

स्वर्ण जयंती वर्ष 2013 / Golden Jubilee Year 2013

केंद्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan

18, संस्थानिक क्षेत्र / 18, Institutional Area

शहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg

नई दिल्ली-16 / New Delhi - 16

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केंद्रीय विद्यालय संगठन

F.No.110239/51/Cir./2013/KVS (Budget)

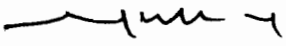
Dated: 07.07.2013

The following orders issued by Government of India are uploaded on the KVS Website for information and necessary action.

1. G.I., Dept. of Per. & Trg., O.M.No.14/1/2009-Welfare, dated 7.3.2013 regarding local purchase of stationery and other articles from Kendriya Bhandar, NCCF and other Multi-State Co-operative Societies having majority shareholding by the Central Government.
2. G.I.,M.H.,O.M.No.S.11031/CGHS/HEC/2012-13-CGHS(P),dated 13-2-2013 regarding removal/suspension of Escorts Heart Institute and Research Centre, Max Super Speciality Hospital and Max Devki Heart and Vascular Institute, New Delhi.
3. G.I., M.H., O.M.No.F.No.Misc.1002/2006/CGHS(R&H)/CGHS (P), dated 21-2-2013 regarding revision of ceiling rates and guidelines for various Coronary Stents for CGHS/CS(MA)beneficiaries.
4. G.I., M.H., O.M.No.S.11045/40/2012/CGHS/HEC/CGHS (P), dated 22-2-2013 regarding tests/investigations at private hospitals/diagnostic laboratories/Imaging Centres empanelled under CGHS.
5. G.I., Dept.of Pen. & P.W.,O.M.No.1/20/2011-P&PW(E), dated 28-1-2013 regarding revision of PPO of pre-2006 pensioners/family pensioners – (i) even if age /date of birth of spouse not available, (ii)model advertisement for use by Ministries/Departments .
6. G.I.,M.F.,CPAO.,O.M.No.CPO/Tech.Simplification/2012-13/325, dated 18-2-2013 regarding simplification of Pension Procedure – amendment in Para.15 and Para.16 of “Scheme for payment of pensions to Central Government Civil Pensioners by authorized Bank”.
7. G.I.,Dept. of Pen. & P.W.,Letter No.F.No.55/20/2012-P&PW©, dated 18.2.2013 regarding to fix timeline for redressal of grievances.
8. G.I.,Dept. of Pen. & P.W., O.M.No.20/16/1998-P&PW (F), dated 19-2-2013 regarding withholding of 10% gratuity from the retiring Government servants - clarification.
9. G.I.,Dept. of Pen. & P.W., O.M.No.38/6/2010-P&PW (A) (Pt.), dated 18-3-2013 regarding revision of kprovisional pension sanctioned under Rule 69 of the CCS(Pension)Rules,1972.
10. G.I., M.F.O.M.No.11(6)/2008-e.ii(b) DATED 2nd April,2013 regarding allowances and special facilities to civilian employees of the Central Government serving in the States of the North Eastern Region(including Sikkim) and in the Union Territories of Andaman & Nicobar, Lakshadweep group of Islands – Extension of the benefits related to Travelling Allowance to Civilian Employees posted in Ladakh region of the State of Jammu & Kashmir –Implementation of the recommendations of the Sixth Central Pay Commission – reg.

11. G.I., Dept. of Per. & Trg., notification no.21011/08/2013-Estt.(AL) regarding Children Education Allowance, Joining Time Rules ,Honorarium and Special Allowance for child care for women with disability.

Copies of the aforesaid orders may now be got downloaded from the KVS Website for office record.


(S.Muthusivam) 7/13
Asstt.Commissioner (Fin.)

Distribution:

1. The Deputy.Commissioner, KVS, all ROs.
2. The Finance Officer, KVS, all ROs.
3. All Officers/Section at KVS (HQ.).
4. Principal, KV, Kathmandu, Moscow/Tehran.
5. The General.Secretary, All Recognized Associations.
6. The Director, ZIET Gwalior, Mumbai, Mysore, Chandigarh & Bhubaneswar.
- ✓ 7. The Asstt.Commissioner, (EDP), KVS (HQ.) with the request to upload the above circulars on the KVS Web site.
8. RTI Cell KVS (HQ.)
9. Guard file.

