



CSIR – IHBT



ORIENTATION MANUAL

(Handbook on General Rules & Regulations)

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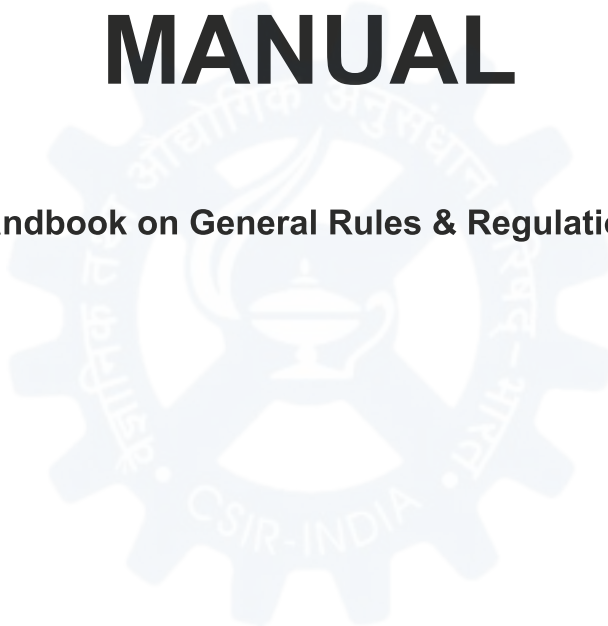
Palampur (HP).

**CSIR-Institute of Himalayan Bioresource Technology
Palampur-176061 (Himachal Pradesh)**

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CAUTION

The information contained in this Orientation Manual (handbook) has been compiled from different available sources. The information is not exhaustive and it is advised to consult a detailed rule book in case of any doubt.

FOREWORD

Every Department has its substantive function but at the same time administrative function is of a great importance to run an Organisation under the frame work of Rules and Regulations as well as various policies of Government of India. Hence, every



Organisation need to educate its employees regarding basic Rules and Regulations, which are to be followed in their day to day functioning.

In order to make the employees of this Institute aware of the basic Rules and Regulations, this Handbook has been compiled by the common cadre Officers of our Institute.

This book covers important areas such as Joining Formalities, Pay and Allowances, Leaves, LTCs and Tours etc. FAQs on the subject have also been incorporated for addressing common queries. The compilation has been done in easy to understand format even for non-experts in the area.

I am quite sure that this book would be very useful for the employees including new entrants of this Institute.

Date : July 2, 2019
CSIR-IHBT, Palampur

Sanjay Kumar
Director

PREFACE

It is a well acknowledged fact that many a times employees make mistakes because of ignorance of time limits in claim submissions, booking of air tickets from some travel website, taking routine treatment from private doctors etc. Also employees are seen running to Finance & Accounts or General Administration division for various queries pertaining to their official duties etc. which causes wastage of time of these employees as well as distracts the administrative staff from their routine work. Furthermore, for a newly recruited employee, it takes many a months to know the functioning of office and his rights and duties. In this background authorities in CSIR-IHBT desired that common cadre officers may take initiative to bring out a small handbook on general rules and regulations.

Through this manual efforts have been made to make the employees aware about their various entitlements, cautioning them about general mistakes and to mitigate the daily problems faced by them. We hope that this handbook will be very useful to all the employees with particular orientation benefit to the new recruits, providing them insight on different aspects of office procedure and general rules and regulations.

The authors express deep sense of gratitude to Director, CSIR-IHBT, Palampur, Dr Sanjay Kumar for overall guidance and constant motivation in this endeavor. We are thankful to our colleagues of CSIR-IHBT General Administration, Finance & Accounts and Stores & Purchase division for the help rendered during the preparation of this handbook. Thanks are due to Mr. Suresh Pant, Controller of Stores & Purchase and Mr. Amarjeet, Section Officer (Gen.) for their valuable inputs on Ch. 12 and Ch. 1 respectively of this manual. We are also grateful to Mr. Ved Prakash and Mr. Keerti Raj, both Assistant Section Officer for rendering help in final shaping of this handbook.

