNESS WHERE OF THE MORTGAGOR has hereunto set his hand and Shri K.P. Singh, Under Secretary in the office of Rajya Sabha Secretariat for and on behalf of the President of India has hereunto set his hand.

Signed by the said (Mortgagor) (.....)

In the presence of

1st witness :

Address :

Occupation :

2nd witness:

Address :

Occupation :

Signed by Shri _____, Under Secretary in the Office of Rajya Sabha Secretariat for and on behalf and by order and direction of the President of India.

In the presence of —

1st witness :

Address :

Occupation :

2nd witness:

Address :

Occupation :

PART-III

FINANCE CELL

FINANCE CELL

Introduction—A new Section named Finance Cell created with effect from 19th Feb., 2007 is to assist the Financial Adviser (FA) in the following matters relating to expenditure control and other financial/budgetary matters of the Rajya Sabha Secretariat.

- (i) examining the financial proposals referred to FA from time to time;
- (ii) effective control of expenditure;
- (iii) analyzing the pattern of monthly, quarterly and annual expenditure and submit the same to the Secretary-General through F.A;
- (iv) ensuring that rush of expenditure during the closing months of a financial year is avoided as far as possible;
- (v) preparing replies to audit objections; and
- (vi) taking requisite corrective action to minimize the scope for the Auditors to raise objections, etc.

PART-IV

G. A. SECTION

CHAPTER-1

1. Responsibilities assigned to G.A. Section:

1.1. Accommodation:

- (i) Preparation of Priority List/Change List for allotment of quarters from the Rajya Sabha Secretariat pool accommodation;
- (ii) Allotment of Rajya Sabha Pool accommodation;
- (iii) Vacation of and eviction from Rajya Sabha Secretariat Pool quarters and recovery of rent whenever required;
- (iv) Granting permission under the Rule for Retention of accommodation by retired staff members;
- (v) Keeping record of recovery of Licence fee in respect of Rajya Sabha Secretariat Pool Quarters;
- (vi) Recovery of damage charges; and
- (vii) Handling legal cases pertaining to accommodation.

1.2 Medical facilities:

- (i) Issuance of CGHS Cards/additions/deletions therein/cancellation of CGHS Cards wherever required;
- (ii) Appointment of Authorised Medical Attendants;
- (iii) Granting permission for taking treatment both at Government/recognized private hospitals;
- (iv) Reimbursement of medical claims;
- (v) Direct payment to Government/empanelled hospitals for specialized treatment; and
- (vi) Voluntary Annual Health Checkup Scheme introduced for the employees who are above 40 years of age in Private Hospitals on credit basis.

1.3 Telephone facilities:

- (i) Telephone facilities to entitled officers at their office rooms/residences and in the offices of the Chairmen of various Committees;
- (ii) Disconnection of telephones whenever required;
- (iii) Shifting of telephones at office rooms/residences;
- (iv) STD/ISD facilities on telephones of senior officers and Chairmen of Committees;
- (v) Preparation of Rajya Sabha Secretariat Telephone Directory;
- (vi) RAX facilities to the entitled officers;
- (vii) Payment of all telephone bills; and
- (viii) Intercom facility to the officers and Sections of the Secretariat.

1.4 Liveries:

- (i) Procurement of cloth; stitching of uniforms for summer/winter;
- (ii) Procurement of shoes/sandals/socks and issuance thereof to the eligible officers and staff of the Secretariat; and
- (iii) Procurement of umbrellas, jackets, blankets, raincoats etc.

1.5 Office Accommodation:

- (i) Allotment of office rooms to the officers/Sections; and
- (ii) Maintenance of office building(s) through CPWD.

1.6 Home Ministry Identity Cards (Validation Slips): Procurement and issuance of Home Ministry Validation Slips.

1.7 Membership in Library: Enrolment in Central Secretariat Library (Shastri Bhawan), Staff Library (Lok Sabha) and Parliament Research Library (Lok Sabha).

1.8 Briefcases: Procurement and distribution of briefcases, printing and distribution of annual calendars and diaries, etc. to the Members of Rajya Sabha and officers of the Secretariat.

1.9 Circulars: Issuance of Circulars of general interest received from the Ministries and their attached and subordinate offices to the officers/staff members of the Secretariat.

1.10 Registration of Telegraphic addresses: Registration of telegraphic address (PARISHAD) of Rajya Sabha Secretariat is renewed by this Section every year on payment.

1.11 Delhi Official Directory and RAX Directory: Delhi Official Directory containing all the important telephone numbers and residential addresses of high dignitaries of Parliament, officers upto the level of Joint Secretary of this Secretariat and Ministries is published annually by Department of Personnel and Training. RAX directory containing the confidential telephone numbers of high dignitaries of Parliament and Ministries is published by Ministry of Home Affairs for restricted circulation. All the work related to the supply of required information (*i.e.* telephone numbers and residential addresses of high dignitaries and officers of this Secretariat) with regard to the Delhi Official Directory and RAX directories and collection and distribution thereof is done by the Section.

1.12 Death of high dignitaries: Action is taken whenever required.

1.13 Welfare Unit: The welfare unit renders necessary assistance to the employees of the Secretariat as and when required especially during emergent circumstance, e.g., emergency medical treatment, forwarding and complaints of the employees to the government agencies, local bodies and police authorities for speedy redressal of their grievances, attending funeral of the deceased employees and their family members and holding condolence meetings in the memory of deceased employees etc. Financial assistance is also provided to the staff as and when required out of the staff benefit fund after due hearing of cases by the Committee dealing with the Staff Benefit Fund.

CHAPTER-2

OFFICE AND RESIDENTIAL ACCOMMODATION

2.1 Residential Accommodation: Rajya Sabha Secretariat has its own Pool of residential accommodation since 1988. There are a total no. of 532 residential units in different categories as detailed below:—

Type -I	108
Type -II	213
Type -III	137
Type -IV	063
Type -V	009
Type -VI	001
Type -VII	001

The Section takes up the requirement for additional accommodation with the Ministry of Urban Development from time to time.

2.2 Allotment of Accommodation: Applications for allotment of Rajya Sabha Secretariat Pool accommodation are required to be given in the prescribed performa, separately for each type of accommodation. These are filed in the respective category folder after recording page numbers. Priority list for allotment of Rajya Sabha Secretariat Pool accommodation is prepared which is valid for a period of 2 years on the specified format (Annexure- I) on the basis of the applications received in the Section. In respect of type I—VI (B) (C-I) eligibility is fixed as per the following Grade Pay:

Type of residence	Grade Pay
I	Rs.1,900.
II	Rs.2,000/-, Rs.2,200/-, Rs.2,400/- and Rs.2,800/-.
III	Rs.4,200/-, Rs.4,600/- and Rs.4,800/-.
IV	Rs.5,400/-, and Rs.6,600/-.
V-A (D-II)	Rs.7,600/-, and Rs.8,000/-
V-B (D-I)	Rs.8,700/-, and Rs.8,900/-
VI-A (C-II)	Rs.10,000/-.
VI-B (C-I)	Rs.12,000/-

Type of residence	Basic Pay
VII	Rs.75,000/- to Rs.80,000/-.
VIII	Rs.80,000/- and above.

CATEGORY _____

Sl.No.	Page no. in category folder	Name of Applicant	Designation	Date of Joining the Secretariat	Pay Scale & Basic Pay	Date of Application
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2.2.1 Priority for Type 1—IV is based on the date from which the employee has been continuously in the service of the Secretariat. For type V and above, the priority is based on the earliest date from which the Officer is continuously drawing Grade Pay relevant to a particular type or higher type of accommodation. Where the priority dates of two or more officers are the same, priority is given to the Officer drawing higher emoluments. If the basic pay is also the same then the date of retirement shall be considered on the principle that the officer retiring earlier shall be accorded higher priority over the officer retiring later. The Priority List is prepared biennially separately for each category. It is also open for inspection in the Section.

