

IMPORTANT CIRCULAR

No.PAO/GREF/CC/026/DOII
PAO (GREF)
GREF Center
Dighi Camp
Pune 411015.
Date : 26/09/2008

To,

All CE's/TFs

Sub : Decision of the Govt. on the recommendation of the Sixth Central Pay Commission relating to grant of HRA & CCA etc. & fixation of pay.

Ref : Ministry of Finance (Deptt. of Expenditure), Notification dated 29/08/2008, Ministry of FN OM No. F. No. 1/1/2008-IC dt. 30/08/2008, Ministry of Finance, OM No. 1(3)/2008/E-II(8) dt. 29/08/2008.

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You are already aware of the decision of the Govt. on the above subject. As per the 6th CPC recommendations, certain allowances have been redefined and some changes proposed in basic entitlements for grant of certain allowances.

All cases, which involve changes in publication of DOII, have been detailed below. Sample formats of DOsII for publication of the casually have also been enclosed. You are requested to forward the same to all the CE's / TF & Units for publication of DOII accordingly.

1. **City Compensatory Allowance.**

The City Compensatory Allowance stands abolished.

Changes in the format of DOII

The following abbreviations will be ineffective w.e.f. 01/09/2008.

CCA1, CCA, CCB1, CCB2.

2. **House Rent Allowance.**

The existing classification of cities and rate of allowance has been revised viz.

Changes in the format of DOII

(a) The following abbreviations will be ineffective w.e.f. 01/09/2008.

HRA1, HRAC, HRAOTH

(b) Henceforth the following three abbreviations for grant of HRA will be effective w.e.f. 01/09/2008.

- **HRA** : for grant of HRA (for all categories)
- **HRAKV** : for grant of HRA in Kashmir Valley.
- **HRAODS** : for grant of old duty station HRA for family.

The revised format for HRA DOII has been enclosed at *Annexure-I*

Instructions for GREF Units/Formations :

- Since HRA related old abbreviations will be ineffective wef 1/9/2008, the system will automatically cease all old HRA DOSII wef 1/9/2008.
- HRA has to be granted again wef 1/9/2008 on revised format of DOI in r/o all GREF officers / personnel if admissible.

3. **Transport Allowance.**

- The rates of transport allowance have been revised and are applicable as per the grade pay.
- The allowance shall not be admissible to those employees who have been provided with the facility of Govt. Transport.
- The condition contained in Para (II) of OM No. 21(i)/97 E-II(B) at 03/10/1997 by which the grant of TPT allowance to employees provided with official accommodation within one KM of office or within a campus housing the place of work & residence was disallowed has been withdrawn.
- Officers drawing grade pay of Rs. 10000/- & Rs. 12000/- & those in the HAG+SCALE who are entitled to the use of official car in terms of OM No. 20 E-II(A)/93 dt. 28/01/1994 shall be given the option to avail themselves of the existing facility 'or' to draw the Transport Allowance at the rate of Rs. 7000/- pm or DA thereon.

Changes in the format of DOI

- The following abbreviations will be ineffective w.e.f. 01/09/2008.

TPTO, TPTAC1, TPTAC2, TPOAC1, TPOAC2

- Henceforth the following two abbreviations for grant of TPTA will be effective w.e.f. 01/09/2008.

- **TPTA** : for grant of Transportation allowance (for all categories)
- **TPTS** : for grant of higher rate of Transportation allowance (@ Rs. 7000/- in case of Grade pay Rs. 10000 and above)

The revised format for grant of transportation allowance is enclosed at *Annexure – II*

Instructions for GREF Units/Formations :

- Since TPTA related old abbreviations will be ineffective wef 1/9/2008, the system will automatically cease all old TPTA DOSII wef 1/9/2008.
- The system will automatically grant TPTA to all GREF personnel (Group C & D) as per the location of unit wef 1/9/2008. It is presumed that Govt. transportation has not been provided to GREF personnel (Gp C & D). In case, Govt transportation has been provided to GREF personnel, it is the responsibility of the unit to cease TPTA immediately.
- TPTA has to be granted again wef 1/9/2008 on revised format of DOI in r/o all GREF officers (Group A & B) if admissible.