July 2, 2019
Palampur (HP)

Satya Narain Gulia
Alok Sharma

Abbreviations

Ch.	- Chapter
CPC	- Central Pay Commission
DA	- Daily Allowance
TA	- Travelling Allowance
HRA	- House Rent allowance
LTC	- Leave Travel Concession
CEA	- Children Education Allowance
NPS	- National Pension Scheme
CL	- Casual Leave
EL	- Earned Leave
HPL	- Half Pay Leave
TPTA	- Transport allowance
Lab	- Laboratory
O.M.	- Office Memorandum
Vfm	- Value for Money
PC	- Purchase Committee
T&PC	- Technical & Purchase Committee
GeM	- Government e-market place
GFR	- General Financial Rules
UT	- Union Territory

CONTENTS

	Page no.
1. Joining the Service	1
2. Pay	3
3. Leave Rules	5
4. Study Leave (leave rules contd.)	9
5. LTC	11
6. TA	18
7. Children Education Allowance	24
8. Medical Facilities	25
9. NPS	29
10. Pension	35
11. Canons of Financial Propriety	38
12. Public Procurement	40
13. General Conduct – DOs and DON'Ts	49

Ch.1 : Joining the Service

- After the recruitment process is complete and offer of appointment has been issued the selected candidate needs to accept the offered post immediately but not later than one week and then report for duty within a period of one month. The joining time can be extended with the approval of competent authority.
- Before joining the candidate must fulfill the pre appointment formalities, such as Character certificate, Medical Fitness certificate etc, as stipulated in the offer of appointment.
- The candidate must submit the above documents along with Character and Antecedents Performa duly attested by a Gazetted Officer or any other authority as mentioned in the prescribed performa annexed with the offer of appointment.
- In case the candidate resides for more than one year in a foreign country during preceding five or more years then he/she is allowed for joining duty after the clearance from Intelligence Bureau of India.
- The candidate after accepting all the terms and conditions as stipulated in offer of appointment letter submit his/her joining report along with the above documents.
- The joining will be accepted in the forenoon if the same is offered before lunch on a particular working day. In case of joining report is offered in the afternoon then the same will be deemed to be effective from next day.

- After accepting the joining by the competent authority the same will be notified through an Office Memorandum wherein his nature and place of duty will also be intimated.
- After notification of joining the Service Book of the employee is created and the process for fixation of pay is initiated.



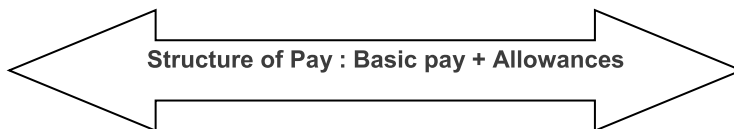
Ch. 2 : Pay

Pay or Salary:

Pay or Salary is the amount of money paid by an employer to an employee as compensation or in return for work performed by him.

During currency of 6th CPC (Central Pay Commission) the Pay of an employee was specified by the Pay band and Grade pay which stand dispensed during 7th CPC wherein the pay structure has been worked out in the form of Pay Matrix containing horizontal columns, called pay levels and vertical columns, showing the pay progression within the given level.

New recruitment starts with vertical level 1 of the particular pay level (if there is no pay protection, advance increment etc).



Annual Increment: On earning annual increment the employee moves to next stage in vertical column of pay matrix.

Allowances: In addition to basic pay certain allowances are also paid to employees by the employer such as Dearness Allowance, House Rent Allowance, Transport Allowance etc. these allowances are generally paid as percentage of the basic pay and are meant to be offset of inflation.

House Rent Allowance : 8 % (Z Category), 16% (Y category) and 24% (X category).

Palampur (HP) falls under Z category (8%) for HRA

Dearness Allowance:

As on 01.01.2016 (implementation of 7th CPC) – 0% of Basic pay,
01.07.2016 – 2%,
01.01.2017 – 4%, 01.07.2017 – 5%,
01.01.2018 – 7%, 01.07.2018 – 9%,
01.01.2019 – 12%

Transport Allowance:

It depends on Pay level and category of place of posting.

Pay Level	Rate of Transport Allowance	
	Higher/TPTA City	Other Places
9 or above	7200+DA	3600+DA
3 to 8	3600+DA	1800+DA
1 and 2	1350+DA	900+DA

TA is not admissible to an employee if he has been provided with transport facility by the Government. Also TA is not payable for absence from duty for the whole of calendar month due to leave etc.



Ch. 3 : Leave Rules

Leave cannot be claimed as a matter of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any kind is reserved to the competent authority, but the authority cannot alter the kind of leave due and applied for.

Casual Leave (CL): There are 8 CL in a year. CL cannot be combined with other kind of leave except special casual leave and vacation. CL can be taken for half day also.

Special Casual Leave: As the name suggests these are special leaves for sports events (up to 30 days in a year), cultural activities (15 days in a year), calamities, family planning (5 days) etc.

Earned Leave (EL): 30 in a calendar year (15 days credit in Jan. and another 15 days in July in advance). EL is earned by the employee by virtue of his service and same can be accumulated up to 300 days for encashment at the time of retirement. EL Credit is reduced by 1/10th of EOL availed during preceding half year. For joining of service in between the year the credit is afforded on pro-rata basis.

Half Pay Leave (HPL): 20 days for each completed calendar year (credited in advance in Jan. and July @ 10 days each similar to EL credit).