2.2.2 Requests for change of accommodation are received in the Section. A register for change of accommodation is maintained to consider applications (on prescribed proforma available in G.A. Section) from allottees of Rajya Sabha Secretariat pool accommodation requesting change of accommodation. The change is allowed in the type of accommodation already allotted and where technical acceptance has not been given for the higher type of accommodation. Change is permissible only once in the same type of accommodation. The format of change of accommodation register is as per (Annexure - II). The register is open for inspection in the section. On availability of any vacant accommodation for the entitled persons as per the eligibility on the basis of the change/priority list, allotment is made after 3 days' time given for acceptance thereof has expired. List of allotments made during a month are put up on the Notice Board in the specified format (Annexure - III).

ANNEXURE-II

Sl. No.	Name of Allottee	Type of Accommodation/ present location	Location requested	Date of Request	Remarks
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ANNEXURE-III

Sl. No.	Name	Designation	Date of Application	Allotted accommodation	Type	Present accommodation (if any)	Type	Remarks (Whether change case etc.)
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Entries are made in the Allotment Register maintained also in the specified format (Annexure - IV)

ANNEXURE-IV

Sl. No.	Name of the allottee & designation	Sl. No. in Priority List	Type of accommodation/ location	Date of allotment/ authority slip	Remarks
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2.2.3 An SC/ST roster register is also maintained category-wise as per the laid down ratio in the respective categories as per Directorate of Estates policy from time to time on accommodation matters.

2.2.4 An officer/member of staff can also technically accept an accommodation though he may not move into the newly offered change from his present pool accommodation. His name would be considered for change of

accommodation as per his request/requirement. Those who neither accept the accommodation offered as per printed list nor respond in writing are debarred for a period of one year. In case of change, if no reference is received in writing of the offer is not accepted, the officer/staff member is debarred for a period of six months. When an officer/staff member accepts an accommodation he/she is issued the Authority Slip for CPWD Enquiry Office concerned, who, in turn, would hand over the possession letter given by the CPWD inquiry to the Section.

2.2.5 Licence fee from the allottees of accommodation is recovered under the rules. On retirement, the accommodation has to be vacated and the application for retention beyond the allowed period is considered under the rules and guidelines issued by the directorate of Estates from time to time. If a person permitted to retain the Pool accommodation for a stipulated period overstays, the damage charges (market rent) are recovered from him/her.

2.2.6 If any retired employee does not vacate the accommodation even after the expiry of the granted retention period despite repeated requests, eviction proceedings under the Public Premises Act are initiated by sending notice. Necessary entries are made in the register (Annexure V).

ANNEXURE-V

Sl. No.	Name & post held	Type of accommodation/ location	Date of retirement	Retention Granted upto	Dates of Notice(s)	Remarks/Date of Initiation of eviction/ rent recovery proceedings
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2.3 Cases under the Public Premises Act and Court Cases: To keep watch on unauthorised subletting, Parliament Security Service officers may be confidentially deputed to make physical verification of a particular quarter and on the basis of the report submitted by these Officers, eviction proceedings are initiated by G. A. Section against the subletters. The Joint Director incharge of M.A. Section are designated as Estate Officers under the Public Premises Act. All cases under the Public premises Act are entered in the : register (Annexure VI). In case an appeal is filed, entries will be made in the remarks column and order in appeal will be implemented in due course.

ANNEXURE-VI

Sl. No.	Name of Occupant	Section of PP Act applicable	Date of Issuing of Notice(s)	Dates of hearing	Purpose of hearing	Final Order	Date of vacation and payment of rent/damages	Remarks
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2.4 out of turn allotment of accommodation: The requests of the officers/Staff members for out of turn allotment of Rajya Sabha Secretariat Pool accommodation are considered and processed as per conditions laid by the Directorate of Estates from time to time.

2.4.1 A Committee has been constituted comprising Secretary/ AS & FA/ Deputy derector (G.A.) to consider out of turn allotment on medical grounds. Record in this regard is also kept in the out of turn allotment register. The list of out of turn allotment (if any) is put up on the Notice Board. all applications are entered in a separate Register (annexure VII).

ANNEXURE-VII

Sl. No.	Name/designation	Ground given	Status on the list	Remarks
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2.5 Creation of separate pool of accommodation for Single Lady employees: A separate quota for single Lady employees of the Secretariat in Type I, II & III categories, out of the existing Rajya Sabha Secretariat pool of Residences has been created w.e.f. 1st July, 2010. A 5% of vacancies occurring in types I, II & III of Rajya Sabha Secertariat pool accommodation has been reserved w.e.f 01.7.2010 for allotment to Single Lady employees, who are entitled to accommodation in those categories. Single Lady employees, entitled for Type IV category, too can opt for category III accommodation, on one - Type below basis, against 5% reserved accommodation in Type III. In case

there being no Single Lady employee for allotment, the reserved vacancy will be dereserved and give to general category employee. However, such vacancy shall be carried forward and as and when an eligible reserved category Lady employee becomes available for allotment in that category, the next vacancy in the general category shall be allotted to her against the carried forward vacancy. The reservation for Single Ladies shall be in addition to the existing reservation for SC/ST employees.

2.6 Office Accommodation: Office accommodation is maintained through CPWD and the allotment of the same to officers/sections is done by this section. Whenever office accommodation is required in addition to the existing space, the matter is taken up with the Lok Sabha Secretariat/CPWD. Maintenance/Alteration/Minor works are taken up directly with the CPWD. For major works, CPWD furnishes estimates for sanctions, which are processed within approx. 2-3 days and issued accordingly. Thereafter CPWD is contacted for completion of work within their stipulated timeframe. An Accommodation Register (Annexure VIII) is maintained to record allocation of rooms and work carried out in the rooms.

ANNEXURE-VIII

Sl. No.	Room No.	Allotted to Section/Officer	Remarks (Work carried out)
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CHAPTER-3

CENTRAL GOVERNMENT HEALTH SCHEME

3.1 Medical Facilities: This Section issues CGHS Cards to the Officers and staff of this Secretariat. Surrender of CGHS cards for any reason and issuance of duplicate cards are also dealt with in the Section. Records are kept in the Register of Cards (Annexure IX):

ANNEXURE-IX

Sl. No.	Name/ Designation	Details of Family Members	Card No.	Date of Issue	Deletions/Additions	Signature	Remarks

Deletion/addition of names from the card and transfer of dispensary on change of residence is also made on the Cards and entered in the register. No Objection Certificates regarding availing of otherwise of this facility are also issued by this Section. Applications for granting permission to receive treatment from Government/ recognised private hospitals as listed in CGHS Rules are entertained in the Section. After obtaining approval of competent authority, letter of permission for taking medical treatment in recognized Private hospitals are issued. Appointment of AMAs for non CGHS covered area is also made with the approval at the level of Joint Secretary. This appointment is for one year and renewal/extension of the AMAs on annual basis is also carried out by this Section. Medical claims in respect of Officers and staff members for reimbursement are also processed in this Section as per CGHS Rules, CS (Medical Attendance) Rules and orders issued by the Ministry of Health and Family Welfare from time to time. Calculation of the medical reimbursement claim is made as per rate list notified by the Ministry of Health & Family Welfare. All claims settled are entered in the Medical Claims Register (Annexure X).

ANNEXURE-X

Sl. No.	Name/Designation	Sanction No. & date	Amount	Remarks

In case of treatment taken at unrecognized private hospitals in emergency, such claims are to be considered on their merits and decided by the Head of the Department. Reimbursement is made on rates prescribed by the CGHS in their list. Requests for granting advance for undergoing major surgeries and also for taking treatment for diseases such as TB, Cancer etc. are processed in this Section. Bills received from LRS Institute with regard to the specialised treatment obtained by staff members are processed and payment (in TB cases) in respect thereof is made by this Section direct to the Institute.

