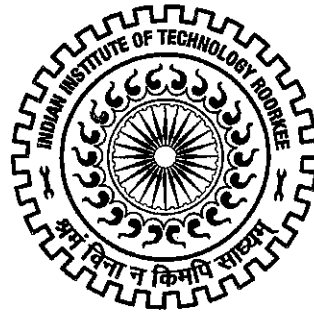


वित्त समिति
की सत्ताईसवीं बैठक का कार्यवृत्त
**MINUTES OF THE 27TH MEETING
OF THE FINANCE COMMITTEE**

20 अगस्त 2011
20TH AUGUST 2011



भारतीय प्रौद्योगिकी संस्थान रुड़की
रूड़की – 247 667 (भारत)

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE - 247 667 (INDIA)**



प्रशान्त गर्ग
उप कुलसचिव (प्रशासन)
Prashant Garg
Deputy Registrar (Admn.)

भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की-247 667, उत्तराखण्ड, भारत

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247 667, UTTARAKHAND, INDIA

Tele : (91) 1332-285637(O), 285639 (R) Fax: 273560, 285310
e-mail : dregiseb@iitr.ernet.in prashantgarg7@hotmail.com

No.IITR/MS/27th FC/7014
Dated 22nd September 2011

All Members of the Finance Committee
Indian Institute of Technology Roorkee

**Sub: Minutes of the 27th Meeting of the Finance Committee of the
Indian Institute of Technology Roorkee held on 20th August 2011.**

Kindly find enclosed the minutes of the 27th Meeting of the Finance Committee of the Institute, which have been duly approved by the Chairman, Board of Governors.

It is requested that comments, if any, on the above referred minutes may kindly be sent to the undersigned within 15 days. If no comments are received within this period, it will be presumed that you agree with the minutes as recorded, and action would be initiated to implement the same.

Encl: As above

(Prashant Garg)
Offtg. Registrar &
Secretary, Board of Governors

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE 247 667**



**MINUTES OF THE 27TH MEETING OF THE
FINANCE COMMITTEE HELD ON 20TH AUGUST 2011**

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भारतीय प्रौद्योगिकी संस्थान रुड़की
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
रुड़की – 247 667
ROORKEE – 247 667



Minutes of the 27th Meeting of the Finance Committee held on 20th August 2011 at 11.30 a.m. in the Board Room of the Institute.

The following were present:

- | | | |
|----|---|-------------------|
| 1. | Shri Analjit Singh | Chairman |
| 2. | Prof. J.D.Sharma, Director (Acting) | Member |
| 3. | Prof. Surendra Kumar, IIT Roorkee | Member |
| 4. | Prof. N.M. Bhandari, IIT Roorkee | Member |
| 5. | Prof. Pradeep Kumar, IIT Roorkee. | Permanent Invitee |
| 5. | Lt. Col. (Retd.) A.K. Srivastava, Registrar | Secretary |

Prof. Pradipta Banerji attended the meeting on invitation.

At the outset, Prof. J.D. Sharma, Director (Acting), introduced Shri Analjit Singh, to the members of the Finance committee and welcomed him as the Chairman, Board of Governors of IIT Roorkee, on behalf of the Institute and on his own behalf. All the members joined the Director in welcoming Shri Analjit Singh. The Director also thanked Shri Ashok Bhatnagar, the outgoing Chairman and recorded the Institute's appreciation for his able leadership and guidance, during his tenures as the Chairman of the Board of Governors of the Institute.

Before taking up the agenda, Shri Analjit Singh, the Chairman, Board of Governors, stated that it was an honour for him to be appointed the Chairman of the Board of Governors of this prestigious Institute, and expressed the desire that IIT Roorkee should continue to excel in all its endeavours in the future. The Chairman then welcomed the members to the 27th Meeting of the Finance Committee. The Chairman also thanked Prof. S.C.Saxena and Prof. H.K.Verma, ex-Directors and outgoing members and recorded its appreciation for their valuable contribution as member of the Finance Committee.