G.I.Dept. of Per. & Trg., O.M.No.14/1/2009-Welfare,
Dated 07-03-2013

Local purchase of stationery and other articles from Kendriya Bhandar, NCCF and other Multi-State Co-operative Societies having majority shareholding by the Central Government

Attention of the Ministries/Departments is invited to the Department of Personnel and Training's O.M.No.14/12/94-Welfare (Vol.II), dated 5-7-2007 on the above subject. It is stated that the validity of the O.M., dated 5-7-2007 beyond 31-3-2012 was extended with the approval of competent authority for a period of one year i.e. up to 31-3-2013 vide O.M.No.14/1/2009-Welfare, dated 5-3-2012.

2. The validity of the O.M.No.14/12/94-Welfare (Vol.I), dated 5-7-2007 has been further extended with the approval of the competent authority for a period of one year beyond 31-3-2013 i.e. up to 31-3-2014.

3. This issues with the concurrence of the Ministry of Finance Department of Expenditure vide their I.D.No.26/2/2013-PPD, dated 18-2-2013.

4. The contents of this office Memorandum may be brought to the notice of all concerned.

*G.I., M.H., O.M. No. S. 11031/CGHS (HEC)/2012-13-CGHS (P),
dated 13-2-2013*

**Removal / Suspension of Escorts Heart Institute and Research Centre,
Max Super Speciality Hospital and Max Devki Heart and
Vascular Institute, New Delhi**

With reference to the above-mentioned matter, the undersigned is directed to draw attention to the Office Memorandum No S. 11011/23/2009/CGHS D II/Hospital Cell (Part I), dated 7-10-2010 *vide* which **Escorts Heart Institute and Research Centre, Max Super Speciality Hospital and Max Devki Heart and Vascular Institute, New Delhi** were empanelled under CGHS, Delhi and to state that **Escorts Heart Institute and Research Centre and Max Super Speciality Hospital, New Delhi** have conveyed their unwillingness to continue their empanelment under CGHS. It is also stated that **Max Devki Heart and Vascular Institute, New Delhi** informed that the hospital shall not provide credit facility to CGHS beneficiaries. The matter has been examined by this Ministry and it has been decided that **Escorts Heart Institute and Research Centre, Max Super Speciality Hospital, New Delhi** shall stand removed from the list of empanelled hospitals under CGHS, Delhi with immediate effect.

2. It is further stated that the empanelment of **Max Devki Heart and Vascular Institute, New Delhi** is suspended from the list of empanelled hospitals under CGHS with immediate effect till further orders.

G.I., M.H., O.M.No.F.No.Misc.1002/2006/CGHS(R&H)/CGHS (P),
Dated 21-02-2013

**Revision of Ceiling Rates and guidelines for various Coronary Stents for
CGHS/CS (MA) beneficiaries**

With reference to the above- mentioned subject, the undersigned is directed to draw attention to the office Memorandum of even number, dated 31-10-2011 and to state that ceiling rates for all DCGI approved Coronary Stents have been revised in supersession of the Office Memorandum of even number, dated 31-10-2011 of the Ministry of Health and Family Welfare as per the ceiling rates mentioned below:

S. No.	Type of Coronary Stents	Ceiling Rate
1.	DRUG ELUTING CORONARY STENTS All DCGI and FDA approved Drug Eluting Stents All DCGI and CE approved Drug Eluting Stents All DCGI approved Drug Eluting Stents	₹ 25,000
2.	BARE METAL CORONARY STENTS COBALT STENTS (including Coated and other Stents) All DCGI and FDA approved All DCGI and CE approved All DCGI approved	₹ 12,000
3.	BARE METAL STAINLESS STEEL STENTS	₹ 10,000 — the rates were already notified <i>vide</i> OM of even number, dated the 7 th February, 2013.

allowed subject to the ceiling rates or actuals, whichever are lower.

2. Coronary Stents shall be permitted on the advice of Government Specialist, of which not more than two shall be of Drug Eluting Stents (in any of the coronary stents as per the decision of treating specialist). Permission shall be granted as per the laid down procedure. If more than two drug eluting stents are implanted in an empanelled hospital and no written informed consent was obtained from the beneficiary that he / she would bear the difference in cost between the DES and Bare Metal Stent, and the hospital has charged this amount from the beneficiary, the additional amount shall be paid to the beneficiary and shall be deducted from the pending bills of hospitals.