Commutated Leave: Commuted leave on full pay not exceeding half the amount of "half-pay leave" may be granted on medical certificate (also admissible without medical certificate in certain specific circumstances as per rule) or for the purposes of improvement of qualifications to an employee in permanent employment subject to the following conditions :-

(a) Commuted leave during the entire service shall be limited to a maximum of 240 days.

(b) When commuted leave is granted, twice the amount of such leave shall be debited to the half-pay leave account.

Leave 'Not Due':

Leave 'Not Due' may be granted to permanent employees only on production of medical certificate or for the purposes of improvement of qualifications, on half-pay by the competent authority up to a limit of 6 months. The leave 'not due' is intended to be regarded as an advance of leave when the employee's leave account shows a nil/debit balance and its grant should, therefore, be limited to the amount which will be earned by subsequent duty. The leave 'not due' may in no case be granted unless the sanctioning authority is satisfied that, as far as can be reasonably foreseen, the employee will return to duty and earn it. When an employee returns from leave which was 'not due' and which was debited against his leave account, no leave will become due to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due.

Extra-ordinary Leave: (a) An employee may be granted extra ordinary leave when no other leave is admissible to him and he applies in writing for grant of extra ordinary leave. (b) Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary leave shall not count for grant of increment (except few specific cases).

Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where leave is taken on medical certificate. (d) The total period of absence from duty on account of extra-ordinary leave and the period spent on deputation shall in no case exceed five years in the full working life of the individual.

Maternity Leave: (i) Maternity leave may be granted by the competent authority to a woman employee appointed on regular or ad hoc basis against a permanent post on full pay, for a period which may extend up to 6 months from the date of its commencement. (ii) Such leave shall not be debited to the leave account. (iii) Maternity leave may be combined with leave of any other kind, but any leave, applied for, in continuation of maternity leave may be granted by the competent authority only if the application is supported by a medical certificate. (iv) Such leave shall not be admissible to an employee beyond two living children. However leave of kind due shall be allowed in such cases. Maternity leave may also be granted in cases of miscarriage, including abortion, subject to the condition that the leave, applied for, does not exceed 6 weeks and the application is supported by a medical certificate.

Paternity Leave: 15 days to father, before or within 6 months of birth of a child for up to 2 surviving children.

Child Care Leave: 730 days in entire service for taking care of up to 2 children till they attain 18 years of age. Not debited to leave account and can be availed in different spells. Applicable to female employees as well as single male employee. 100% salary payable (equal to that drawn on date of proceeding on leave) for first 365 days and 80% for next 365 days.

Return from Leave: (a) An employee on leave may not return to duty before the expiry of the period of leave granted to him/her unless he/she is permitted to do so by the authority which granted him/her leave. (b) An employee, who has taken leave on medical certificate may not return to duty until he/she has produced a Medical certificate of fitness (with certain conditions) from the competent Medical Authority on whose certificate the leave was allowed.

Leave due at the time of retirement: (a) The employees retiring on superannuation are paid cash equivalent of leave salary in

respect of the period of earned leave on full pay at –their credit at the time of retirement, on the following conditions:

- (i) The payment of cash equivalent of leave salary shall be limited to a maximum of 300 days.
- (ii) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lumpsum as a one time settlement.
- (iii) Cash payment will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary, at the rates in force on the date of retirement. No Compensatory allowance and/or house rent allowance shall be payable.
- (iv) The authority competent to grant leave shall, suo moto, issue order granting cash equivalent of earned leave at credit on the date of retirement.

(b) The benefit of leave encashment will also be admissible to the dependents of those employees who expire before retirement subject to the limit of 300 days if there is unavailed earned leave at their credit.

(c) The benefit will also be admissible to such employees who are retired compulsorily/premature on the basis of review of record or as a measure of punishment or seek retirement on voluntary basis.

(d) This benefit will also be admissible to the employees who resign or quit service, to the extent of half of earned leave at their credit, subject to a maximum of 150 days.

(e) Shortfall of 300 days of EL encashment at retirement can be compensated by HPL at credit to the extent of shortfall.

Leaving station without proper sanction of Station Leave is a serious misconduct and should be avoided.



Ch.4: Study Leave

Study Leave: Study leave can be granted for professional or technical higher studies and special training having direct connection in sphere of his duty for improving his ability in discharge of duties, if employee has rendered 3 years of regular service in the Organization.

This is in order to encourage scientific and technical personnel to acquire higher scientific and technical qualifications wherein Organization grants on merit, study leave for a period not exceeding 24 months, provided that:-

- a) It is certified by the Director of the Laboratory/Institute concerned that the studies are of definite advantage to the work of the Laboratory/institute in which the person concerned is employed;
- b) in case of studies abroad, it is certified that facilities for the same are not available in India;
- c) the person concerned executes a bond to serve the Organization for a period of 3 years; and
- d) other conditions laid down in the study leave rules of the Government of India.