Due to pre-occupation, Sri Amit Khare, IAS, Joint Secretary (ICC) MHRD, Sri A.N.Jha, Additional Secretary & Financial Advisor, MHRD and Prof. S.K.Khanna, Noida could not attend the meeting.

The agenda was then taken up.

Item No. 27.1: To confirm the minutes of the 26th meeting of the Finance Committee held on 21.04.2011.

The minutes of the 26th meeting of the Finance Committee held on 21.04.2011, were confirmed.

Item No. 27.2: Report on actions taken on the minutes of the 25th & 26th meeting of the Finance Committee held on 19.01.2011 and 21.04.2011, respectively.

The position of action taken on the matters as reported was noted.

Item No. 27.3: To consider the revision of consolidated monthly fixed emoluments of Junior Engineers/Technical Assistants and Junior Laboratory Assistants working on Contract positions.

The Finance Committee recommended that the revision of consolidated monthly fixed emoluments for the 19 contract sanctioned posts of Junior Engineers/Technical Assistants and Junior Laboratory Assistants be approved as under:

Sl. No.	Post	Revised consolidated emoluments(Rs.)
1.	Technical Assistants (TAs)	17,000/- p.m.
2.	Junior Engineers (JEs)	17,000/- p.m.
3.	Junior Laboratory Assistant (JLAs)	10,500/- p.m.

The revised emoluments will come into force with effect from 1st April 2011, for the persons who were in position on that date.

Item No.27.4: To consider the proposal for continuation of 01 post of Technical Assistant in Central NMR Facility on contract basis.

The Finance Committee recommended the tenure of the post of Technical Assistant in the Central Nuclear Magnetic Resonance (NMR) facility be extended for a further period of five years w.e.f. 30.06.2011. Further recommended that the monthly consolidated emoluments will be Rs.17,000.00 per month as recommended vide item No. 27.3, above. The revised emoluments will be come into force with effect from 1st April 2011 for the person who was in position on that date.

Item No. 27.5: To consider the proposal for continuation of 01 post of Junior Engineer (Horticulture) for the Estate & Works Division on contract basis.

The Finance Committee recommended that the tenure of the post of Junior Engineer (Horticulture) in the Estate & Works Division be extended for a further period of five years with effect from 11.08.2011. Further, the monthly consolidated emoluments will be Rs.17,000.00 per month as recommended vide item No. 27.3, above. The revised emoluments will be come into force with effect from 1st April 2011 for the person who was in position on that date.

Item No. 27.6: To consider the consolidated emoluments of Assistant Executive Engineers (on contract), Assistant Registrars (on contract) and Deputy Registrar (on contract).

The Finance Committee recommended that the range of consolidated emoluments for the post of Assistant Executive Engineers (on contract), Assistant Registrars (on contract) and Deputy Registrars (on contract) may be approved as under:

Sl. No.	Name of the posts	Range of Consolidated Emoluments
1.	Assistant Executive Engineer (Civil) (on contract)	Rs.30,000.00 - Rs.35,000.00
2.	Assistant Registrar (on contract)	Rs.30,000.00 - Rs.35,000.00
3.	Deputy Registrar (on contract)	Rs.45,000.00 - Rs.55,000.00

Item No. 27.7: To consider the Travelling Allowance and joining time benefits to the newly recruited faculty and officers.

The Finance Committee recommended that the benefits of Travelling Allowance and Joining Time for the employees of Indian Institute of Technology Roorkee including newly recruited faculty and Officers be approved as per the Government of India's Rules (**Appendix 'A'**). Clause No. 5(3) of Appendix 'A' will be applicable for the employees of IIT Roorkee.


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Item No. 27.8: To consider the reimbursement of Telephone/ Internet Bills for Faculty and Group 'A' Employee of IITR.