3. It is essential for the empanelled hospitals to quote the Batch number when a coronary / vascular stent of any type is implanted in the case of a CGHS /CS (MA) beneficiary and also enclose a copy of the relevant invoices pertaining to the procurement of the stents by the hospitals. In addition to this, the outer pouch of the Stent packet along with the sticker on it on which details of the stent are printed shall also be enclosed with the medical bill for claiming reimbursement from the Government. In case of treatment from a private non-empanelled hospital, where the treatment was taken in an emergency, it is the responsibility of the beneficiary to obtain the batch number, invoice and outer pouches of the stent(s) before the submission of the medical claim to CGHS / concerned department, as the case may be.

4. The empanelled hospital shall submit a self-certified undertaking that the hospital has not charged the CGHS / CS (MA) beneficiary more than the rate at which the stent has been procured by the hospital and in case of any detection and establishment that the hospital has overcharged, the hospital shall be removed from the list of hospitals empanelled under CGHS without any further notice.

5. UTI-ITSL, while processing the hospital bills of coronary / vascular stents shall ensure that the hospitals have enclosed copies of the relevant invoices pertaining to the procurement of the stents by the hospitals and the outer pouch of the Stent packet along with the sticker on it on which details of the stent are printed and that the prescribed rates and the guidelines have been followed, before making provisional payments to the hospitals.

6. The revised rates and guidelines shall come into force from the date of issue and shall be in force till they are revised.

7. This issues with the concurrence of Integrated Finance Division *vide* Note, dated 20-12-2012 of AS & FA, Min. of H & FW.

Regarding tests/investigations at private hospitals/diagnostic laboratories/Imaging Centres empanelled under CGHS

The undersigned is directed to refer to the Office Memorandum of even Number, dated the 1st January, 2013 on the above subject wherein it has been provided under Para.3 that the serving Government employees/CGHS beneficiaries shall submit medical prescription in original while claiming reimbursement of expenses incurred on diagnostic tests and investigations, from their office. Keeping in view the inconvenience and difficulties faced by the serving employees/CGHS beneficiaries in submission of prescription in original, it has been decided to relax the above condition and to allow a self-attested photocopy of the medical prescription to claim reimbursement of medical expenses incurred on getting diagnostic tests/investigations carried out from a CGHS empanelled hospital/diagnostic laboratory/imaging centre on a valid prescription issued by a CGHS Medical Officer/Government Specialist, without a permission letter issued from the Department concerned.

2. The serving beneficiaries will not require any permission from their Department for getting the diagnostic tests / investigations carried out in a CGHS empanelled private hospital / diagnostic laboratory / imaging centre in respect of investigations for which CGHS rates are available. They will get the prescribed tests done on payment basis and claim reimbursement from their Office. However, the serving employees of Ministry of Health and Family Welfare are eligible for credit facility from the CGHS empanelled private hospitals / diagnostic laboratories and imaging centres in terms of this Ministry's O.M. No. Rec. 1-2008/Gr./CGHS/Delhi/CGHS (P), dated 10-6-2008.

3. The medical prescription issued by a CGHS Medical Officer / Government Specialist prescribing diagnostic tests / investigations shall be treated as valid for a single use within a period of two weeks from the date of prescription. However the medical prescription shall remain valid beyond two weeks for undertaking diagnostic tests / investigations, if specifically prescribed by the CGHS doctor / Government Specialist about the date or period by which the prescribed tests are to be conducted for a routine check-up or follow-up treatment. The medical prescription would require revalidation or issue of a fresh prescription from the prescribing CGHS doctor / Government Specialist for getting the prescribed tests done after expiry of the validity period of two weeks or as prescribed by the CGHS doctor / Government Specialist, as the case may be.

G.I., Dept. of Pen. & P.W, O.M.No.1/20/2011-P&PW (E),
Dated 28-01-2013

Revision of PPO of pre-2006 pensioners/family pensioners –
(i) even if age/date of birth of spouse not available,
(ii) model advertisement for use by Ministries/Departments.

The undersigned is directed to refer to this Department's OM of even number, dated 16-12-2011, 2-11-2012 and 14-11-2012 and O.M.No.1/23/2012-P&PW(E), dated 13-9-2012 and 27-9-2012 on an extremely important issue, i.e. revision of the Pension Payment Order (PPOs) of pensioners/family pensioners who retired/died before 2006. The revision has to be done on priority because the pensioners are suffering harassment due to non-revision of their PPOs.