Some FAQ on Study Leave

Q1. What is the maximum amount of study leave which can be availed?

A. The maximum amount of study leave is restricted to twenty four months during the entire service period and ordinarily it can be allowed for upto twelve months at a time.

Q.2. Whether study leave can be clubbed with other leave?

A. Yes. Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty eight months generally and thirty-six months for

the courses leading to PhD. degree from the regular duties of the Government servant.

Q. 3. What is the validity period of bond to be executed by the Government servant while proceeding on study leave?

A. Government servant is required to execute a bond to serve the Government for a period of three years after expiry of study leave.

Q.4. Whether a Govt. servant who has been granted study leave may be allowed to resign to take up a post in other Ministries/ Department of the Central Govt. within the bond period?

A. An employee has to submit a bond to serve the Govt. for a period of 3 years for study leave. As the Govt. servant would still be serving Government in a Department other than parent Department, he may be allowed to submit his resignation to take up another post within the Central Govt. if he had applied for the post through proper channel.

Administrative Staff can also be granted study leave for prosecuting the following specialized and professional courses:-

- 1. Computer Training Courses conducted by the Institution set up by Central or State Governments in the country.*
- 2. MBA - For doing MBA grant of study leave is restricted at the level of Section Officers and above.*
- 3. Chartered Accountancy.*



Ch. 5 : LTC

Employees with one year of continuous service on date of outward journey are eligible for Leave Travel Concession for self as well as family (as per definition of family and with conditions). One Home town and one anywhere India LTC allowed in a block of 4 years. LTC can be availed for different destinations and on different occasions by family members. LTC can be availed during any leave but cannot be availed during closed holidays only. Combining LTC with transfer/tour is allowed.

For fresh recruits every year LTC allowed (home town visit for three occasions and anywhere India on fourth occasion) for first 2 blocks.

7th CPC travel entitlement on LTC:

According to an Office Memorandum (O.M.) from the Ministry of Finance dated 19 September 2017, the travel entitlements for government employees for LTC would remain the same as TA entitlements. The only exception would be in the air travel entitlement for officers between Level 6 and Level 8 of the Pay Matrix. The air travel entitlement for these employees would be allowed for Travelling Allowance only and not for LTC.

For LTC the following conditions are also to be noted:

- There will be no daily allowance for travel through LTC.
- All incidental expenses incurred on local journeys would not be reimbursed.
- Reimbursement under LTC is allowed only for journeys that are performed in government vehicles or Corporation vehicles in the public sector (taxi fare is not reimbursable except some specific conditions).

- If the journey undertaken is between places that are not connected through public transport, the employee will be allowed reimbursement according to his/her entitlement for journey on transfers. The maximum limit for the same will, however, be 100 km covered by the private transport vehicle. The employee will have to self-certify the claim and submit it. All expenses beyond the upper limit will be borne by the employee.
- Travel through Premium, Premium Tatkal, or Suvidha trains is allowed under LTC. The reimbursement of Tatkal or Premium Tatkal charges are also provided for the LTC purpose.
- Flexi fare applicable on Shatabdi, Rajdhani, or Duronto trains will be allowed if the travel is performed by these trains on LTC. This component of dynamic fare will not be applicable if a non-entitled government employee travels by air and raises a claim subsequently.

BOOKING NOT ALLOWED THROUGH PRIVATE AGENTS OR OTHER TICKET BOOKING WEBSITES.

For Tour as well as LTC air tickets need to be booked only through authorized booking agents like Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC. The air ticket can also be booked through Airlines counter or web portal of the airline.

Encashment of EL on availing LTC:

While availing LTC, Government servants can encash 10 days EL (if balance at credit falls not less than 30 after leave availed and encashment) at a time subject to maximum of 60 days during entire service.

LTC fare Reimbursement:

Reimbursement under the leave travel concession scheme shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey on a through ticket over the shortest direct route.

Forfeiture of claim:

A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

Grant of advance and adjustment thereof:

- (i) Advance may be granted to employees to enable them to avail themselves of the concession. The amount of such advance in each case shall be limited to four-fifths of the estimated amount, which office would have to reimburse in respect of the cost of the journey both ways.
- (ii) If the family travels separately from the employee, the advance may also be drawn separately to the extent admissible.
- (iii) The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the employee or the period of anticipated absence of the members of the family does not exceed three months or ninety days. If this limit is exceeded, then the advance may be drawn for the outward journey only.