The Finance Committee recommended that reimbursement of communication charges in respect of Faculty and Scientific / Design Staff and other Group 'A' officers be approved as under:

Sl. No.	Designation	Ceiling Amount p.m. (Rs)
1.	Professors and equivalent Officers with Grade Pay of Rs.10,000/- or more.	1800/-
2.	Associate Professors / Assistant Professors and equivalent Officers with Grade Pay of Rs.7600/- or more	1500/-
3.	Other Entitled Group 'A' Officers	800/-

The Finance Committee further recommended that in case, a Faculty Member/ Officer of the Institute does not have a Broadband facility at his residence, the amount reimbursable be reduced by Rs. 400/- p.m. Other conditions applicable to the above will be as given in the Office Memorandum No. 7(14)2006-C&V/2006 dated 14th November 2006 issued by the Ministry of Finance, Government of India (**Appendix 'B'**). This will be effective from 1st September 2011.

Item No. 27.9: To report about the Annual Account/Balance Sheet for the Financial Year 2010-11.

Noted that the Chairman, Board of Governors on behalf of the Board of Governors approved the Balance Sheet/ Annual Accounts for the Financial Year 2010-11 and the same were submitted to Auditor General, Uttarakhand on 28.6.2011 for subsequent auditing by the CAG auditors.

Item No. 27.10: To consider the preliminary estimate of Rs. 48.61 crore submitted by the National Building Construction Corporation Ltd for Phase-II of the Greater Noida Extension Centre (GNEC) as recommended by the Building & Works Committee.

The item was deferred for further detailed deliberation by an Apex Committee.



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Item No. 27.11: To consider the preliminary estimate of Rs. 10.70 crore for the construction of multistoried A-Category residences (21 numbers) at the Saharanpur Campus as recommended by the Building & Works Committee.

The Finance Committee recommended that the work for the construction of multistoried A-Category residences (21 Numbers) at the Saharanpur Campus be awarded to the National Building Construction Corporation Ltd (NBCC) at a cost of Rs.10.70 crores as per the estimate submitted by them.

Item No.27.12: To consider the construction of 02 nos. overhead water tanks each of 500 kilolitres capacity at Roorkee campus as recommended by the Building & Works Committee.

The Finance Committee recommended that the work for the construction of two numbers Overhead Water Tanks each of 500 KL capacity at the Roorkee Campus be awarded to the Uttar Pradesh Rajkiya Nirman Nigam Ltd at a cost of Rs.188.02 lacs as per the estimate submitted by them.

Item No. 27.13: To consider the creation of a Corpus Fund for the welfare of the students and mess staff.

The item was withdrawn.

Item No. 27.14: To consider the appointment of Mess Managers, Assistant Managers, Storekeepers, Accountant and LDC for IIT Roorkee Messes.

The item was withdrawn.

The meeting ended with a vote of thanks to the Chair:



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APPENDIX - 10

CCS (JOINING TIME): RULES

In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely:-

1. Preliminary

- (1) These rules may be called the Central Civil Services (Joining Time) Rules, 1979.
- (2) They shall come into force on the date of issue of this Notification and shall apply to transfers effected on/or after that date.
- (3) These rules shall apply to all Government servants appointed in Civil Services and posts under the Central Government including work-charged staff but shall not apply to-
 - (a) Railway employees.
 - (b) Armed Forces Personnel and those paid from the Defence Services Estimates.
 - (c) Government servants engaged on contract and those who are not in whole-time employment of Government.
 - (d) Government servants, paid out of contingencies.

2 (1) When a Government servant to whom these rules apply is transferred to the control of another Government or organization, which has made separate rules prescribing amount of joining time, his Joining Time for the journey to join his post under that Government/organization and for the return journey, will be governed by those rules, unless different provisions are expressly made in the terms of deputation/foreign service by mutual agreement between the lending and borrowing authorities.

(2) The Joining Time of railway employees, Armed Forces Personnel and those paid from Defence Services Estimates and the employees of State Government or any other organization who are appointed to Civil Services and posts under the Central Government on deputation or on foreign service basis, shall, for joining the Civil Services and posts under the Central Government and for the return journeys, be regulated in accordance with these rules, unless different provisions are expressly made in their respective teams of deputation/foreign service, by mutual agreement between the lending and borrowing authorities.