4. **Children Education Allowance & Hostel Subsidy**

- Children Education allowance & Reimbursement of TF which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.
- Admissible upto a maximum of two children.

- iii) Reimbursement admissible for expenditure for children from classes nursery to twelve. Classes including Classes 11th & 12th held by Junior Colleges or schools affiliated to University or Board of Education.
- iv) Even if the child fails in a particular class the claims of CEA shall not be stopped.
- v) Reimbursement for the following items can be claimed –
 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 appliance by the child, library fee, games/sports fee and fee for extra-curricular activities. This also includes reimbursement for purchase of one set to textbooks and notebooks, two sets of uniforms and one set of school shoes, which can be claimed for a child, in a year.
- vi) Ceiling maximum of Rs. 12000/- per child annually.
- vii) In case both the spouses are Govt. servants, only one can avail reimbursement under CEA.
- viii) Hostel Subsidy will be reimbursed upto the maximum limit of Rs. 3000/- p.m. per child subject to a maximum of 2 children.
 Both Hostel Subsidy and CEA cannot be availed concurrently.
- ix) Original Receipts & self-certificate by Govt. servant required for claiming reimbursement.

Proposed changes in publication of DOII

- (a) The following abbreviations will be ineffective w.e.f. 01/09/2008.

CEA, HOSSUB, RTF, BCEAH, BCEAL

- (b) Henceforth the following four abbreviations for grant of CEA & Hostel Subsidy will be effective w.e.f. 01/09/2008.

For CEA :-

- **CEA1** : for grant of CEA in case of First Child.
- **CEA2** : for grant of CEA in case of Second Child.

For Hostel Subsidy :-

- **HOSUB1** : for grant of Hostel subsidy in case of First Child.
- **HOSUB2** : for grant of Hostel subsidy in case of Second Child.

The revised format for grant of CEA & Hostel subsidy is enclosed at Annexure – III

Instructions for GREF Units/Formations :

- It is advised that CEA & Hostel subsidy related DOsII must be published separately once in a quarter and duly supported by original receipts. Since CEA & Hostel subsidy related DosII will be treated as reimbursement claims, hence not to be clubbed with other DOII.

5. Annual Increment

Annual increments will be granted automatically (as per the revised pay rules) wef 2.1.2006. **"INCR"** – Abbreviation will be ineffective w.e.f. 2.1.2006

6. Stagnation Increment

Stagnation increments will be ineffective (as per the revised pay rules) wef 2.1.2006.
"SPSTAG" – Abbreviation will be ineffective w.e.f. 2.1.2006

7. **Pay fixation wef 1.1.2006 due to 6th CPC recommendations**

A special abbreviation 'PAYCOM' has been introduced only as **one time measure** for fixation of pay wef 1/1/2006 due to 6th CPC recommendations. This DOII along with pay fixation proforma duly verified by AO (P)/AO (TF) has to be published immediately in r/o all GREF officers / Personnel appointed prior to 1/9/2008 and dispatched to this office by 15/11/2008.

The format of DOII with instructions is enclosed at *Annexure IV*

8. **Pay fixation due to promotion or upgradation under ACP wef 1.1.2006**

The revised format of **Payfix, ACP1, ACP2, and ACP3** with instructions is enclosed at *Annexure V*.

9. **Appointment, Reappointment & Reversion from Deputation**


The revised format of **APPT, REAPPT & REVDEP** with instructions is enclosed at *Annexure VI*.