3.2 Voluntary Health Check-up Scheme for Rajya Sabha Secretariat: A Voluntary Health Check-up Scheme for the employees of this Secretariat above the age of 40 years (above 40-50 once in two years and above 50 every year) has been worked out and implemented w.e.f 1.7.09. This check up is to be carried out in any of the specified hospital with whom agreement has been made. Through a circular dated 1.7.09 employees have been informed about the scheme and listed hospitals along with the details of the liaison officers.

The method of procedure to deal with the medical reimbursement claims has been simplified with the approval of Secretary General. The claim received in the claim format -04 is examined as per the rules. A statement of admissible/inadmissible claims is prepared and put up in the respective file. A format has been worked out in consultation with Pay and AO and AS&FA by which the claim is finalized at one go up to DDO. Further, the payment in r/o medical reimbursement to all the employees (Gazetted and non gazetted) is now being made through bank account.

CHAPTER-4

TELEPHONE CONNECTIONS

4.1 Telephone Facilities: Telephone connections are obtained from MTNL as per requirement from time to time. Officers are provided with telephone facilities at their residences subject to entitlement. In other cases the residential telephones of officers (if they exist) are taken on record by the office and bills are reimbursed. The ceiling for reimbursement to Officers is as follows:

Category	Ceiling amount	Service Tax	Total Amount
Additional Secretary/Joint Secretary	Rs. 2500/-	10.30 %	Rs. 2758/-
Director/Joint Director	Rs. 1500/-	10.30% (with broadband)	Rs. 1655/-
	Rs. 1100/-	10.30%	Rs. 1213/-
Deputy Director	Rs. 800/-	10.30%	Rs. 882

4.2 Cases of connections/shifting/disconnection of telephones, providing **STD/ISD/RAX etc. are approved at Joint Secretary/Director level. The official telephones provided to officers at their residence are got disconnected on their retirement to transfer** and are kept under safe custody for use in future by other officers.

4.3 Rajya Sabha Telephone Directory containing Information of addresses, telephone numbers (both Office and residence), E-mail addresses, FAX number and intercom numbers of the Officers/Sections of the Secretariat is published annually by this Section. Registration of telegraphic address (PARISHAD) of Rajya Sabha Secretariat is renewed by this Section every year on payment. All the work related to the supply of required **information with regard to the Delhi Official Directory and RAX directories and collection and distribution thereof is done by this Section. Payments of all telephone bills (except those provided to Chairmen of Committees, for which M.S.&A Section makes payment) are made by this Section and entries made in Telephone Registrar (Annexure XI) maintained in the specified format with separate pages for each Officer which ensures that in case bill for a particular telephone is not received, this fact comes to notice and the duplicate bill is obtained:—**

Telephone Bill Payment Register Name of Officer

ANNEXURE-XI

Sl. No.	Telephone No. & Date	Particulars of bill cycle with period	Total Amount	Passed for	Pay Order & Signatures	Remarks

4.4 The work relating to maintenance/provision of intercom procured from M/s BPL Telecom Ltd. for Officers/Sections of the Secretariat is also being looked after by this Section.

4.5 A telephone table chart containing the latest telephone number of the Officers and Sections is published every year.

4.6 Debit claim pertaining to EPABAX telephone installed in this Secretariat is settled as and when received.

4.7 Installation of new key telephone system in the Offices of Hon'ble Chairman, Hon'ble Deputy Chairman, LOP, Secretary-General and Secretary and maintenance thereof by entering into annual maintenance contract with the companies.

4.8 Payment of bills relating to mobile phones used by Hon'ble Chairman, Hon'ble Deputy Chairman, Rajya Sabha and Officers/staff attached to their Offices, Secretary-General and Secretary, Rajya Sabha Secretariat and Officers attached with Conference and Protocol Section.

CHAPTER 5

DISTRIBUTION OF LIVERY ITEMS

5.1 Liveries: Purchases are made through reputed manufactures/firms after calling sealed quotations alongwith samples, which are examined by a Committee constituted by the Secretary-General which includes a representative from Parliament Security Service also. Technical specifications and brand/make of different items are approved by the Secretary-General From the year 2010, the system for purchase of summer/winter uniform has been revised. As per the new system, G.A. Section would adopt two bid system as specified in GFR. Quotations would be obtained from reputed companies along with the samples of cloth within the price range specified by the Livery Committee. The Committee will select the cloth material and obtain the financial bid also and select the lowest quoted cloth material. Thereafter, Officers/ staff would be informed by the Circular and advance payment will be made to the officers and staff for the purchase of summer and winter uniforms, shoes, socks and bellies etc. along with the instructions which has to be complied.

(i) Advance payment shall be made to entitled Officers and staff for purchase of cloth, stitching of uniforms and purchase of shoes/socks and bellies in the First week of January and August each year, which is three months prior to the beginning of Summar and Winter Uniforms period i.e. 15th March and 15th November, respectively.

(ii) the entitled officers and staff will be required to submit the bills positively within three months, i.e. latest by 31st March and 31st October. The names of Officers/ staff who fail to submit the bills within the due date will be sent to Estt. (Accounts and Budget) Section by 1st April and 1st November, respectively for making recovery of advance payment from their salary. No request for extension of time for purchasing or making Livery items, as the case may be or for deducting the advance payment would be entertained. Exemption shall be made only for those Officers/staff who are on sanctioned leave for a period of more than 15 days at the time of and of the period for submission of bills. Those Officers/staff who fail to settle the bills within the stipulated period will be debarred for that particular season and their cases for issue of uniforms would be considered only after a gap of one year.

(iii) Settlement of bills shall be done only after physical verifications/confirmation of the products purchased by entitled Officers and staff by Section incharge of G.A. Section.

(iv) Officers and staff are required to purchase prescribed shade and quality of cloth material, duly approved by Livery Committee for a fixed period of time i.e. 3 to 4 years, to maintain uniformity among the uniforms worn by different categories of Officials.

(v) All purchases shall be made of branded items only, from the authorized showrooms/shops.

(vi) Two or three tailors shall also be recommended by the Livery Committee for getting the uniforms stitched as per the approved pattern. However, getting the uniforms stitched fromt the recommended tailors shall not be binding on the entitled Officers and Staff.

(vii) Entitled Officers and staff are requested to submit the bills as per the ceiling amount/rate fixed for purchase of approved cloth material. Reimbursement upto the ceiling limit will be on the basis of actual expenditure. Expenditure incurred on purchase of cloth and stitching of the same and purchase of shoes/socks and bellies above the ceiling amount shall be borne by the Officers and staff themselves.

5.2 The Parliament Security Service has been authorized to ensure the Group C staff members who are being provided with uniform may be given access only when in uniform and not otherwise. For this, the CPIC has been requested to incorporate the photographs of those staff members who have been provided with uniform, the system so that when checked at the access points, their photograph appears on the monitor in uniform. A list of such staff members will be provided to the CPIC by G.A. Section from time to time.

Lists containing the names of entitled Officers and staff for Summer/Winter uniform and shoes/socks and bellies shall be sent to Estt.(A/cs) & Budget Section for payment in advance. The amount will be deposited in the savings accounts of entitled Officers/Staff. Part payment shall be made to entitled Officer and staff for summer/winter uniform. The rest of amount shall be settled only after submission of bills. The entitled Officers and staff will be required to submit the

bills positively within three months. Settlement of bills will be made only after the cut off date. The entitlement of liveries for various entitled categories of staff is as per (Annexure-XII).