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3. Definitions

Unless there is something repugnant in the subject or context, the terms defined in these rules are used in these rules in the sense hereinafter explained-

- (a) "Department of Government of India" means a Ministry or Department of the Central Government as notified from time to time and any other authority which exercises the powers of a Department/Ministry of the Government of India.

[In respect of the persons serving in the Indian Audit and Accounts Department, the Comptroller and Auditor-General of India shall exercise the same powers as the Ministries/Departments of Government of India, under these rules)

- (b) "Head of Department" means the authority declared as such under the Delegation of Financial Powers Rules, 1978. In the case of the Indian Audit and Accounts Department, Head of Department means the authority declared as such by the Comptroller and Auditor-General of India.
- (c) "Joining Time" means time allowed to a Government servant in which to join a new post or to travel to a station to which he is posted.
- (d) "Transfer" means the movement of a Government servant from one post to another either within the same station or to another station to take up duties of a new post or in consequences of change of his headquarters.

4. Joining Time

- (1) Joining time shall be granted to a Government servant on transfer in public interest to enable him to join the new post either at the same or a new station. No joining time is admissible in cases of temporary transfer for a period not exceeding 180 days. Only the actual transit time, as admissible in case of journeys on tour, may be allowed.
- (2) The surplus staff transferred from one post to another under the Scheme Regulating Redeployment of Surplus Staff shall be eligible for joining time.
- (3) Government servants who are discharged due to reduction of establishment from one Central Government office and reappointed to another Central Government office shall be entitled to joining time, if the orders of appointment to the new post are received by them while working in the old post. If they are appointed to the new post after being discharged from the old post, the period of break may be converted into joining time without pay by the Head of Department, provided that the break does not exceed 30 days and the Government servant has rendered not less than 3 years continuous service on the date of his discharge.
- (4) For appointment to posts under the Central Government on the results of a competitive examination and/or interview open to Government servants and others, Central Government employees and permanent/provisionally permanent State Government employees will be entitled to joining time under these rules. But temporary employees of the Central Government who have not completed 3 years of regular continuous service, though entitled to

joining time would not be entitled to joining time pay.

5. (1) The joining time shall commence from the date of relinquishment of charge of the old post if the charge is made over in the forenoon or the following date if the charge is made over in the afternoon.
- (2) The joining time shall be calculated from old headquarters in all cases including where a Government servant receives his transfer orders or makes over *charge* of the old post in a place other than his old headquarters, or where the headquarters of a Government servant *while on tour* is changed to the tour station itself or where his temporary transfer is converted *into* permanent transfer.
- (3) Not more than one day's joining time shall be allowed to a Government servant to join a new post within the same station or which does not involve a change of residence from one station to another. For this purpose, the term 'same station' will be interpreted to mean the area falling within the jurisdiction of the municipality or corporation including such of suburban municipalities, notified areas or cantonments as are contiguous to the named municipality, etc.
- (4) In cases involving transfer from one station to another and also involving change of residence, the Government servant shall be *allowed joining time* with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) of travel as indicated in the following schedule. When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).

Distance between the old and new Headquarters	Joining time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km
1,000 km or less	10 days	12 days
More than 1,000 km	12 days	15 days
More than 2,000 km	15 days except in cases of travel by air for within the maximum will be 12 days.	15 days

NOTE- Distance means actual distance and not weighted mileage for which fare is charged by the Railways in certain ghat/hill sections.

- (5) Extension of joining time beyond the limits indicated in Rule 5 (4) can be granted up to the maximum limit of 30 days by *the* Head of Department and beyond 30 days by the Department of the Government of India, the guiding principle being that the total period of joining time should be approximately equal to 8 days for preparation *plus* reasonable transit *time plus* holidays, if any, following the extended joining time. While computing the transit time, allowance could be made for the time unavoidably spent due to disruption of transport arrangements caused by strike or natural calamities, or the period spent awaiting the departure of the steamer.