10. As regards other allowances which are paid on percentage basis e.g. SDA, ISDA etc. or allowances where rates have been revised e.g. SCRLA1,2,3,4, STAA etc. there is no change in the format of DOII. The system will automatically adjust the revised rates of allowances (in case of old DOSII) in IRLAs wherever applicable.

sd/-
(Vedveer Arya)
Jt.CDA I/C
PAO (GREF)

Copy to,

- ✓ 1. DGBR, Seema Sadak Bhavan, Naraina, New Delhi
- 2. CDA(BR), Seema Sadak Bhavan, Naraina, New Delhi
- 3. GREF Center, Dighi Camp,


(Vedveer Arya)
Jt.CDA I/C
PAO (GREF)

DOII FORMAT - GREF SYSTEM

HRA

Sl No	GREF No. Rank and Name	Description	Date of Effect	Rate	Period	Other Allowance			Ref. DOII	Remarks
		3	4	5	6	7			8	9
1		HRA	From			7(a) GTD 30% GTD 20% GTD 10%	7(b) Name of City	7(c)		
2.		HRAKV	From			GTD 20%	Name of City			
3.		HRAODS	From			GTD 30% GTD 20% GTD 10%	Name of City	Pre Unit Code		

Notes :

- Col. 3 will show description HRA for all rates X, Y, Z. Classification @30% 20% 10%,
 Col. 4 will show date from which either payable or ceased.
 Col. 5, Col. 6 will be blank
 Col. 7(a) will show "GTD" & % e.g. 30% or 20% or 10% & "ctd" if ceased.
 Col. 7(b) will show name of city.
 Col. 7(c) will be blank.

HRAKV

Col. 3 will show description HRAKV for individual posted in Kashmir Valley & entitled to HRAKV.

Col. 4 will show date from which either payable or ceased.

Col. 5 Blank

Col. 6 Blank

Col. 7(a) will show GTD & % admissible e.g. 20% & ctd if ceased.

Col. 7(b) will show name of city.

Col. 7(c) blank.

HRAODS

Col. 3 will show description HRAODS for individuals claiming HRA for retaining family at old duty station.

Col. 4 will show date from which either payable or ceased.

Col. 5 Blank

Col. 6 Blank

Col. 7(a) will show "GTD" & % e.g. 30% or 20% or 10% & "ctd" if ceased.

Col. 7(b) will show name of city.

Col. 7(c) will show unit code of the previous unit serving where family has been retained.

ANNEXURE II

TPTA

Sl No	GrEE No. Rank and Name	Description	Date of Effect	Rate	Period	Other Allowance			Ref. DOII	Remarks
		3	4	5	6	7			8	9
1		TPTA	From	Rate		7(a)	7(b)	7(c)		
2.		TPTS	From	7000		GTD				

No Govt. TPT has been provided
Official car has not been provided.

Note :

TPTA

Col 3 - TPTA for admissibility of transport allowance.

Col 4 - From date

Col 5 - Rate as applicable as per city & grade pay.

Col 6 - NIL.

Col 7(a) - GTD/ed in case allowance is ceased.

Col 7(b) - Blank

Col 7(c) - Blank

TPTS

Col 3 - Officers drawing Grade Pay of Rs. 10000/- & Rs. 12000/- in the HA G+Scale who opt for TPT allowance will be entitled to TPTS.

Col 4 - From date.

Col 5 - Rs. 7000/- rate applicable.

Col 6 - Blank

Col 7(a) - GTD/ed in case allowance is ceased.

Col 7(b) - Blank

Col 7(c) - Blank

Certificate : 1) Certified that Officer has opted for drawl of transport allowance.

2) Official staff car has not been provided to other.



ANNEXURE III

CHILDREN EDUCATION ALLOWANCE.

Sl No.	REF No. Rank and Name	Description	Date of Effect	Rate	Period	Other Allowance	Ref. DOII	Remarks
		3	4	5	6	7	8	9
		CEA1	From/To	Amnt		7(a) 7(b) 7(c)		
		CEA2	From/To	Amnt		GTD NURS		
		HOSUB1	From/To	Amnt		GTD CLAS02		
		HOSUB2	From/To	Amnt		GTD CLAS03		

Note :

Col. 3 - CEA1, CEA2 Details of each child to be shown as a separate record / item

Col. 4 - From date / To date.

Col. 5 - Rate - Maximum Rs. 1000/- per month.

Col. 6 - NIL

Col. 7(a) - GTD

Col. 7(b) - Class in which studying NURS, CLAS01, CLAS02, CLAS 03, CLAS04, CLAS06, CLAS07, CLAS08, CLAS09, CLAS10, CLAS11, CLAS12.