ANNEXURE-XII

Category	Winter Uniform	Summer Uniform	Shoes	Socks	Other items
-E.O. and above	1 set per 2 years	2 sets per 2 years			
-Reporters	-do-	-do-			
-U.D.C.	-do-	-do-			
-Driver/DRs/ Reprographers/etc.	-do-	-do-	2 Pairs/1yr.	3 Pairs/1year	Rain Coat & Leather Jackets In 5 yrs.
-Sec. Ass	2 set per 3 years	-do-	-do-	-do-	
-Chamber Attend.	1 set per 2 years	-do-	-do-	-do-	Khulla for 4 yrs. & Pagri for 2 yrs.
-Attd. Gr I, II & III	-do-	-do-	-do-	-do-	

5.2.1. Issue Registers (Annexure XIII) are maintained separately for each category of Officers with pages reserved for each officer/official.

ANNEXURE-XIII

Name_____

S.No.	Item	Date of Issue	Signature	Remarks

5.3 Advance payment to officers and staff for purchase of shoes, socks and bellies: From the year 2010, system for purchase of shoes, socks and bellies has been revised. Advance payment in full shall be made to entitled Officers/staff for purchase of Shoes, socks and bellies as per the specified models. Officers and staff will be required to submit the bills within a period of not more than three months failing which the amount would be deducted from their salaries. Also, the amount would be settled only after physical verification of product purchased by entitled Officers/staff.

5.4 Local Purchase Committee: All expenditures relating to the procurement of Liveries items upto Rs. 1,00,000/- are referred to the Local Purchase Committee and after due recommendations by the Committee, the items are procured by this Section.

5.5 Distribution of Briefcases, Calendar and Diaries to Members of Rajya Sabha and Officers: Briefcases are procured adopting the same procedure which is followed for the purchase of liveries. These cases are disposed off at the level of authority as per the delegated financial powers. All the work related to the printing, procurement and distribution of Calendar and annual diaries to Members of Rajya Sabha and officers of this Secretariat is also done by this Section.

CHAPTER-6

MISCELLANEOUS WORK

6.1. Home Ministry Identity Cards (Validation Slips): Application of the officers and staff duly recommended by respective Director/Joint Director are processed for issue of Home Ministry Validation Slips and these are then forwarded to the Ministry of Home Affairs by this Section after being sponsored by Joint Director of this Secretariat. These slips are then obtained in due course and distributed to officers/staff concerned.

6.2. Enrolment of Members of Staff as members of parliament Library: the process of forwarding of application for admission/renewal of membership of Central Secretariat Library/Parliament Library/Parliament Staff Library is done in this Section. Requests for library cards received from officers and staff of this Secretariat are forwarded to the concerned Library with the requisite Certificate. Register in this regard is also maintained.

6.3 Circulation of General Instructions: Circulars of general interest received from Ministries/their attached by subordinate offices, circulation of Memoranda received from different ministries/Departments regarding procedure to be followed in respect of allotment etc. of pool accommodation, Medical reimbursement, etc. and observance of Holidays in the Secretariat, Liaisoning with Railways Canteen, etc. renewal of office telegraphic address etc. is being done by this Section.

6.4 Issue of Parliamentary Bulletins: Parliamentary Bulletins are issued on various matters about which references are received from Lok Sabha Secretariat such as renovations in Parliament House Complex, functioning of canteens, inauguration of statues and invitation to various functions etc. While bulletins are issued for information of Members, Circulars are simultaneously issued for the information of the Secretariat.

6.5 Computerisation: All expenditures are entered in the Budget & Expenditure register, as per the procedures prescribed in the operational manual.

PART-V

STORES SECTION

CHAPTER-1

PURCHASE OF OFFICE ITEMS

1.1 Main responsibilities of Stores Section: The section deals with the following items of work:

- (i) Purchase and supply of office stationery items;
- (ii) Purchase and maintenance of photocopiers, copy printers, fax machines, shredder machines, stitching machines, address writing machine and tape recorders;
- (iii) Purchase of Computer consumable items, viz. ink/toner cartridges, RW CDs/CDs etc.;
- (iv) Purchase and maintenance of Staff Cars, Pick-up-cum Delivery Vans, Minibuses, Motorcycles Office Bicycles etc.;
- (v) Maintenance of PTI News Ticker Systems installed at the residential Office of the Hon'ble Chairman, Rajya Sabha;
- (vi) Purchase and supply of furniture items through CPWD;
- (vii) Arrangement for heating systems in winter through the C.P.W.D.;
- (viii) Preparation of Rubber Stamps;
- (ix) Auction of obsolete office items including vehicles, furniture etc.;
- (x) Disposal of waste papers; and
- (xi) Conveyance Management for Officers/Staffs of the Secretariat.

1.2 Purchase of Stationery/Sanitary Items: The indent for supply of stationery for each individual item is prepared each month depending upon the stocks available and pattern of demand anticipated from various Offices/ Sections. The format of the indent is as per (Annexure-I):—

ANNEXURE-I

Requisition Form for Stationery Articles for the month of.....20.....

Please supply the following articles of stationery for the use of.....

Name of the item	Indented	Supplied
------------------	----------	----------

Officers are responsible for the correctness of their indent and for due economy in the use of the stationery articles.

Received the above articles.

Signature of the Officer

1.2.1 While estimating the requirement of individual items of stationery, the following factors are taken into consideration:—

- (i) level and strength of officers and staff of the Secretariat;
- (ii) the pattern during the past two years; and
- (iii) the stock in hand on the date of preparation of the indent.

1.2.2 the indent of each item of stationery so prepared is consolidated after examination and submitted for approval of the competent authority. After obtaining the rate of each item from M/s. Kendriya Bhandar/M/s. NCCF/ Firms who quote lowest rate, as per quality specifications, on prescribed proforma signed by EO/AD, the proposal of L1 rate is submitted in order to obtain administrative approval/financial sanction. After obtaining administrative approval/financial sanction, the order for procurement of individual items is sent to M/s. Kendriya Bhandar/firms concerned who have quoted L1 rate, for supply of the indented items.

1.2.3 Items not available in M/s. Kendriya Bhandar/M/s. NCCF are purchased by inviting quotations for items of small value and sealed tenders for bulk items as per Chapter 6 *i.e. Procurement of goods and services* of the Revised General Financial Rules, 2005. As per the Rules, purchase of articles or grant of articles upto Rs. 15,000 (Rupees fifteen thousand only) on each occasion may be made without inviting quotations. Purchase above Rs. 15,000 (Rupees fifteen thousand) only and up to Rs. 1,00,000 (Rupees one lakh) only can be made on the recommendations of a duly constituted Local Purchase Committee. The following procedure is followed for inviting quotations/tenders:—

- (i) procurement of samples;
- (ii) technical report of acceptability of suppliers as per samples (where necessary); and
- (iii) preparation of comparative statement, showing the rates, taxes, terms and conditions etc.

1.2.4 The comparative statement is scrutinized keeping in view the lowest rate quoted, quality of samples supplied, previous performance of the firm, if any, additional discount/concession/free accessories offered etc. The firm whose sample/quotation is approved is issued the order for supply of the indented items after obtaining financial sanction of the competent authority. Where necessary advice of technical personnel is obtained with regard to specification while preparing the tender notice and scrutinizing offers received, necessary action is taken accordingly.

1.2.5 As far as possible, the carriage for supplying stationery items to Stationery Stores, Parliament House Annexe, is provided by M/s. Kendriya Bhandar/M/s. NCCF/Firms concerned. However, in exceptional circumstances transport/vehicle is arranged by the Secretariat failing which advance is taken from Estt. (A/Cs) & Budget Section after obtaining prior approval of the competent authority for hiring a private carrier.