6. (1) When a Government servant joins a new post without availing full joining time by reasons that-

- (a) he is ordered to join the new post at a new place of posting without availing of full joining time to which he is entitled; or
- (b) he proceeds alone to the new place of posting and joins the post without availing full joining time and takes his family later within the permissible period of time for claiming Travelling Allowance for the family;

the number of days of joining time admissible under sub-rule (4) of Rule 5 of the Central Civil Services (Joining Time) Rules, 1979, subject to a maximum of 15 days reduced by the number of days of joining time actually availed of shall be credited to his leave account as earned leave:

Provided that the earned leave at his credit together with the unavailed joining time allowed to be so credited shall not exceed 300 days.

- (2) Joining time may be combined with vacation and/or regular leave of any kind or duration except casual leave.
- (3) If a Government servant in transit on transfer is directed to proceed to a place different from that indicated in the initial transfer orders, he shall be entitled to joining time already availed of up to the date of receipt of revised *orders plus fresh* spell of full joining time from the date following the date of receipt of the revised orders. The fresh spell of joining time in such cases shall be calculated from the place, at which he received the revised orders as if he is transferred from that place.

7. Joining Time pay

A Government servant on joining time shall, be regarding as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He will also be entitled to Dearness Allowance, if any, appropriate to the joining time pay. In addition, she can also draw compensatory allowances like City Compensatory Allowance, House Rent Allowance as applicable to the old station from which he was transferred. He shall not be allowed Conveyance Allowance or permanent Travelling Allowance.

8. Miscellaneous

Where any Ministry/Department of Government of India is satisfied that the operation of any of these rules causes undue hardship to any particular case, that Ministry or Department of the Government of India may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that no such order shall be made except with, the concurrence of the Ministry of Home Affairs, Department of Personnel and Administrative Reforms.

9. If any doubt arises as to *the* interpretation of these rules, it shall be referred to the Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms.

10. All rules and instructions on the subject of joining time in force immediately before commencement of these rules and applicable to Government servants to whom these rules apply, are hereby repealed.

AUTHORITY: Government of India, Department of Personal & Administrative reforms, Office Memo No. 21011/2/79-Allowances Unit, dated 8th May 1979.

NOTE:

**GOVERNMENT OF INDIA'S ORDERS
REGARDING TRANSIT TIME/ JOINING TIME**

1. **Transit Time/Joining Time to cover journey from/to a remote locality while proceeding on/or returning from leave-** With the promulgation of the Central Civil Services (Joining Time) Rules, 1979, certain provisions of FRs and SRs and Government Orders thereunder relating to transit time/ joining time admissible to Government servants to cover journeys from/to a remote locality while proceeding on/or returning from leave or on transfer became inoperative. As regards joining time to remote localities on transfer, no difficulty was anticipated because Heads of Departments could allow joining time under Rule 5(5) of the CCS (Joining Time) Rules, 1979. As regards joining time to remote localities during leave, it was proposed to make suitable provisions in the Central Civil Services (Leave) Rules. Pending amendment to the Leave Rules, some administrative instructions were issued vide this Department's Office Memorandum No. 21011/12/79-Allowances, dated the 16th November, 1979 and No. 19011/30/81-Allowances, dated the 13th October, 1981 (not printed). Since revision of the Leave Rules has not been finalized, the following administrative instructions are issued in supersession of those Office Memorandums to cover cases of journey to/from remote localities while on leave.
 - (i) A Government servant proceeding on leave from/ to a place in the remote locality mentioned in Column 1 of the Annexure to this OM or returning from leave to/from the said place shall be entitled, once in a calendar year, to transit time each way to cover the period spent in journey between the said remote locality and the specified station at the scale prescribed in Column 3 of that Annexure.
 - (ii) The concession is also admissible, while on leave, to a Government servant-
 - (a) who is domiciled in any part of India other than the remote locality concerned and has been specifically recruited from outside for service in remote locality, and
 - (b) who, though not specially recruited outside the Union Territory of the Andaman and Nicobar Islands or the Union Territory of the Lakshadweep, as the case may be, for service in the respective Union Territory, is domiciled in any part of India other than the Union Territory concerned.
 - (iii) A Government servant domiciled in the Union Territory of Andaman and Nicobar Islands or the Union Territory of Lakshadweep and proceeding on leave to his home town in another Island of the Union Territory concerned, shall be entitled, once in a calendar