2. A number of initiatives were taken in the last quarter of 2012 such as allowing change in date of birth of spouse, use of certain documents for revision of PPOs, inclusion of present postal address and mobile and telephone number in the life certificate and use of e-scroll for extracting information from banks' database. In order to further streamline the process, it has been decided to allow revision of PPOs even in those cases where date of birth / age of spouse is not given in the PPO or this information is not available in the office records. Such PPOs may be revised again when age / date of birth becomes available. It has also been decided that only live cases in which pension / family pension is being disbursed will be included in the pendency statement of the Central Pension Accounting Office (CPAO) and for this purpose, e-scroll alone will be relied upon by the CPAO.

3. A copy of the advertisement previously circulated to all Ministries / Departments *vide* this Department's OM of even number, dated 16-12-2011 for use by them for eliciting information from pensioners / family pensioners is enclosed. It is requested that the advertisement may be posted on the website and if desired get it published in leading News papers.

**Simplification of Pension Procedure — Amendment in Para. 15
and Para. 16 of “Scheme for payment of pensions to Central
Government Civil Pensioners by Authorized Bank”**

Attention is invited to the provisions contained in Paras. 15 and 16 of the Scheme Booklet regarding submission of life and other certificates and inter-bank / intra-bank transfer of pension Account.

2. Keeping in view the need to make the process of submission of certificates user friendly and in line with the technological advancement in the banking industry, it has been decided to allow pensioner / family pensioner to submit the life certificate as well as other certificates to any branch of the Bank through which his / her pension / family pension is being disbursed.

3. Further with the introduction of CBS and implementation of CPPC, the pensioner / family pensioner who is desirous of transferring his / her pension account from one branch to another branch (whether local or out station) of the same bank has the option of putting in his / her request at either of the two branches instead of the present dispensation, wherein transfer request is entertained only at the home branch. The transfer application will require mentioning both account numbers (in the old and new branch) with both branch contact details. The branch receiving the application will scan and register the same to CPPC. CPPC will co-ordinate the continuity of disbursement of monthly pension / family pension without any break.

4. All banks are hereby directed to follow the above procedural modifications in pension process and issue necessary instructions to all concerned accordingly.

5. This issues with the concurrence of Department of Pensions and Pensioners' Welfare, Ministry of Personnel, Public Grievances and Pensions and Department of Expenditure, Ministry of Finance.

To fix timeline for redressal of grievances

As per software developed for monitoring of Pension related grievances, all online grievances of pensioners are being fed through web application CPENGRAMS available in the Pensioners' Portal maintained by Department of Pension and Pensioners' Welfare and the same are forwarded online to the concerned Ministries / Departments / Organizations for their redressal. It has, however, been felt that timely action is not being taken by various Ministries / Departments / Organizations for redressal of grievances and same remain pending for unduly long periods. There is thus a need to emphasize upon the concerned officers dealing with these grievances in your Department for taking timely action on the grievances of pensioners so that unnecessary delays could be avoided. The regional offices and field officers, wherever they exist also need to be sensitized in this regard accordingly.

2. Any grievance redress system would be failing in its primary purpose of the minimum courtesy of acknowledging receipt of a complaint is not observed. As per the guidelines issued by Administrative Reforms and Public Grievances, *vide* its Office Memorandum No. K 15011/1/2006-PG, dated the 22nd May, 2006, an acknowledgement has to be sent immediately and at the most within a period of three days of the receipt of the grievance and the grievance itself should be redressed within a maximum period of two months of its receipt. Cases where it is not possible to give immediate reply, an interim reply should be given to the Applicant. An immediate action by the concerned Ministries / Departments / Organizations will be steps towards pensioners' welfare and will go a long way in ameliorating the hardships of Pensioners. Further, in case it is not feasible to accede to the request made in the petition, a reasoned reply may be issued to the aggrieved citizen within this stipulated time limit.

3. As already requested earlier *vide* this Department's Letters No. 41/30/2011-P&PW (C), dated 13-1-2012 and 15-10-2012, you are once again requested to fix the timeline for timely redressal of grievances as per the guidelines issued by Department of AR&PG (*copy enclosed*) (*not printed*). A detailed report on the action taken for implementation of these guidelines may also please be sent to this Department.

**Withholding of 10% gratuity from the retiring
Government servants — clarification**

The undersigned is directed to say that this Department has been receiving representations from individuals and Pensioners' Associations that Government Departments have been withholding 10% of the amount of gratuity from each retirees even when they had not been provided any Government accommodation.