1.2.6 After receiving articles from the concerned firms(s) , cash memo(s)/bills(s) is/are obtained (in duplicate) and processed generally within a week in accordance with the Financial Sanction already taken. The quantity and quality of items received are checked with the Bill(s) and entered at page No. and Sl. No. of the respective Stock Register. A Sanction Order containing the details of the items purchased and expenditure incurred is issued, specifying the name and address of the firm, as well as the head of account to which the amount is debitible. Copies are endorsed to the Pay and Accounts Office, Rajya Sabha and other concerned authorities for their information and necessary action. The Sanction Order along with original cash memo/bill is thereafter sent to the Estt. (A/cs) & Budget Section and one copy of the cash memo/bill is sent to the Cashier for preparation of vouchers which are subsequently sent to P&AO who prepares the Cheque. One copy of the Bill(s) is also kept in the purchase file.

1.3. Rules and procedure followed for procurement of Stores: During the course of the year, if certain items of stationery are needed on emergent basis or some additional quantity is required, a supplementary indent is prepared.

Procurement of Stationery Stores is done following the Rules of Chapter 6 "Procurement of Goods and Services" of the revised General Financial Rules, 2005.

1.3.1 Rule 140 of the revised GFRs, 2005 provides that "the Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&D) with the approval of competent authority. The indent form to be utilized for this purpose will be as per the standard form evolved by the Central Purchase Organization".

1.3.2 Rule 145 states that the "Purchase of goods up to the value of Rs. 15,000 (Rupees Fifteen Thousand only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the Competent Authority".

1.3.3 Rule 146 provides that the "Purchase of goods costing above Rs. 15,000/- only and up to Rs. 1,00,000/- only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee

consisting of three Members of an appropriate level as decided by the Head of the department. The Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier".

1.3.4 In terms of the aforesaid three rules, the following Committee have been constituted by the Secretary-General to facilitate procurement of various items for use of the Secretariat:

- (a) Local Purchase Committee (under administrative control of GA Section) recommends purchase of various items from the local market, costing above Rs. 15,000/- (Rupees fifteen thousand only) and upto rupees one lakh requisitions in respect of which are referred to it.
- (b) Purchase Committee considers the proposals for purchase of stationery items costing rupees one lakh and above.
- (c) The items below Rs. 1 lakh are also purchased through M/s. Kendriya Bhandar/M/s. NCCF as per the DoPT Circular No. F.No. 14/12/94-Welfare (Vol. II) dated the 5th July, 2007.

1.3.5 Apart from the above three rules, Rule 147(1) states that "in case a Ministry or Department directly procures Central Purchase Organization (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Ministry or Department shall make its own arrangement for inspection and testing of such goods where required."

1.3.6 Rule 149 provides that "except in cases covered under Rules 145, 146 and 147(1), Ministries or Departments shall procure goods under the powers referred to in Rule 140 above by following the standard method of obtaining bids in: (i) Advertised Tender Enquiry (ii) Limited Tender Enquiry; and (iii) Single Tender Enquiry."

1.3.7 In Advertised Tender Enquiry, invitation to tenders is done through advertisement for procurement of goods of estimated value Rs. 25 lakh and above. In such case, the advertisement has to be given in the Indian Trade Journal (ITJ); published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily. A complete bidding document should be published on the website in order to enable the bidders to download the document from the website.

1.3.8 Limited Tender Enquiry method is adopted when estimated value of the goods to be procured is up to Rs. 25 lakhs. Copies of the bidding document have to be sent directly by speed post/registered post/courier/e-mail to firms which are on the list of registered suppliers for the goods.

1.3.9 It should also be published in the website in order to be able to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. The number of supplier firms has to be more than three. Limited Tender Enquiry can also be adopted even where the estimated value of the procurement is more than Rs. 25 lakhs if the competent authority in the Ministry or Department certifies that the demand is urgent by putting in the nature of urgency and reasons why the procurement could not be anticipated.

1.3.10 In Single Tender Enquiry, procurement from single source may be resorted to in the following circumstances:—

- (i) If it is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessary to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority has to be obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

1.3.11 Proprietary Article Certificate in the following form is to be provided by the Ministry/Department before procuring the goods from a single source under the provision of sub Rule 154 (i) and 154 (iii) as applicable.

- (i) The indented goods are manufactured by M/s.....
- (ii) No other make or model is acceptable for the following reasons:—

.....
.....
.....
(iii) Concurrence of finance wing to the proposal vide:

.....
(iv) Approval of the competent authority vide:—
.....

(Signature with date and designation of the Procuring Officer)

1.3.12 Besides, Rule 156, regarding the maintenance contract, says that "depending on the cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contract(s) of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter."

1.4 Delegation of financial powers for purchase and maintenance:

According to the Office Order Part-1 No. 6/2009-PERSONNEL, dated the 24th November, 2009 the following officers have been allotted financial powers for the purpose of purchase and maintenance of Stores as under:

- | | |
|---|---|
| (i) Deputy Director (<i>In charge of Stores Section</i>) | : Rs. 6,000/- |
| (ii) Joint Director/Director (<i>In charge of Stores Section</i>) | : Rs. 15,000/- |
| (iii) Joint Secretary (<i>In charge of Stores Section</i>) | : Rs. 1,00,000/- |
| (iv) Joint Secretary/Additional Secretary
(<i>In charge of Stores Section</i>) | : Full Powers (<i>For petrol bills</i>) |
| (v) Additional Secretary (<i>In charge of Stores Section</i>) | : Rs. 5,00,000/- |
| (vi) Secretary | : Rs. 10,00,000/- |
| (vii) Secretary-General | : Full Powers |

1.5 Purchase of Office Equipments and their consumables: Items like wall clocks, Photocopiers, Fax Machines, Shredder Machines, Address writing machines, Tape recorders, calculators, crockery, jugs, torches, inkjet/laser toner cartridges of computers and office equipments, ribbons etc. are normally purchased either from M/s. Kendriya Bhandar or from the Company concerned, and if they are not available in M/s. Kendriya Bhandar then these are purchased from open market as per the prescribed procedure given in Chapter 6 of the Revised General Financial Rules, 2005.

1.5.1 One pass book is maintained for M/s. Kendriya Bhandar, carrying the specimen signature of E.O./A.D./D.D. and it contains the quantity of the articles supplied by the Kendriya Bhandar as also the details of the payment made.

1.5.2 On receipt of an indent for supply of any office equipment it is examined taking into account the previous issue of such equipment, if any, and placed before the Committee for Procurement of Office Equipment alongwith the rates obtained from various companies or their authorized distributors. Once the Committee is satisfied with the justification of such a demand and approves it, administrative approval of competent authority for purchase of such equipment is obtained. In case a *buy back* of old model is contemplated, details are given in the notice inviting tenders. When a new machine is purchased, the operator if one is required is to be simultaneously identified and given mandatory training at tenderers cost as part of the purchase contract.

1.6 Procurement under buy-back-offer: According to rule 162 of DFR 2005, regarding Buy-Back Offer an existing old item(s) is replaced with a new and better version after obtaining the approval of the competent authority. For this purpose, a suitable clause is incorporated in the bidding document so that the prospective and interested

bidders formulate their bids accordingly. Further, depending on the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard incorporated in the bidding document.

1.7 Preparation of rubber stamps: The making of rubber stamps is ordered after obtaining administrative approval from the Competent Authority for preparation of rubber stamps after due consideration of its necessity. Thereafter, the authorized firm is given the job for preparation of the requisite stamps on the rates agreed to between the Secretariat and the firm on annual basis. Upon receiving new rubber stamps, it is checked as to whether these tally with the specimen given and returned for necessary corrections, incase, any discrepancy is found. The payments for preparation of rubber stamps are made as per the procedure after making entry in the stock register to this effect.

CHAPTER-2

ISSUE OF STORES ITEMS

2.1 Issue of Stationery/Sanitary items: On receipt of requisitions for supply of various stationery/sanitary items, the quantity of items issued is entered into the relevant column of the Stock Register. The entries are signed by the concerned Stores Assistant and endorsed by Executive Officer/ Assistant Director. The entries in the register are made as per the (Annexure II) format on the two facing pages of the register (one side for receipt and the other for issue).