year, to transit time to cover the period spent in journey by sea to the island in which his home town is located and vice versa while returning from leave. The transit time thus admissible shall be the actual number of days taken in the journey by sea subject to a maximum of seven days for each journey.

- (iv) Where the outward journey falls in one calendar year and the return journey falls in the succeeding calendar year, the concession shall be counted against the calendar year in which the leave commences. In calculating transit time, holidays falling before or at the end of it shall be excluded while those falling during transit time shall be included.
- (v) A Government servant domiciled in the Union Territory of Andaman and Nicobar islands or the Union Territory of Lakshadweep and recruited for service in the respective territory, when posted for service on mainland in public interest shall be entitled to joining time, once a year, while proceeding to and returning from the Union Territories of Andaman & Nicobar Islands and Lakshadweep on leave.
- (vi) A Government servant, domiciled in any part of India other than Union Territory of Andaman and Nicobar Islands or the Union Territory of Lakshadweep and recruited whether within or outside that Union Territory for service there, while proceeding on leave from his post in one island in that Union Territory to his home town on the mainland to join his post in another island in that Union Territory, shall be entitled to joining time on the same scale as provided in Para 1(i) above.

2. When a Central Government servant posted in the remote areas spends his leave outside the Union Territory, the journey time from the place in the remote area to the specified station indicated in the Annexure and vice versa will be treated as free joining time if admissible under this Office Memorandum and in addition, the remaining journey time if any, in excess of 2 days could be allowed as free joining time under the provisions of Finance Ministry, O.M.No. 20014/3/83-E.IV, dated the 14th December, 1983 (See Appendix -9).

AUTHORITY: Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms, Office Memo No. 19011/30/81 Estt. (Allowances), dated 17th September 1984.


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GOVERNMENT OF INDIA'S ORDERS

REGARDING T.A. TO OFFICIAL GETTING APPOINTED UNDER CENTRAL GOVERNMENT THROUGH EXAMINATION/ INTERVIEW.

T.A. to officials getting appointed under Central Government through examination/ interview- It has been decided that joining time and joining time pay should be granted as follows to Government servants appointed to posts under the Central Government on the results of a competitive examination which is open to both Government servants and others:

- (a) no joining time pay should be granted except:
- (i) when the Government servant holds a permanent post under Government (including a Provincial Government) in a substantive capacity, or
 - (ii) in the case of appointments through the Home Department to the ministerial establishment of the Government of India Secretariat and attached or subordinate offices when a candidate originally nominated to a vacancy likely to become permanent is re-nominated to another such vacancy owing to the cessation of the former.

Travelling allowance under SR 114, should also be granted in cases where joining time pay is granted under Clause (b) above.

This also applies to a Government servant selected after an interview for appointment to a post under Central Government.

AUTHORITY: Government of India, Finance Department Endorsements No. F.3(4)-R-II/44, dated 27th May 1944 and No. F.3(4)-R-I/44 dated 17th July 1945.

In accordance with the Government of India's Orders above, joining time with joining time pay as well as transfer travelling allowance is admissible only to permanent Central and State Government servants appointed to posts under the Central Government either on the results of competitive examination which is open to both Government servants and others or after an interview for appointment to such posts. The question whether provisionally permanent State and Central Government employees, and Central Government employees declared quasi permanent under the provisions of Central Civil Services (Temporary Service) Rules, 1949, be accorded the same treatment in this respect as is given to the permanent Government employees has been under consideration for some time past. It has been decided that for the purpose of Government of India's decision above, provisionally permanent State and Central Government employees and quasi-permanent Central Government employees should be treated as on par with permanent Central and State Government employees.