- (iv) If the limit of 3 months or ninety days is exceeded after the advance had already been drawn for both the journeys, one half of the advance should be refunded to the office forthwith.
- (v) Where an advance has been drawn by an employee, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On employee's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lump sum. No request for recovery of the advance in installments shall be entertained.

Carryover of Leave Travel Concession:

An employee who is unable to avail of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. If an employee is entitled to leave travel concession to home town, he can carry forward the leave travel concession to any place in India for a block of four years only if he has carried forward the leave travel concession to home town in respect of the second block of two years within the block of four years.

Change of Hometown:

The hometown once declared and accepted by the controlling officer shall be treated as final. In exceptional circumstances, the Head of the Department or if the employee himself is the Head of the Department, the Administrative Ministry, may authorize a change in such declaration provided that such a change shall not be made more than once during the service of an employee.

Some FAQ on LTC

Q. What is the quantum of encashment of leave on LTC?

Ans. While availing LTC, Government servants can encash 10 days EL at a time subject to maximum of 60 days during entire service.

Q. Whether encashment can be availed during Casual Leave?

Ans. Yes.

Q. Whether Air Tickets can be booked through private agents on TA/DA<C

Ans. No, as per para 3(viii) of MOF, Dept. of Exp. OM No. 19024/1/E-IV/2005 dt. 24.3.06 wherever officer seeks to utilize the service of travel agents, it should be limited to M/s Balmer Lawrie & Com. and M/s Ashoka Tours & Travels or IRCTC.

Q. Whether the services of other Air lines can be availed during TA/DA<C, where the stations are not connected by Air India.

Ans. For travel to stations not connected by Air India the officials may travel by Air India to the point closest to their eventual destination, beyond which they may utilize the services of another airlines.

Q. What is the minimum service for availing LTC?

Ans: Government servant who have completed one year of continuous service on the date of journey can avail this concession.

Q. Whether LTC can be availed during week-end or holidays alone?

Ans: No.

Q. Whether a Government employee can travel by longer route?

Ans: Yes, however reimbursement for his/her journey will be restricted to shortest direct route.

Q. Whether LTC can be availed during study leave?

Ans: Yes, however reimbursement of fare should be restricted to the fare admissible for travel between his headquarters station to any place in India/home town or actual expenditure, whichever is less.

Q. What is the entitlement of fresh recruits?

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

Q. Home town of an employee is connected by train but is not directly connected by Rajdhani/Shatabdi Express trains. In such a case, can the employee be entitled to travel partly by Rajdhani/Shatabdi Express trains and partly by other trains?

Ans: Yes, If the journey is actually performed by Rajdhani/Shatabdi trains up to an en route railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani/Shatabdi trains, fare for both the types of trains by the entitled class would be admissible for the respective portion of journey.

Q. If the originating and terminating points fall on the routes of Rajdhani/shatabdi express trains but these trains do not halt at these stations, can an employee travel by Rajdhani/Shatabdi Express?

Ans: The employee can travel by Rajdhani/Shatabdi Express up to the nearest *en route* station which should not be beyond the destination i.e., Home town or the declare place of visit.

Q. If a Government employee/his family member is entitled to concessional train fare such as senior citizen, student concession, children, etc., whether in case of air travel, the reimbursement would be restricted to such concessional fare by train in entitled class?

Ans: If full air fare has been charged by the airlines and paid by the Government servant, the reimbursement would be restricted to the full train fare in entitled class including Rajdhani/shatabdi.

Q. If a Government servant drawing grade pay Rs. 10,000 (as per 6th CPC) and above can claim for reimbursement of Air travel by executive class on LTC?

Ans: Yes.



Ch. 6 : TA

When an employee is deputed on tour to do some official work or to attend some training then expenditure on account of travel (TA) i.e. to and fro fare, boarding and lodging (DA) will be payable to him/her (as per pay level).

For Tour as well as LTC air tickets need to be booked only through authorized booking agents like Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC. The air ticket can also be booked through Airlines counter or web portal of the airline.

AIR TICKET BOOKING NOT ALLOWED THROUGH PRIVATE AGENTS OR OTHER TICKET BOOKING WEBSITES.

Entitlement for travel within the country and outside:

1. For Travel within India:

Pay Level according to Pay Matrix	Travel entitlement
14 and above	AC-I in a train or Business or Club class by air
12 and 13	AC-I in a train or Economy class by air
6 to 11	AC-II in a train or Economy class by air
5 and below	AC-III/ First Class/ AC chair car by train

Travel by Premium trains, Suvidha trains, or Tatkal trains is allowed. Reimbursement of tatkal charges (as per rule) is allowed and so is dynamic flexi-fare in Rajdhani/ Shatabdi/ Durgam trains.