ANNEXURE-II

STOCK REGISTER							
Name of Article—————							
Date of Receipt	Particulars of vendor	Quantity Received	Signature of Stores In-charge	Balance			Date and Initials of the Head of Branch Receiving Officer
				In Store	Issued during Month	Overall balance	

2.1.1 The stationery items are issued by the Assistant incharge of the Stores only against proper form/office note signed by the in-charge of the respective Sections or by the concerned Officer/P.S. in case of Deputy Director and above.

2.1.2 The following points are to be borne in mind by the respective section heads/P.Ss./P.As. while preparing the indent of stationery:

- (i) the proforma/note sent in duplicate is duly signed;
- (ii) the demand of stationery items is reasonable and essential;
- (iii) adequate reasons are furnished for any special/additional requirement;
- (iv) there is no overwriting, cutting etc. on the indent and any alteration, if any, is attested by the concerned Officer/Head of the branch; and
- (v) blank space in the note is crossed by indenting Section/Officer.

2.1.3 The quantity of each item of stationery issued is entered in copies of the note and also in main supply control register after obtaining signature of the person sent by the indenting Officer/Branch. The stationery is issued to the indenting Section/Officer on monthly basis between 3.30 p.m. to 5.00 p.m. from 5th to 26th of every month on all working days. Normally, no supplementary indents are entertained from any Section/Officer except in emergent cases and for that the concerned Section has to provide reasonable justification thereof.

2.1.4 There is a distribution register (annexure III) for stationery items which shows the requisition number, date, name of the Section/Officer and the quantity of items supplied. The relevant entry is made in the central stock register at the end of each month.

ANNEXURE-III

RAJYA SABHA SECRETARIAT (STORES SECTIONS)

MONTHLY ISSUE OF STATIONERY ARTICLES OF...

Name of Item	Code Nos. (Allotted to Sections/Offices)	Quantity of item(s) issued
--------------	--	----------------------------

2.2 Issue of non-consumables and consumables: Before any non-consumable or valuable item is issued, it is to be given a serial code number which must be written *i.e.* (RS:1/Code No./2010) at an appropriate place. An issue Register will be maintained with separate pages for each item. All items will be entered at the item of issue after noting down the serial no. of the item as per the format of Register (Annexure IV).

ANNEXURE-IV

Item Name:_____		Item code No._____			
S.No.	Code No. of the item	Issued to	Date of Issue	Signature of receiver with Date	Date of return

2.2.1 In respect of Computer consumables such as inkjet cartridges, toner cartridges etc. A new one is to be issued only after the used Ink/toner Cartridge is returned to the Stores Section which is auctioned out for value consideration subsequently. Watch is also kept on consumption rate in such cases. CDs/Floppies are issued as per the request of the various Offices/Sections.

2.2.2 Whenever any officer retires or any deputationist returns to his/her parent department, Stores section takes back all consumable/non-consumable articles lying with him. NOC is issued, and relevant entries are made in the respective stock register. If any article is in a damaged condition, the order of the Secretary-General is obtained for condemning the same, if it has already outlived its normal useful life. In case repairs/replacements are possible under a warranty or contract, the same is got done.

2.3 Issue of Towels: Towels are also issued by Stores Section to Officers, Reprographers and Sanitary Staff of the Secretariat twice in a year. For this, circulars for issuance of towels to officers of the Secretariat are issued in the month of January and December every year.

2.4 Procedure in respect of movement of Store and stock items: All movement of stock and store items belonging to the Secretariat from one building to another or out of the complex will be regulated through the issue of Gate passes as follows:—

- (i) In respect of items issued by Stores Section out of stock, the E.O./A.D. in charge will issue the gate pass, specifying in the item with complete description *viz.* The stock item no./make/serial no. etc., its destination, name of persons (an organization) authorized to carry the item and the date and time period fixed for the purpose, and mode of transport, if any.
- (ii) In respect of items already issued to Sections/Officers by the Stores Section, where movement of the item is on account to temporary deployment/repair or return to store etc., the E.O./A.D. or PA/PS concerned will issued the gate pass on above lines.
- (iii) In respect of items brought inform outside for repair or demonstration *viz.* sample items brought by Vendors, separate inward and outward gate pass (Annexure V) will be issued by the E.O./A.D., PA/PS concerned.

GATE PASS

RAJAY SABHA SECRETARIAT

ANNEXURE-V

Name of Office/Section_____

Date of Issue:_____

Item description:_____ Name _____

Serial No./Part No._____ or Stock issue no._____

Issue in favour of Shri_____

Off (Organisation)_____

Valid for movement from_____to_____through Gate no.

On date_____between_____to_____

Signature of
E.O./A.D., PA/PS with stamp & date

2.4.1 Whenever an item is taken in or/out of a building, the gate pass will be checked by Watch and Ward against the item, and the gate pass will be cancelled/endorsed giving date and time of the movement through the gate (with gate number).

2.4.2 All cases of unauthorized of stock/stores will be brought to the notice of Deputy Director, Watch and Ward, PH/PHA, by the Watch and Ward staff, who will institute necessary inquiries, if necessary, and also inform the Officer/Section concerned immediately.

2.5 Action in cases of Loss, Theft or deliberate damage to stores issued or in stock: A separate register will be maintained in the Stores Section and other sections issuing stores in the format (Annexure VI) to register all cases of loss, theft or damage to valuable consumable or to non-consumable stores:—

ANNEXURE-VI

Date & Time	Item Description	Item code No./Part/Serial No.	Issued to	Nature of Complaint	Name of Complaint	Action Taken (Date & Time of report of W&W Office)
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2.5.1 all such matters will be reported to the Deputy Director/Joint Director in charge of Stores (or concerned) Section and to Watch & Ward Office incase investigation is necessary to recover property or identify the culprit. All information to Deputy Director/Joint Director (Stores/concerned Section) and Watch & Ward Officer will be sent in writing over the signature of the E.O./A.D. in charge of the Section of PA/PS of the Officer or Committee Chairman concerned, specifying the date and time of occurrence and detection of the event, the normal location and description of the item stolen/damaged (including make, stock item number and part/serial number if any) etc.

2.5.2 In case of recovery of the item, information will again be communicated to all concerned. In respect of cases of recovery of unaccounted for stores by Watch & Ward Officer etc., the issuing Section, *i.e.* Stores Section will be informed in writing of the details (description, part/serial no., place and mode of discovery etc.) and the Section will enquire into the matter and submit a report to the Deputy Director/Joint Director in charge of Stores who in turn will intimate the Watch & Ward Office at the earliest.

CHAPTER-3

MAINTENANCE OF OFFICE EQUIPMENTS AND STORES

3.1 Maintenance of Office Equipments: Office machines including photocopiers, copy printers, fax machines, shredder machines address writing machines etc. are put under Annual Maintenance Contracts (AMCs) or full Service Maintenance Agreements (FSMAs) with manufactures/authorized agents/Firms (incase where proprietary right is not involved) concerned as per the terms and conditions mutually agreed upon, which specifies repairs, parts replacement, preventive maintenance etc. and penalty for downtime exceeding specified limits. All complaints regarding on functioning and defects in the machines are received in Stores Section and entered in the register (Annexure VII). Dealing Assistance, on receipt of complaint, made in writing or verbally, shall liaise with the concerned agency for repair of defects immediately. The AMC contractor raises monthly/quarterly bills. Penalty for excess down time is deducted while making payment.