These orders will take effect from the 7th April 1955.

AUTHORITY: Government of India, Ministry of Finance Office Memorandum No.F.3(3)-Estt.IV/56 dated 3rd March 1958 and their corrigendum of even number dated 23rd May 1958.

No.7(14)/CAV/2005
 Government of India
 Ministry of Finance
 Department of Expenditure

Appendix 'B'

Dated, November 14, 2005

OFFICE MEMORANDUM

Subject: Facility of telephones (landline and/or mobile connection) at the residence in respect of entitled categories of Government employees.

The undersigned is directed to refer to this Department's O.M no. 7(8)-E.Coord/82 dated 8.6.1982 regarding calling on number of calls allowed on official account to officers in the telephone provided at their residence. Since the last OM was issued, there have been many changes in the field of telecommunications and major technological advancements have taken place. This has brought internet, mobile facilities to the domain of the common people. Many service providers with various schemes have also entered into the market. Further, usage of telecommunication services has proliferated. Therefore, it is imperative that Government officers adopt to the changing trends in communication. In this regard, OM No.7(2)/E.Coord/2005 dated Nov. 23, 2005 on Budget/Expenditure Management, economy measures, rationalization of expenditure and measures for augmentation of revenues, mentions to avail the services of providers other than MTNL/BSNL to curtail the expenditure on telephones and also exhorts that the increased use of information and communication technology should be further encouraged. Though tariff rates have come down, unit duration of calls has decreased and not necessarily resulting into lower call rates. Keeping this in view and the technology available in the field of communication, the existing instructions on the subject have been reviewed. The existing entitlement regarding reimbursement of telephone charges of residential telephones provided to the officers as also on the mobile phones to the entitled officers to the Government of India, and broadband facility at home has been converged into a single package. Accordingly, in supersession of OM No.7(8)-E.Coord/82 dt. 8.6.1982, OM No.5(3)/E.Coord/2002 dt. 1.1.2003, OM Nos. 7(3)/E.Coord/2003 dt. 14.1.2004, 26.2.2004 and 5.4.2004, the following decisions have been taken:

2. The maximum amount reimbursable to a category of officer will be regulated as given in the table below:

S.No.	Rank/Designation	Ceiling Amount
1.	Secretary to the Government of India and equivalent rank	Rs. 2800 per month
2.	Additional Secretary and Joint Secretary to the Government of India	Rs. 2000 per month
3.	Equivalent rank to Additional Secretary and Joint Secretary to the Government of India	Rs. 1800 per month
4.	Director and Deputy Secretary to the Government of India and equivalent rank	Rs. 1500 per month
5.	Below the rank of Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	Rs. 800 per month

- (i) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned officer. There will not be any separate ceilings for landline/mobile/broad-band.
- (ii) The amount reimbursable will cover landline and/or mobile connection.
- (iii) The amount reimbursable is exclusive of all taxes, if any.
- (iv) Officers are at liberty to choose the service provider and avail any options for payment within the maximum monetary ceiling.
- (v) It will also include broadband facility or such facilities through which data, voice or image is transferred.
- (vi) STD facility may be provided in the residential telephones. However, there would be no enhancement of ceilings as prescribed above.
- (vii) No instruments would be provided by the office, except to the Secretary and Secretary level officers of the Government of India, for which the cost of handset for mobile phone would be limited to Rs. 10,000/- in each case.
- (viii) The amount reimbursable will be reduced by Rs. 1000/- if the officer of the rank of Deputy Secretary and above does not have broadband facility at his residence.
- (ix) All the offices are instructed to bear the extra cost from their 'Office Expenses-Telephone' and no additional fund will be provided in this regard.

Manish Kumar
(MANISH KUMAR)

DEPUTY SECRETARY TO THE GOVT. OF INDIA

To

All Ministries/Departments of the Government of India

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22 SEP 2011