

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI

No.F.DTTE/AC/X(5)/Cir./2008-09/ 7763

Dated 09-10-14

ENDORSEMENT

A copy of the under mentioned paper is forwarded for information & necessary action to the following:-

1. N.S.I.T./D.T.U./DIPSAR/C.O.A./S.U.S.A./G.B.P. Eng. College/Govt. Eng. College Jaffarpur/Ambedkar Institute of Technology/ IIIT Okhla
2. The Principals of Polytechnics/ITIs /BPIS/CSI/BTC.
3. The Registrar, Board of Technical Education, Delhi.
4. The Dy. App. Advisor, Office of the Dy. App. Advisor, Delhi.
5. P.S. to Pr. Secretary, Director, TTE.
- ✓ 6. Programmer, DTTE (HQ) for uploading on the website under the link circulars.

List of paper forwarded:-

S.No.	Name of the Department	Letter No. and date	Subject
1.	Pr.Secretary (Finance), Govt. of NCT of Delhi	F.1(1)/01/Vig./Pr.AO/Admn- I/P/f 2850 Dated 19/08/2014	Strict Observance of time schedule for disbursement of Pensionary benefits.
2.	Pr.Secretary (Finance), Govt. of NCT of Delhi	F.No.1(290)/2013/Spl.Audit/54 70-5492 Dated 08/09/2014	Strict compliance of GFR especially Rule 137,138,145,146,150 & 151 for purchase of computers and allied items.
3.	Dy.Secretary-V (Finance), Govt.of NCT of Delhi	F.No.4(73)/Fin.(Estb-III)/2010- 11/dsV/413 Dated 09/09/2014	Grant of increased rate of washing allowance to the Canteen Employees working in Non-Statutory Departmental Canteen/Tiffin Room functioning from Central Government offices- regarding.

Pl. upload
Adm
9/10/14
Mrs Swifter

(Signature)
(Z. MATHEW)
ACCOUNTS OFFICER

8386/PMU/17

16-9-14

Dte. of Trg. & Tech. Educ.
Diary No.

2898

12 SEP 2014

Muzammar Ram Mang
Pitam Pura, Near T.V. Tower
DELHI-110033

F. No. 4(73)/Fin. (Estb-III)/2010-11/ds I/9/3
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT.
I.P. ESTATE, NEW DELHI 110002
CD No:- 012143600

Dated: 09/9/14

ENDORSEMENT

The copies of the under mentioned papers are forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan. Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Guard File.
9. Website of Finance Department.

(MANOJ KUMAR)
DY. SECRETARY-V(FINANCE)

List of paper forwarded

S. No	Name of the Ministry/Dept t.	O.M. No. and Date	Subject
1.	Ministry of Personnel PG and Pensions (Department of Personal and Training)	No.18/1/2013-Dir(O) dated 10/07/2014	Grant of increased rate of washing allowance to the Canteen Employees working in Non-Statutory Departmental Canteen/Tiffin Room functioning from Central Government offices- regarding.

F.NO.14/3/2008-JCA
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Dated, the 11 September 2008

OFFICE MEMORANDUM

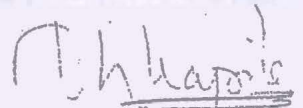
Subject:- Grant of increased rate of Washing Allowance to common categories of Group 'C' and 'D' employees of various Ministries/ Departments.

Consequent upon the decisions taken by the Government on the recommendations made by the Sixth Central Pay Commission and in supersession of this Department's O.M. No.14/9/95-JCA dated 12.12.2000 on the subject of Washing Allowance, the President is pleased to order that the rate of Washing Allowance will be revised from the existing Rs.30/- per month to Rs.60/- per month for all common categories of Group 'C' and 'D' employees who have been supplied with uniforms. Moreover, the rate of washing allowance will be increased by 25% every time the Dearness Allowance payable on revised pay scales goes up by 50%.

2. These orders shall be effective from 1st September, 2008.

3. Insofar as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

4. Hindi version will follow.


(Dinesh Kapila)

Deputy Secretary to the Govt. Of India

To

All Ministries/ Departments of the Government of India.

No. 18/1/2013-Dir.(C)

Government of India
Department of Personnel, P.G. & Pensions
(Department of Personnel & Training)

25 JUL 2014

Dy. No.

Lok Nayak Bhawan, Khan Market,
New Delhi, dated 10th July, 2014

DY. No. **OFFICE MEMORANDUM**

Subject : Grant of increased rate of Washing Allowance to the Canteen Employees working in Non-Statutory Departmental Canteen/ Tiffin Room functioning from Central Government Offices – regarding.