ANNEXURE-VII

Date	Time	Name/Designation of Complainant	Item	Nature of Complaint	Date and time of Attendance	Date and time of completion of Repair
------	------	---------------------------------	------	---------------------	-----------------------------	---------------------------------------

3.1.1 Responsibility for safe custody: Safe custody of office machines and equipments issued to officers/ sections are the responsibility of the PS/PA and section incharge. These officers are required to ensure that the machine—

- (i) are used for official purposes only;
- (ii) are used by authorized and trained personnel; and
- (iii) are kept at safe place and are not subject to mishandling;

3.2 Maintenance and Physical Verification of Stores: In order to ensure accuracy about the entries made in the stock register of stationery and other non-consumable items as also the actual stock available in the Stores, physical verification of stores is conducted on calendar year basis by the P&AO of the Secretariat, wherein the P&AO physically verify all the items available in the Stores and tally the stock with the stock registers and sign against each and every item.

3.2.1 Physical verification of all stores shall be made at least once a year as required under Rule 192(1) to 192(3) of the revised General Financial Rules 2005. The work will be entrusted to officials conversant with the techniques and independent of the subordinate authority in charge of the stores. In no case shall the custodian, ledger keeper or the accountant of the stores be entrusted with this work. During physical verification, if any difference is found between stock available and the balance shown in the stock register, it is resolved in the following manner:—

- (a) if the difference is in excess, it is posted in the receipt column as excess in stock register after getting the concurrence of the P&AO;
- (b) if the difference is a shortage, the shortage is evaluated according to the cost thereof as shown in the original vouchers and the total loss as a result of such difference is calculated in terms of money;
- (c) report of such loss is submitted to the P&AO giving cogent reasons for such loss; and
- (d) thereafter the details of losses are submitted for orders of the Secretary-General either to recover the same from the person responsible or write it off.

3.2.2 Unserviceable articles like broken pens, glassware, etc. when can neither be reissued nor sold/auctioned are destroyed in the presence of E.O./A.D. (Stores) after due approval.

The following instructions are followed for proper maintenance of stores:—

- (a) all stores remains under the lock and key of the assistant responsible for its safe custody;

- (b) all locks of stores have duplicate keys, one key each in the possession of dealing assistant and the E.O./A.D;
- (c) special care is taken for the safe custody of Stores for keeping articles in good and efficient working condition and protecting them from any loss and damage.
- (d) the unserviceable and surplus articles lying in Stores over a long period for which there is no demand from any section are brought to the notice of the E.O./A.D. (Stores) and get rid of following due procedure; and
- (e) in order to protect articles from fire etc. inflammable and other susceptible articles are not placed in the store room and are stacked separately.

3.3 Transfer of Charge: Whenever an official in charge of Stores is transferred he/she shall hand over charge of the Stores to the successor or a person designated for the purpose after proper physical verification of the balances handed over. A certificate to this effect will be recorded in the Stock Register. A statement to this effect will be prepared and signed with date by the relieving officer and relieved officer and each of these officers will retain a copy of the signed statement.

CHAPTER-4

PROCEDURE FOR DISPOSAL OF STORES

4.1 Settlement of bills: All bills/cash memos are normally disposed of within a week of the receipt. On receipt of a bill it is scrutinized to ensure that:—

- (i) the articles for which payment is claimed are accounted for in the stock register;
- (ii) the bills are in terms of the order placed;
- (iii) the rates are in accordance with the supply order;
- (iv) the rates of sales tax charged is correct and the tax is not charged on goods exempted from such tax;
- (v) the total amount of bill is correct and written in words *and* figures;
- (vi) the bill is prepared and signed by supplier in ink;
- (vii) the bill has not been earlier paid;
- (viii) in case of photocopier machines the reading mentioned in the bill is certified by the branch or PA/PS to Officers where it is installed and is appropriately calculated according to the prescribed charge; and
- (ix) after the bill is found in order the follow up action for payments thereof is taken as per the procedure prescribed for, after recording the serial number and date of entry of the item as per stock register on the back of the bill and certifying that the payment has not been made earlier.

4.2 Auction of obsolete Office Materials: Whenever any office item, old vehicles, broken furniture, stationery and other items become unserviceable/obsolete and due for condemnation, approval of the Secretary General is taken for auctioning the same by declaring them as condemned/obsolete/unserviceable. Thereafter, the matter is referred to the Committee constituted by the Secretary-General for declaring the items of Stores as obsolete after physically verifying the items. After approval of the Committee so constituted, tender notice is published in at least two daily National Newspapers as well as put on the Rajya Sabha Secretariat website inviting therein to the interested parties to participate in the auction of these obsolete items. Thereafter, the detailed list of the articles prepared is collected by all the interested junk dealers. On receipt of their response, the date, place and time of auction is finalized and the concerned dealers are intimated accordingly. Tender Notice for auction of obsolete item is normally issued in the month of April-June quarter of every year.

4.2.1 On the fixed date, time and place of auction, Deputy Director/Joint Director in-charge, E.O./A.D. (Stores), and the concerned Dealing Assistant remain present. If due to an unavoidable reasons E.O./A.D. or D.D./J.D. is unable to attend the auction, another Officer of equivalent rank is nominated by the Director (Administration) to attend the auction to ensure smooth running and record the bid and award to the highest eligible bidder. The senior-most Officers present records the highest bidder and check that all the auctionable goods are taken by him with proper weightment etc.

4.2.2 A sale account is prepared in a proper form and signed by all the officers present at the site. The sale proceeds are collected in cash from the highest bidder and deposited with the cashier. Thereafter, the stock register is updated by deducting the auctioned materials from the stock of respective articles. Finally a detailed note is submitted to the Secretary-General giving therein all the details of auction and amount received.

4.3 Procedure regarding disposal of waste paper: At the end of each calendar year the administrative approval of the competent authority is obtained for inviting tenders from *Kabaries* for purchase of waste paper of the Secretariat on annual contract basis for the next year. This is done normally in the month of October-December quarter of the Action Plan of the Stores Section. Thereafter, a tender notice is published in the prominent national dailies publishing the detailed terms and conditions. The tenders received are opened in the presence of E.O./A.D. (Stores), D.D. in-charge and other officers so deputed in the presence of the tenderers. The highest bidder is given

the contract if his quotation is found in order and he agrees to abide by the terms and conditions of the contract as mentioned in the tender notice. One fourth of the total amount is required to be deposited for the first quarter by the bidder with the cashier immediately. As soon as the quarter of the year for which amount has been deposited expires, the waste paper contractor is asked to deposit installment for the next quarter, the same procedure is followed for depositing the subsequent installment.

4.3.1 After the conclusion of every session or at any time, if necessary, all the Sections make survey of the waste paper in their respective rooms that requires disposal. The Stores Section is informed about the disposable waste paper by the concerned Section who in turn informs the appointed *Kabari* for collecting the waste paper.

CHAPTER-5
PURCHASE AND MAINTENANCE OF VEHICLES
(UNDER THE STAFF CAR POOL)

5.1 Bicycles: The bicycles are issued to Messenger performing outdoor duties as well as Drivers and they are responsible for its maintenance. Regular class-IV employees of sanitation wing are also entitled to have bicycles. The details such as number, make, price, date of purchase etc. of new bicycle are entered in the stock-cum-repair register. A rate contract is entered into with the authorized bicycle repairer. The tyres and tubes of bicycles are changed once in a year and old tyres/tubes are sold in auction.

5.1.1 In case any bicycle is lost/stolen, an FIR is to be immediately lodged by the concerned person and a copy of the same is sent to the Stores Section for further necessary action.

5.2 Motor Cycles and Three-Wheelers: The Motor Cycles and Three-Wheelers are purchased from the authorized dealers, after sanction is obtained from the competent authority.

5.2.1 The maintenance of three-wheelers is done through Stores Section after receipt of the details of the repairs to be undertaken from the concerned driver. Thereafter, financial sanction for repairs etc., are taken from the competent authority and job order is given to the driver concerned for carrying out repairs from the authorised Service Station. The Stores Section also maintains Petrol coupons obtained from the authorised filling stations for the use of three-wheelers.