The entitlement for journeys in Premium, Premium Tatkal, Shatabdi, Suvidha, Duronto, and Rajdhani trains will be as follows:

Pay Level according to Pay Matrix	Travel entitlement
12 and above	Executive or AC 1st class in Premium trains
6 to 11	AC 2nd class or chair car in Shatabdi trains
5 and below	AC 3rd class or chair car

For road travel between regions that are connected by rail, travel is allowed by any means of public transport as long as the total fare is not in excess of the train fare by the entitled class.

The mileage earned by employees for official travel by air will be used by the respective departments for official travel of other employees. Mileage points should not be used by employees for private travel purposes.

If the employee does not receive a seat in the entitled class, he/she may travel in a lower class.

1. **Journeys by road and mileage allowance:**

The entitlement for travel to places where specific rates have been mentioned is as follows:

Pay Level	Travel entitlement
14 and above	<p>The entitlement will be one of the following:</p> <p>The actual fare for travel by any kind of bus, including AC buses.</p> <p>For travel by AC taxi, the prescribed rate.</p>

	The prescribed rates for autos when the travel is by an auto, own car, motorcycle, scooter, or moped.
6 to 13	Same as above slab but with the exception that travel is not permitted by AC taxi.
4 and 5	The entitlement will be one of the following: Actual fare when travelling on a public bus, with the exception of AC bus. The prescribed rate for autos when the travel is by an auto, own car, motorcycle, scooter, or moped.
3 and below	The entitlement will be one of the following: Actual fare when travelling on an ordinary public bus only. The prescribed rate for autos when the travel is by an auto, motorcycle, scooter, or moped.

Daily allowance to the employee while on tour:

The entitlement for daily allowance is as shown below:

Pay Level according to Pay Matrix	Travel entitlement
14 and above	Reimbursement is provided for hotel expenses or guest house charges - Up to Rs.7,500 per day. Reimbursement is provided for AC taxi charges according to the actual expenditure for travel within the city (for official purposes only). Reimbursement is provided for

	food bills with a limit of Rs.1,200 per day.
12 and 13	<p>Reimbursement provided for hotel expenses or guest house charges - Up to Rs.4,500 per day.</p> <p>Reimbursement is provided for AC taxi charges for travel within the city - Up to 50 km per day.</p> <p>Reimbursement is provided for food bills with a limit of Rs.1,000 per day.</p>
9 and 11	<p>Reimbursement is provided for hotel expenses or guest house charges - Up to Rs.2,250 per day.</p> <p>Reimbursement is provided for non-AC taxi charges for travel within the city - Up to Rs.338 per day.</p> <p>Reimbursement is provided for food bills with a limit of Rs.900 per day.</p>
6 to 8	<p>Reimbursement is provided for hotel expenses or guest house charges up to Rs.750 per day.</p> <p>Reimbursement is provided for non-AC taxi charges for travel within the city - Up to Rs.225 per day.</p> <p>Reimbursement is provided for food bills with a limit of Rs.800 per day.</p>
5 and below	<p>Reimbursement is provided for hotel expenses or guest house charges up to Rs.450 per day.</p> <p>Reimbursement is provided for non-AC taxi charges for travel within the city - Up to Rs.113 per day.</p>

	Reimbursement is provided for food bills with a limit of Rs.500 per day.
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*Taxes Extra as Applicable

Reimbursement of hotel expenses: For officers of levels 8 and below, the claim amount up to the upper limit may be payable without the requirement for furnishing any vouchers. The claim should indicate the name of the accommodation, period of stay, etc. For stay in Class C cities, the upper limit for all employees up to level 8 is Rs.1,000 per day. But this is payable only if the relevant vouchers are furnished. The upper limit for the reimbursement of hotel charges will rise by 25% when there is a 50% increase in DA.

Reimbursement of travel expenses: Just like the reimbursement of accommodation charges for officers of level 8 and below, the claim amount up to the maximum limit will be paid without the need to furnish vouchers. Such self-certified claims should clearly state the vehicle number and period of travel. The upper limit for officers of levels 11 and below will increase further by 25% if there is a 50% rise in DA. If the officer travelled by foot, an allowance of Rs.12 per km will be paid additionally. This rate also increases by 25% for every 50% rise in DA.

Reimbursement of food expenses: Food bills will not be reimbursed separately. The total amount will be paid as a lump sum according to the rates prescribed. It also depends on the time of absence from headquarters as indicated in the table below. Since there is no reimbursement involved in food expenses, there is no need to furnish any voucher. The total amount payable will increase by 25% when there is a 50% increment in DA.