Certificate that hostel sub stly not being claimed for the same child. All receipts to be enclosed in original.
Form II from individual to be enclosed as per existing format.

HOSUB

Col. 3 - HOSUB1, HOSUB2

Col. 4 - From date / To date.

Col. 5 - Rate maximum Rs. 3000/- per month.

Col. 6 - NIL

Col. 7(a) - GTD

Col. 7(b) - Class in which studying.

Col. 7(c) - Blank.

Col. 8 - Blank.

Certificate that Children Education Allowance not being claimed for the same child. All receipts to be enclosed in original.
Form I from individual to be enclosed as per existing format.

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ANNEXURE IV

DOIIFORMAT - GREF SYSTEM

Sl No	GREF No. Rank and Name	Description	Date of Effect	Rate	Period	Other Allowance			Ref. DOI	Remarks
		3	4	5	6	7			8	9
1		PAYCOM	Date	Grade Pay		7(a)	7(b)	7(c)		
						Desig	Pay Band	Pay		

Notes :

In all cases of Fixation of pay on account of recommendation of 6th CPC, the above descriptions will be used.



ANNEXURE V

DOII FORMAT - GREF SYSTEM

Sl No	GREF No. Rank and Name	Description	Date of Effect	Rate	Period	Other Allowance			Ref. DOII	Remarks
		3	4	5	6	7			8	9
						7(a)	7(b)	7(c)		
1		PAYFIX	Date	Grade Pay		Desig	Pay Band	DNI	Reference DOII	

Notes :

1. In all cases of Promotion / Payfix after 01/01/2006 before 31/08/2008, the Payfix description will be used.
2. In Column 7(c) Date of Next Increment from which individual has opted for promotion to be shown. In other cases where there is no option the column should be left blank.
3. In Column 8, reference DOII of the PROMOT, STEPUP, GOUPSC etc. will be mentioned.

Sl No	GREF No. Rank and Name	Description	Date of Effect	Rate	Period	Other Allowance			Ref. DOII	Remarks
		3	4	5	6	7			8	9
						7(a)	7(b)	7(c)		
1		ACPI ACP2 ACP3	Date	Grade Pay		Desig	Pay Band	DNI		

Notes :

1. In all cases of Grant of ACP promotion, the format will be used.
2. In case individual gives option to avail the promotion from date of next increment, "DNI" will be mentioned in Column 7(C) Otherwise column will be left blank.



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DOIIFORMAT - GREF SYSTEM

ANNEXURE VI

SI No	GREF No. Rank and Name	Description	Date of Effect	Rate	Period	Other Allowance	Ref. DOI	Remarks
		3	4	5	6	7	8	9
						7(a) 7(b) 7(c)		
1		REV DEP	Date	Grade Pay		Desig Pay Band Pay		

Note : 1. In all cases of reversion from deputation after 01/01/2006 the above format will be used.

SI No	GREF No. Rank and Name	Description	Date of Effect	Rate	Period	Other Allowance	Ref. DOI	Remarks
		3	4	5	6	7	8	9
						7(a) 7(b) 7(c)		
1		REAPPT	Date	Grade Pay		Desig Pay Band Pay		

Note : 1. In all cases of re-appointment after 01/01/2006 the above format will be used.



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ANNEXURE VII

DOI FORMAT - GREF SYSTEM

Sl No	GREF No. Rank and Name	Description	Date of Appointment / Date of Birth	Rate	Period	Other Allowance			Educational	Remarks
		3	4	5	6	7(a)	7(b)	7(c)	8	9
1		APPT	Date	Grade Pay	Pay in Band	Design	State / District	Hindu / SC		*Direct Appointment *Joining on Technical Resignation From other Department *Re-employed pensioner.

Note : 1.

In all cases of appointment after 01/01/2006 the above format will be used.

In Remarks column the exact details of appointment will be mentioned i.e. either direct appointment or joining after Technical Resignation or Re-employed pensioner.

In case of re-employed pensioners copy of the PPO from CCDA P Alhabad to be attached.



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