2. The recovery and adjustment of Government dues from retirement gratuity is regulated under Rules 71 to 73 of the CCS (Pension) Rules, 1972. Rule (1) to (3) of Rule 72 *ibid* provide for recovery of actual amount of Government dues in respect of Government accommodation from pay and allowances before retirement and from Retirement Gratuity. Sub rule (5) of Rule 72 *ibid* stipulates that if, in any particular case, it is not possible for the Directorate of Estates to determine the outstanding licence fee, that Directorate shall inform the Head of Office that ten per cent of gratuity may be withheld pending receipt of further information. The withheld amount of gratuity is to be paid back to Government servant immediately on production of 'No Demand Certificate' (NDC) from Directorate of Estates. Thus, if no 'Government Dues' in respect of Government accommodation are outstanding, then the rules do not provide for withholding of any part of the gratuity on retirement of the Government servant. If no Government accommodation is allotted to a Government servant, in accordance with Directorate of Estate's O.M. No. 18011/5/1990-Pol-III, dated 12-10-2010 (*Sl. No. 121 of Swamy's Annual, 2010*), it is for the Administrative Ministry to issue an 'NDC'.

3. As regards recovery in respect of 'Government Dues' other than those pertaining to Government accommodation, the Head of Office is required to complete assessment of such dues eight months prior to the date of retirement [Rule 73 (2)]. The actual amount of such dues and the dues which come to the notice subsequently and remaining outstanding are to be adjusted against the amount of retirement gratuity becoming payable to the Government servant on retirement. Thus, there is no provision for withholding any part of gratuity for the purpose of recovery of outstanding Government dues other than those pertaining to Government accommodation.

dated 18-3-2013

**Revision of provisional pension sanctioned under Rule 69 of the
CCS (Pension) Rules, 1972**

The undersigned is directed to say that in pursuance of Government's decision on the recommendations of Sixth Pay Commission, orders for revision of pension of pre-2006 pensioners with effect from 1-1-2006 have been issued on 1-9-2008.

The following categories of pensioners were entitled to provisional pension as in the pre-2006 pay-scale:—

- (a) Employees suspended before 2006 and also retired before 1-1-2006.
- (b) Employees suspended before 2006 but retired after 1-1-2006.
- (c) Employees who retired before 1-1-2006 and against whom departmental / judicial proceedings were pending at the time of retirement.

It has been decided that in all the above cases, the provisional pension sanctioned under Rule 69 of CCS (Pension) Rules, 1972 will be revised in terms of this Department's O.M. No. 38/37/08-P&PW (A), dated the 1st September, 2008 (Sl. No. 211 of Swamy's Annual, 2008), as clarified / modified from time to time. An illustration regarding revision of provisional pension sanctioned under Rule 69 of CCS (Pension) Rules 1972 before 1-1-1996 is enclosed.

As regards revision of provisional pension in the case of employees who are drawing provisional pension in Fourth CPC scales, their provisional pension would be brought over to Fifth CPC and thereafter to the Sixth Central Pay Commission and their provisional pension would be revised in accordance with the instructions contained in DoP&PW, O.M. No. 38/37/08-P&PW (A), dated the 1st September, 2008 as clarified / modified from time to time.

This issues with the approval of Department of Expenditure, Ministry of Finance ID. No. 61/E.V/2013, dated the 4th January, 2013 and No. 214/E.V/2013, dated 16th January, 2013.

Illustration

**Revision of Provisional Pension sanctioned under Rule 69
of CCS (Pension) Rules, 1972 before 1-1-1996**

	₹
1. Pay Scale of a Government servant who retired on superannuation on 31-1-1994 ...	3,000-4,500
2. Basic Pay / Average Emoluments ...	3,500
3. Provisional Pension with effect from 1-2-1994.	1,750
4. Revised Pay-Scale with effect from 1-1-1996...	10,000-15,200
5. Revised provisional pension with effect from 1-1-1996 [As per O.M. No. 45/86/97-P&PW (A)-Part. II] ...	5,265
6. Revised Pay Band [PB-3] + Grade Pay ...	(15,600-39,100) + 6,600
7. Revised Provisional Pension with effect from 1-1-2006 [As per O.M. No. 38/37/08-P&PW (A), dated the 1 st September, 2008] ...	11,900
8. Revised Provisional Pension with effect from 24-9-2012 [As per O.M. No. 38/37/08-P&PW (A), dated the 28 th January, 2013] ...	12,600

No. 11(6)/2008-E.II(B)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 2nd April, 2013

Office Memorandum

Subject: Allowances and Special Facilities to Civilian Employees of the Central Government serving in the States of the North Eastern Region (including Sikkim) and in the Union Territories of Andaman & Nicobar, Lakshadweep group of Islands – Extension of the benefits related to Travelling Allowance to Civilian Employees posted in Ladakh region of the State of Jammu & Kashmir- Implementation of the recommendations of the Sixth Central Pay Commission- reg.