Restrictions on timing:

The absence of the employee from headquarters will be taken from midnight to midnight and will be calculated on a daily basis. The schedule for the same is as shown below:

Length of absence	Payable amount
Employee is absent from the headquarters for less than 6 hours	30% of the total lump sum amount
Employee is absent from the headquarters for a duration between 6 and 12 hours	70% of the total lump sum amount
Employee is absent from the headquarters for more than 12 hours	100% of the total lump sum amount

Time-limit for claiming TA is one month for advance drawn otherwise two month after completion of tour

Q. Whether DA is admissible on Sunday, holiday, casual leave and RH to Government Servant on temporary duty at out station?

Ans: 1. Government servant availing CL or RH while on tour is not entitled to draw DA for those days.

2. DA is not admissible for any day whether Sunday or holiday unless the officer is actually and not merely constructively in camp.

Q. Is TATKAL SEVA charges reimbursable?

Ans: Yes.



Ch. 7 : Children Education allowance

The employees are paid for educational expenses (hostel and school) of their children in the form of Children Education Allowance (CEA).

The rates of reimbursement provided are as follows:

Component	Allowance	Remarks
Education amount	Rs.2,250 per month	There will be a hike in the CEA as the Dearness Allowance (DA) increases
Hostel subsidy	Rs.6,750 per month	There will be a hike in the hostel subsidy as the Dearness Allowance (DA) increases

CEA is payable for 2 classes prior to class 1 and up to class 12.

Simplification of the process:

Reimbursements are done at the end of the financial year when the academic year ends as well.

For the reimbursement of the educational expenses, a certificate from the head of the educational institution is required. The certificate should show that the child was enrolled in the school for the previous academic year. For hostel subsidy, a certificate is required from the head of the institution that shows the amount incurred by the parent of the student for lodging and boarding. The lowest amount between that mentioned in the certificate and the allowance as per the table above will be paid to the parent.

The allowance is provided to two children of an employee, provided they study in a recognized school.



Ch. 8 : Medical Facilities

The employees are entitled to get medical treatment as per CGHS/CSMA Rules.

Employees who reside in the CGHS covered area are entitled to get CGHS facility and are governed by the CGHS rules. While those who reside outside of CGHS covered area are entitled to get treated under CSMA rule for which certain doctors have been nominated for areas specified. These doctors are functioning as Authorized Medical Attendants (AMA) for treatment up to 10 days.

Cases which require specialized treatment are referred to government hospitals by AMA. Medical advances are authorized up to maximum limit of 90% of the treatment cost based on the estimates prepared by hospital.

The treatment can be obtained from the Government /CGHS approved hospitals/hospitals approved by State Governments.

In addition to CGHS approved hospitals, certain private labs have been authorized for undertaking tests and for treatment on grant of permission by the competent authority to the employees.

For getting medical treatment by the Employee and his family members in India, the following Hospitals/Institutions are recognized:

1. All State Government hospitals including those maintained by Local Bodies.
2. All hospitals, primary health centers, maternity and child welfare centers and dispensaries recognized by State Governments for treatment of their employees and/or members of their families.

3. All hospitals/dispensaries attached to Public Sector Undertakings/Projects/Port Trusts.
4. Cantonment hospitals in cantonment areas where there are no government hospitals.
5. All railway hospitals.
6. Pay Clinics in some states/UTs.
7. Private hospitals in particular stations notified by the Government of India from time to time.

In addition to the above, Head of Department is empowered to appoint Medical Officers under the employment of the Central/State Governments and Union Territories, as also Medical Officers not in government employment i.e. Private Registered Medical Practitioners as Authorized Medical Attendants.

Private Medical Practitioners are appointed as AMAs where adequate number of government doctors in various systems of medicines is not available or when their services are not available within a radius of five kilometers or because of the remoteness of the area. The AMA so appointed, will be bound by the terms and conditions prescribed by the government from time to time under these rules. If the condition of the patient so requires, the AMA can send the patient to the nearest specialist or other medical officer or summon them to attend the patient.

The treatment at the consulting room of the AMA is limited to ten days with a maximum of four consultations and normally ten injections. The limit of four consultations within 10 days is applicable for attendance with a Specialist/other Medical Officer and will count from the date from which the Specialist/other Medical Officer is consulted. Consultation on the 10th day of treatment is permissible, if no medicine is prescribed

on that consultation. Indoor treatment cannot be taken from AMAs.

Cases of medical treatment requiring hospitalization are referred to government/ recognized hospital. If hospitalization is not considered necessary but treatment is expected to be prolonged, the patient should be referred to OPD of government / recognized hospital.

The claim for reimbursement should be received within six months from the date of last treatment. However, subject to certain conditions, the Department may condone the delay.

Traveling Allowance for medical treatment and attendance:

The government employees and their family members are entitled to undertake journeys to take appropriate medical attendance and treatment, if it is certified by the AMA/Specialist/Medical Officer attached to the hospital to which the patient was referred, that the journey was unavoidably necessary to obtain the treatment. The patient (government servant or his family member) and attendant also (wherever recommended) will be entitled to TA plus DA for the period of journey undertaken by rail, road, sea and air. No DA will be admissible for halt.