The undersigned is directed to refer to this Department's Office Memorandum No.18/1/2000-Dir-(C), dated 29.6.2001 on the subject mentioned above and to say that it has been decided to revise the existing rate of washing allowance from Rs. 30/- p.m. (Rupees thirty only) to Rs. 60/- p.m. (Rupees sixty only) who have been supplied with uniforms. The rate of washing allowance will be increased by 25% every time the Dearness Allowance payable on revised pay scale increases by 50%.

2. This order shall be effective from 1st September, 2008 in pursuance of the Department of Personnel and Training O.M. No.14/3/2008-JCA, dated 11.9.2008 (Copy enclosed).

This issues with the concurrence of Ministry of Finance, Department of Expenditure and Home Finance Division vide their U.O. /Dy. No. 3101359, dated 3.7.2014 respectively.

P. Tyagi
(Pratima Tyagi)
Director(Canteens)

Encl : As above.

To

1. All the Ministries/Departments/Offices of the Government of India (As per standard List. (For kind attention of Director/Deputy Secretaries Incharge of Administration/Establishment Divisions).
2. Comptroller & Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi.
3. The Registrar, Supreme Court, Tilak Marg, New Delhi.

25.7.14
Secy (Fin.)
H.S.
28/7/14
Dr. M.M. KUTTY
Pr. Secretary (Finance)
30.7

SF-V
2/3/12
Dy (P.M.)
DA (E.M.)
21/7/14

:2:

4. Ministry of Finance, Department of Expenditure(E.IV Branch), North block, New Delhi.
5. Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, Khan Market, New Delhi, CGDA, West Block V, R.K. Puram, New Delhi – 110066.
6. Office of the Joint Secretary(Trg.) and CAO, Ministry of Defence, C-II Hutments, Dalhousi Road, New Delhi – 110011.
7. Director(Admn.), DOPT, North Block, New Delhi;
8. JCA Section, DOPT, North Block, New Delhi.
9. Administrator, all Union Territories as per standard list.
10. Section Officer(Canteens), DOPT, Lok Nayak Bhawan, New Delhi (- with 50 spare copies).

8288/PAIDIS

11-9-14

TTE / 81

**DIRECTORATE OF AUDIT
GOVERNMENT OF NCT OF DELHI
4TH LEVEL, C-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI**

F.1(290)/2013/Spl.Audit/ 5470-5492

Dated: 08.09.2014

CIRCULAR

Instances have come to the notice of Finance Department that while procuring goods and services, the provisions given in GFRs and Delegation of Financial Powers Rules, are not being followed. It has also been reported that the instruction issued by the I.T. Department vide Circular No. F.10(9)/2007/IT/ 3725-45 dated 02.07.2009 and Order No. 10(9)/2008/IT/P-II/946-63 dated 22.12.2009 for purchase of computers and allied items which *inter-alia* stipulates that clearance of I.T. Department and concurrence of Finance Department should be obtained before making purchases, are also not being complied with.

In order to streamline the purchases, it is reiterated that the provisions given in GFR especially Rule 137, 138, 145, 146, 150 & 151 should strictly be complied with. At the same time, sanction of competent authority must not be lost sight of and in no case, delegated powers may be exceeded. All sanction orders should, without fail, incorporate the clause that the proposal has been shown to the Accounts Functionary of the Department. In all such cases where concurrence of Finance Department is required U.O. No. of Finance Department should also be given.

Office of Pr. Secretary TTE (Delhi)

Diary No.

Date

(Dr. M.M. Kutty)
Pr. Secretary (Finance)

To

1. All Pr. Secretaries/Secretaries/HODs with the request to ensure that these instructions are strictly followed by the autonomous bodies/grantee institutions functioning under their control.
2. Head of all autonomous bodies/grantee institutions of Govt. of NCT of Delhi.
3. Controller of Accounts, Directorate of Audit, GNCT of Delhi, Delhi Secretariat, New Delhi.
4. Dy. Controller of Accounts (Admn.), Principal Accounts Office, Vikas Bhawan, New Delhi.
5. All Dy. Secretaries of Finance Department, Govt. of NCT of Delhi.
6. All PAOs with the direction to ensure that the above conditions are fulfilled.
7. Website of Audit Department.

(Dr. M.M. Kutty)
Pr. Secretary (Finance)

DN TTE
DCA
R. circular
15/9/14
16/9
Sh. Azad
850/AC
16/9/14

1st Secretary (General)
(Dr. H.S. Bhatia)

1. Mr. H.S. Bhatia

2. Mr. H.S. Bhatia

3. Mr. H.S. Bhatia

4. Mr. H.S. Bhatia

5. Mr. H.S. Bhatia

6. Mr. H.S. Bhatia

7. Mr. H.S. Bhatia

8. Mr. H.S. Bhatia

9. Mr. H.S. Bhatia

10. Mr. H.S. Bhatia

1st Secretary (General)
(Dr. H.S. Bhatia)

S470-92 Dated: 28.09.2014

To,

Dir. of Tg. & Tech. Education
Diary No.