With a view to attracting and retaining competent officers for service in the North-Eastern Region(NER), Andaman & Nicobar(A&N) Islands and Lakshadweep group of Islands, consolidated orders relating to Allowances and Special facilities to the Civilian Central Government employees posted in those areas were issued vide this Department's OM No. 11(2)/97-E.II(B) dated 22.07.98 as amended from time to time.

2. The Sixth Central Pay Commission had inter-alia recommended that all concessions allowed to Government employees in NER be also extended to the Government employees posted in Ladakh. On acceptance of the recommendations of the Sixth Central Pay Commission, the President is now pleased to decide that concessions related to *Travelling Allowance on First Appointment, Travelling Allowance for Journey on Transfer, Road Mileage for Transportation of Personal Effects on Transfer* as per para 2(v) and (vi) of this Department's OM No. 11(2)/97-E.II(B) dated 22.07.98, as amended from time to time, shall extend to the Civilian Central Government employees posted in Ladakh region of the State of Jammu & Kashmir also.

3. **This Order will take effect from September 1, 2008.**

4. In respect of persons serving in the Indian Audit & Accounts Department, this Order issue in consultation with the Comptroller and Auditor General of India.

5. Hindi version will follow.


(Sudha Krishnan)

Joint Secretary to the Government of India

To,
All Ministries/Departments of the Govt. of India, etc. as per standard distribution list.

Copy to:

1. C&AG and UPSC, etc. (with usual number of spare copies) as per standard endorsement list.
2. Chief Secretary, Government of Jammu & Kashmir.
- ✓ 3. NIC, MoF with the request to upload the OM on the website of this Ministry.

No. 21011/08/2013-Estt.(AL)
 Government of India
 Ministry of Personnel, Public Grievances and Pensions
 Department of Personnel & Training

Establishment (Allowances) Section		
Children Education Allowance Scheme (CEA)		
Sl. No.	Frequently asked Questions	Answer
1.	Whether Reimbursement of Children Education Allowance (CEA) for 3 rd child is permissible if CEA has not been claimed for 1 st and or 2 nd child? As per OM dated 2.9.2008 CEA is admissible for two school going children does it mean any two school going children?	No. Reimbursement of CEA is not permissible for third child even if reimbursement has not been claimed in respect of first and/or second child. However, as per OM No.12011/03/2008-Estt.(AL) dated 11.11.2008, the Children Education Allowance would be admissible for more than two children where as a result of the second child birth results in birth of twins or multiple children. Further, reimbursement of CEA for the 3 rd child is also admissible in case of failure of sterilization operation. Such reimbursement is admissible only for the first child birth after failure of sterilization operation. This point was further clarified vide O.M. No.12011/16/2009-Allowance) dated 13.11.2009.
2.	What types of fee are reimbursable? Whether Annual Charges and Transportation fees are reimbursable? Whether reimbursement towards purchase of school bag, water bottle, uniform, shoes and stationery is admissible?	As per OM No.12011/03/2008-Estt.(AL) dated 2.9.2008, tuition fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliances by the child, library fee, games/sports fee and fee for extra-curricular activities are reimbursable subject to the condition that the aforementioned fee are charged by the school directly from the student. No reimbursement is permissible for Annual Charges and Transportation fees. Besides, reimbursement for purchase of one set of text books and notebooks, two sets of uniforms prescribed by the school in which the child is studying, one pair of shoes, in an academic year are reimbursable. Uniform include all items of clothing prescribed for a day, as uniform by the school, irrespective of colours/winter/summer/PT uniforms. Reimbursement of school bags, pens/pencils, water bottle, stationery etc., may not be allowed. O.M. No.12011/08/2010-Estt.(AL) dated 30.12.2010 and O.M. No.12011/07(i)/2011-Estt.(AL) dated 21.02.2012 refers
3.	Whether CEA has been increased by 25% as a result of	This Department's OM No. 12011/03/ 2008-Estt.(AL) dated 2.9.2008 clearly indicates that the