5.2.2 A condemned motor cycle/three-wheeler is auctioned out after obtaining orders of Secretary-General. A condemnation certificate is also obtained in this regard from the Electrical and Mechanical Officer, Airports Authority of India, Department of Civil Aviation.

5.3 Staff Car: Purchase of a new car or a proposal to have a new car under replacement scheme is done under orders of the Secretary-General. Condemnation of staff cars which have outlived their normal useful life as provided in the Staff Car Rules is also done by obtaining approval of the Secretary-General. Thereafter, the car is sent to the Electrical and Mechanical Officer, Airports Authority of India, Department of Civil Aviation for obtaining the condemnation certificate.

5.3.1 The maintenance of staff cars is done through Stores Section for which driver is required to submit a note giving the details of the repair works to be undertaken. Thereafter, financial sanction for repair works is taken from the competent authority and job order is given to the driver concerned for carrying out the repairs from the authorized Service Station. The Stores Section also maintains petrol coupons obtained from the authorized filling station in the name of each staff car with their number stamped on each coupon.

5.4 Conveyance Management: This Section arranges conveyance for use of officers/staff of this Secretariat. It also makes special arrangements for staff sitting very late during session period. As per the orders of the Secretary-General, Deputy Director (Stores) *now* J.D. (Stores) has been assigned the charge for co-coordinating all vehicle related matters and assignment of duties to drivers. Log books for individual cars/vans/auto/motorcycles are maintained by the drivers concerned (as per staff Car Rules) in the specified format (Annexure VIII), which is verified by the E.O./A.D.(Stores) and the PA/PS/Officer in-charge of concerned Offices/Sections where vehicles have been placed:

ANNEXURE-VIII

PETROL ACCOUNT

Date	MMt/Kms.	Petrol drawn (in litres)	Initials of officers i/c of the car

FORMAT OF LOG BOOK

Date	Time		MMt Km Reading	Miles/Kms covered	Pd. of detention included in cols 2&3 (for non duty journeys only)	Name & designation of officer using the staff car	Places visited	Purpose of journey if official full details	Sig. of officer using the car and his remarks if any	No. of hours after normal duty hrs or on Sunday and closed holidays	Initials of officer of vehicle and his remarks if any
	Form	To									

5.4.1 Details of servicing, repairs, part replacements etc. are also entered in the Log Book/Vehicle Register against the respective date. Stores Section maintains the register (Annexure IX) to work out the cost of repairs spent on each vehicle, in order to estimate when its useful life is over. Cases of condemnations/replacement of vehicles are processed as per Staff Car Rules keeping in view the mileage and expenditure incurred on their maintenance. The logbooks are deposited with the Stores Section positively in the first week of every month.

ANNEXURE-IX

Vehicle No.-----

Date	Item Repaired/Replaced	Repair/Replaced by	Cost incurred
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CHAPTER-6

FURNITURE OF THE SECRETARIAT

6.1 Procurement of Furniture: In the case of procurement of furniture items etc. through CPWD sanction cost incurring for purchase of the items is given by the Stores Section and the sanction amount is debited to the CPWD head of account [Numbers 2059 and 4059] directly by the Pay & Accounts Office, Rajya Sabha.

6.2 Indent for Office Furniture: Whenever demands for furniture items are received, they are examined on the basis of an onsite assessment of the requirement of furniture. Thereafter, approval of the competent authority is obtained. After approval, CPWD is requested to give financial estimate and after obtaining the estimate, financial sanction is taken from the competent authority and thereafter the CPWD is informed to carry out the necessary work.

Maintenance and repair of furniture is being handled by Stores Section on annual basis. The repair work is carried out by CPWD. The estimate received from the CPWD is consolidated annually and the payment is made thereof.

Whenever new furniture is procured from CPWD entry regarding each item is made in the stock register (Annexure X). Whenever furniture is auctioned after condemnation, the same is deleted from the stock register.

ANNEXURE-X

Name of item received	Quantity of item	Date of delivery	Bill No.

CHAPTER -7

RECORD MAINTENANCE OF STORES

7.1 Maintenance of Stock Register: All stock registers are maintained in the Stores Section well bound and machine numbered. The first few pages of the register are devoted to table of contents showing the name of the articles and pages in which the same have been entered for easy location during inspection and audit. A certificate of numbering of pages in a register is recorded on the first page of each register duly attested by E.O./A.D. (Stores). The register always remains under lock and key and is kept with the concerned Dealing Assistant. All brought forward entries from one page of the register to the end and from the old register to new are attested by the Dealing Assistant and counter signed by the E.O./A.D. (Stores). All entries in the register are made neatly and in legible writing without any marks of eraser or over writing. Corrections, if any are invariably attested by the E.O./A.D. (Stores).

7.1.1 It is the responsibility of the E.O./A.D. (Stores) and concerned Deputy Director/Joint Director to ensure that the registers are maintained regularly and are upto date and are required to put their signatures in the registers in token of having checked them.

7.2 Life of Stock Registers/Files: The stock register maintained in the Stores Section is preserved for ten years and bills/expenditure and other registers are preserved for a period of upto 5 years. The period is reckoned from the year of closing of the register. If any audit objection is pending in any register, that register is kept till such objection is cleared by the audit. The register will be destroyed only after thorough examination and after obtaining written permission of the Deputy Director/Joint Director in-charge. The details of life of the registers and files of the Section are as per (Annexure XI).

ANNEXURE-XI

Sl. No.	Name of the File and Registers	Existing provision	Revised provision
1.	Stock registers of various items purchased for use of Officer/ Sections	Permanent	Upto 10 years
2.	Physical Verification File	05 years	05 years
3.	Bill/Cashier Register	10 years (To be destroyed after audit objections are settled)	05 years (To be destroyed after audit objections are settled)
4.	Stationery Registers:		
	(a) Indents on Stationery Office	02 years (The proposed period of 2 years would suffice particularly as a complete account of receipts and issues of stationery articles will be maintained in the Stock Register, which is proposed to be preserved for 5 years)	02 years (The proposed period of 2 years would suffice particularly as a complete account of receipts and issues of stationery articles will be maintained in the Stock Register, which is proposed to be preserved for 5 years)
	(b) Local Purchase	02 years. (This period is necessary to facilitate audit of Local purchases made during a year)	02 years (This period is necessary to facilitate audit of Local purchases made during a year)

Sl. No.	Name of the File and Registers	Existing provision	Revised provision
5.	Staff cars and motor cycles Registers/Files:		
	(a) Purchase	10 years	10 years
	(b) Repairs and Maintenance	05 years	10 years (or till the vehicle is condemned and auction out, whichever is earlier)
	(c) Log Book	05 years	05 years or 1 year after their examination in local audit, whichever is earlier (as indicated under Rule 40 A of the Staff Car Rules)
6.	Furniture, Bicycle, Typewriters, Duplicating Machines and other Office Equipment Registers/Files		
	(a) Purchase	05 years	05 years (or till the stocks are condemned and auction out)
	(b) Maintenance/repair	05 years	05 years (or 1 year after their audit is over)
	(c) Stock register	10 years	10 years
7.	Disposal of surplus, obsolete and unserviceable Stores registers/files	05 years	05 years
8.	Write off of losses File	05 years	05 years
		(To be posted to the concerned register and destroyed only after audit objections are settled)	(To be posted to the concerned register, and destroyed only after audit objections are settled)
9.	Contingent Expenditure Register	New	03 years, or one year after completion of audit whichever is later (as per revised GFR, 2005)
10.	Tender Register	New	05 years
11.	File Movement Register	New	02 years
12.	Stamps Register	New	05 years