2859

10 SEP 2014

Muni Maya Ram Marg
Pitampura, Near T.V. Tower
DELHI-110088

Secretary, Department of Training & Technical Education,
Muni Maya Ram Marg, Pitampura, Delhi

DISPATCHER,
DIRECTORATE OF AUDIT
GOVT. OF N.C.T. OF DELHI
CHIEVEL, C-WING,
DELHI SECRETARIAT
NEW DELHI-110002



28 12 12 11
03/9/14

(7)

GOVERNMENT OF NCT OF DELHI
Principal Accounts Office
Vikas Bhawan A Block N.Delhi

No.1(1)/01/Vig./Pr.AO/Admn-I/P/f 2856

Dated 19-8-14

CIRCULAR

Subject : Strict observance of time schedule for disbursement of Pensionary benefits :
Regarding.

It is one of the important functions of Heads of offices to ensure that pension cases of their retiring employees are finalized expeditiously and that there is no delay in the payment of pension and DCRG. The rules and procedure for finalization of pension cases are laid down in Chapter VIII of the CCS (Pension) Rules, 1972 as amended from time to time. Some important provisions in this regard are given in the ensuing paragraphs.

The head of office, or other authority responsible for preparing the pension papers should initiate work of preparation of pension case two years before the retirement of the Government servant. At this stage the essential information necessary for working out the qualifying service proposed to be admitted for purpose of pension and gratuity as also the emoluments and the average emoluments proposed to be reckoned for retirement gratuity and pension should be collected, and the entire service book should be examined with a view to remove deficiencies and imperfections, if any, in the service book/records. This process should be completed not later than eight months in advance of the date of retirement of the Government Servant.

After complying with the requirement of Rule 59 and 60, the Head of Office shall forward the proposal of authorization of the pensionary benefits to the Pay & Account Office alongwith the Service Book of the government servant not later than six month of the date of retirement of Government servant. The Pay & accounts Officer, shall apply the requisite checks and assess the amount of pension and gratuity and issue the pension payment order not later than one month advance of the date of the retirement of the government servant for payment of pension through the pension disbursing authority from where THE payment of pension is opted as per Rule 65 of the CCS (Pension) Rules, 1972.

Also in order to ensure the payment of the GPF final payment to the retirees on the date of superannuation, subscription are compulsorily discontinued during the last 3 months of service on superannuation as per the provisions of Rule-7 of the General Provident Rules so as enable the Head of office to complete the papers and send the proposal to the GPF Cell for authorization of the payment. The GPF Cell after

contd....2/-

verifying the records of their office will issue the authority of GPF final payment to the Head of Office for arrangement of payment. The procedure will also be followed by the Head of offices and the GPF Cell in the cases of the government servants retiring for reasons other than by way of superannuation and the case of deceased government servant.

All the Principal Secretaries/Secretaries/Head of Departments are advised to issue necessary instructions to their Head of Offices to strictly follow the procedure and time schedule laid down under the Rule 59-60 of the CCS (Pension) Rule, 1972 with regard to the preparation and submission of pensionary benefit proposals to the Pay & Accounts Offices so that the payment of pension in all cases commence on the first of the month in which they are due. Instructions may also be issued to the Head of Offices to arrange the submission of Final Payment cases with necessary documents to the GPF Cell immediately on the discontinuance of the GPF subscriptions to ensure the payment on the date of retirement of the government servants. Also in the cases of the government servant retiring for reasons other than by way of superannuation and the case of deceased government servant, similar action may be ensured for timely payment of retirement benefits.

(Dr. M.M. Kutty)
Pr. Secretary (Finance)

To

All Pr. Secretaries/Secretaries/H.O.Ds

No.1(1)/01/Vig./Pr.AO/Admn-I/P/f 2856

Dated 19-8-14

Copy of DCA (Fund) and all PAOs, GNCT of Delhi to ensure the timely payment of retirement benefits.

165

(PARKASH CHAND)
DY.CONTROLLER OF ACCOUNTS (ADMN/TECH)

To
The Principal Secretary
Deptt. of TTE,
Govt. of NCT of Delhi,
Pitam Pura, New Delhi

Dte. of Reg. & Tech. Education
Slary No. 2815
03 SEP 2014
Muni Maya Ram Mang
Pitam Pura, Near T.V. Tower
DELHI-110088



Despatcher
Principal Accounts Office
Govt. of N.C.T. of Delhi
A-Block, Vikas Bhawan

Computer