	enhancement of Dearness Allowances beyond 50%?	limits "would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%". There is no need for any separate order from this Department to effect enhancement of CEA as a result of increase in DA by 50%. However, O.M. No.12011/01/2011-Estt.(Allowance) dated 4 th May, 2011, has been issued to clarify this further.
4.	Whether CEA can be claimed for the child for the same class twice?	The reimbursement of CEA is not linked to the performance of the child in his class. Even if a child fails in a particular class, the reimbursement is permissible. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or in the mid-session, CEA shall not be reimbursable.
5.	Whether CEA/Hostel Subsidy is allowed for initial two years of Diploma Courses?	Children Education Allowance/Hostel Subsidy is allowed for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11 th and 12 th standards. This is further subject to fulfillment of other conditions laid down in the O.M. No.12011/03/2008-Estt.(AL) dated 2.9.2008 and subsequent instructions issued from time to time.
6.	What is hostel subsidy?	The term Hostel Subsidy would mean expenses incurred by the Government servant if he/she keeps his/her children in a hostel of a residential school/institution located beyond a distance of 50 kilometers from his/her residence.
7.	Whether Hostel subsidy is reimbursable irrespective of transfer liability?	Hostel Subsidy is reimbursable to all Central Government Employees covered by the scheme, for keeping their ward in the Hostel of a residential school away from the station in which the employee is posted or residing irrespective of any transfer liability.
8.	Whether Hostel subsidy can be reimbursed if the child is staying in a Hostel which is not part of residential school where he is studying?	No. Hostel subsidy is reimbursable only in case of child studying in a residential school and staying in hostel of the said residential school.
9.	What are the components of hostel subsidy?	Hostel subsidy includes fee charged for boarding, lodging in addition to fee as mentioned in para 1(e) of OM No. 12011/03/ 2008-Estt.(AL) dated 2.9.2008.
10.	Whether a Government servant is allowed to get 50% of the	Reimbursement of 50% of the entitled amount for the academic year can be allowed in the first

	total amount subject to the overall annual ceiling in the first quarter and the remaining amount in third and/or fourth quarter?	and/or second quarter and the remaining amount can be reimbursed in the third and/or fourth quarter. The entire entitled amount can also be reimbursed in the last quarter. However, frontloading of the entire admissible amount is not permissible. O.M. No.12011/07(i)/2011-Estt.(AL) dated 21.02.2012 refers.
11.	Whether any age limit has been prescribed for reimbursement of CEA in respect of children studying in nursery classes?	<p>There is no minimum age prescribed for reimbursement of CEA in respect of children admitted in nursery classes.</p> <p>However, with regard to physically challenged children the minimum age of 5 (five) years was prescribed for disabled children undergoing non-formal/vocational education. With effect from 21st February, 2012, the minimum age stipulated as 5 years for disabled children stand removed.</p> <p>Hence, there is no minimum age of child for whom reimbursement is claimed irrespective of the fact whether the child is disabled or not.</p> <p>The maximum age for normal child is 20 years and for physically challenged children the maximum age is 22 years. O.M. No.12011/07(ii)/2011-Estt.(AL) dated 21.02.2012 refers.</p>
12.	Whether the school/institution should be recognized?	The school/institution has to be recognized by the Central or State Government or UT administration or by University or a recognized educational authority having jurisdiction over the area where the institution is situated. This also applies in respect of children studying in two classes prior to Class-I, i.e., nursery/LKG/UKG, etc. OM No. 12011/03/ 2008-Estt.(AL) dated 23.11.2009.
13.	Whether CEA is payable for the children of Central Government employees and studying abroad, including children of citizens of Nepal/Bhutan but working in Government of India, and their children are studying in the schools in their native place?	The CEA is payable for the children of all Central Government employees including citizens of Nepal and Bhutan, who are employees of Government of India, and whose children are studying in the native place. However, a certificate may be obtained from the concerned Indian Mission that the school is recognized by the educational authority having jurisdiction over the area where the institution is situated.
14.	What constitutes "Fee" as per para 1(e) of the O.M. dated 2/9/2008 and whether fee paid	"Fee" shall mean fee paid to the school in which the child is studying, directly by the parents/guardian for the items mentioned in para

	for extra-curricular activities to some other institute and reimbursement of, school bags, pens/pencils, etc., can be allowed? Is there any item-wise ceiling?	1(e) of the O.M. dated 2/9/2008. Reimbursement of school bags, pens/pencils, etc., may not be allowed. There is no item-wise ceiling. O.M. No.12011/07(i)/2011-Estt.(AL) dated 21.02.2012 refers.
15.	Whether reimbursement can be allowed in case the original receipts are misplaced and duplicate receipts are produced by the Government servant? Are the original receipts required to be attested/countersigned/ rubber stamped by the school authorities?	In case of misplacement of receipts given by the school/institution towards charges received from the parents/guardian, reimbursement may be allowed if the Government servant produces a duplicate receipt, duly authenticated by the school authorities. Receipts from private parties, other than the school, if misplaced shall not be entertained, even if a duplicate receipt is produced. Original receipts from school authorities need not be attested/countersigned/rubber stamped by the school authorities. O.M. No.12011/07(i)/2011-Estt.(AL) dated 21.02.2012 refers.
16.	Whether Development Fee/Parents' Contribution charged by the school/institution is reimbursable?	Reimbursement of Development Fee/Parents' Contribution is allowed w.e.f. 21 st February, 2012, vide O.M. No.12011/07(ii)/2011-Estt.(AL) dated 21.02.2012, on pro-rata basis, subject to the condition that the Government servant will have to certify that the school does not charge tuition fee. However, in respect of children studying in Kendriya Vidyalaya, the Vidyalaya Vikas Nidhi is reimburseable as it forms part of para 1(e) of O.M. No.12011/3/2008-Estt.(Allowance) dated 2.9.2008. O.M. No.12011/16/2009-Estt.(Allowances) dated 13.11.2009 refers.
17.	Whether reimbursement of fee charged directly by the school for catering to the special needs of the child with disabilities duly certified by the concerned school authorities, in addition to items mentioned in para 1(e) of O.M. dated 2.9.2008, is permissible?	Reimbursement of fee charged directly by the school for catering to the special needs of the child with disabilities duly certified by the concerned school authorities, in addition to items mentioned in para 1(e) of O.M. dated 2.9.2008, is allowed w.e.f. 21 st February, 2012.

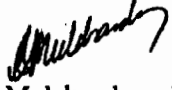
Joining Time Rules		
Sl. No.	Frequently asked Questions	Answer
1.	Whether Joining time//Joining Time pay is admissible in case of technical resignation of a Government servant to join another Government organization.	For appointment to posts under the Central Government on the results of a competitive 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. A Government servant shall be treated on duty during the period of joining time and shall be entitled to joining time pay equal to the pay and allowances like DA, HRA, CCA, drawn before relinquishment of charge at the old post. But temporary Central Government employees with less than 3 years of regular continuous service, though entitled to joining time would not be entitled to joining time pay. {Rule 4 (4) of CCS(JT) Rules}
2.	When can the unutilized joining time be credited as Earned Leave?	Rule 6 (1) of the CCS (Joining Time) Rules provides that 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, then the number of days of joining time admissible under sub-rule (4) of Rule 5 of the Central Civil Services (JT) 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.
3.	Whether joining time can be combined with leave?	Rule 6(2) of the CCS (Joining Time) Rules provides that Joining time may be combined with vacation and/or regular leave of any kind or duration except casual leave.

Honorarium		
Sl. No.	Frequently asked Questions	Answer
1.	Upto what amount the Head of Department can grant honorarium?	The Ministries/Departments can grant honorarium upto `5000/- per annum per employee and the Head of Department can grant honorarium upto `2500/- per annum per employee. O.M. No.1711/9/85-Estt. (Allowance) dated 23.12.1985 refers.
2.	What are the rates of honorarium for translation work from regional language to English/Hindi and vice versa?	The rates for translation from regional languages to English/Hindi and vice-versa is `120/- per thousand words of Ordinary Material and `130/- per thousand words of Technical Material (including Codes/Manuals, etc.). This is subject to a

		maximum of `5000/- per annum in each case, whether recurring or non-recurring. O.M. No.17011/04/2011-Estt.(AL) dated 1.4.2011 refers.
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Special Allowance for child care for women with disability		
Sl. No.	Frequently asked Questions	Answer
1.	Whether the women employees with disabilities are entitled for special allowance for child care at double the rates for multiple births at the time of first child birth?	No. In case of multiple births at the time of first child birth, the woman employee shall not be entitled to this allowance at double the rates for multiple births.
2.	Whether the allowance would be admissible for the 3 rd child in case either of the first two children i.e. first child or the 2 nd child expires before the attaining the age of two years?	It is clarified that the grant of Special Allowance for the child care for women with disabilities is admissible for two years from the birth of the child so long as the woman employee does not have more than two surviving children.


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