Central Government Health Scheme (CGHS):

The medical facilities under the CGHS are available to all the employees and their family members residing in the area covered by the scheme. An employee can opt out of the scheme and avail of the medical facilities provided by the employer of his spouse. If an employee or a member of his family covered under the Scheme falls ill at a place not covered under CGHS, the treatment shall be admissible under CS(MA) Rules.

Pay limits for entitlement:

- ▶ Upto Rs.47600 → General Ward
- ▶ 47601 to 63100 → Semi-private Ward
- ▶ 63101 to 80900 → Private Ward
- ▶ 80901 and above → Deluxe/private Ward

Medical Advance:

The medical advance to the serving employee for self treatment or treatment of the dependents on receipt of estimate from the treating doctor of a government/recognized hospital can be given (subject to the certain conditions).

For settlement of advance, the employee concerned may be required to submit the adjustment bills within a period of one month from the date of his discharge from the hospital. In case the entire advance has not been utilized for the treatment of the patient, the head of office concerned will correspond with the hospital for refund of the unutilized balance of medical advance.

Medical facility should be availed only from authorized centers (except in case of emergency) otherwise reimbursement claim will not be entertained.



Ch. 9: NPS

National Pension Scheme (NPS) is a government-sponsored pension scheme. It was launched in January 2004 for government employees. However, in 2009, it was opened to all sections. The scheme allows subscribers to contribute regularly in a pension account during their working life. On retirement, subscribers can withdraw a part of the corpus in a lump sum and use the remaining corpus to buy an annuity to secure a regular income after retirement.

Employees joining service on or after 01.01.2004 are covered under NPS.

National Pension System (NPS) is a perfect solution for retirement planning. It provides old age income with reasonable market based returns. It is based on unique **Permanent Retirement Account Number (PRAN)** which is allotted to every subscriber for NPS.

The NPS is largely focused on one's retirement. While up to 60% of the maturity corpus can be withdrawn as a lump sum on maturity, the balance is compulsorily annuitized, i.e., balance is used to fund the annuity (pension) after retirement. This annuity is fully taxable in the year of receipt as income from other sources.

Subscribers have the option to open two types of NPS Accounts under the same Permanent Retirement Account Number (PRAN):

- Tier I
- Tier II

Features of NPS : Some the features of NPS are as follows-

NPS on mobile Application:

A mobile app for NPS Subscribers called 'NPS by NSDL e-Gov' is available. The Subscriber can now view their NPS account, scheme holdings, latest Net Asset Value (NAV) and the total value of the schemes through this app. Subscribers can

view the transaction statement for a particular financial year, as well as details of last five contributions. Subscriber can switch among fund managers, asset classes and change the allocation ratio.

Pension Fund Regulatory and Development Authority (PFRDA) is a pension regulator which was established by the Government of India on August 23, 2003. PFRDA is authorized by Ministry of Finance, Department of Financial Services. PFRDA promotes old age income security by establishing, developing and regulating pension funds and protects the interests of subscribers in schemes of pension funds and related matters.

Central Recordkeeping Agency (CRA) as the sector regulator PFRDA has appointed Karvy Computershare & National Securities Depository Limited (NSDL) to offer NPS.

Point Of Presence (POP) - The first point of interaction between the subscriber and the NPS architecture. POP shall facilitate the subscriber registration and submission of contributions.

Pension Fund Manager (PFM)

The contributions invested in NPS are managed by 8 Pension Fund Managers (PFM) appointed by PFRDA.

Some FAQ on NPS

Q. How will I know about the status of my PRAN application form?

A. Subscriber can check the status by accessing CRA website: <https://cra-nsdl.com/CRA/> by using the 17 digit receipt number provided by POP-SP or the acknowledgement number allotted by CRA-FC at the time of submission of application forms by POP-SP. Once the PRAN is generated, an email alert as well as a SMS alert will be sent to the registered email ID and mobile number of the subscriber.

Q. What are the documents that need to be submitted for opening a NPS account?

A. The following documents need to be submitted to the POP for opening of a NPS account:

- a. Completely filled in subscriber registration form
- b. Proof of Identity
- c. Proof of Address
- d. Age/date of birth proof.

Q. What are the features of the retirement account provided under NPS?

A. The following are the most prominent features of the retirement account under NPS:

Every individual subscriber is issued a Permanent Retirement Account Number (**PRAN**) card and has a 12 digit unique number. In case of the card being lost or stolen, the same can be reprinted with additional charges.

Under NPS account, two sub-accounts – Tier I & II are provided. Tier I account is mandatory and the subscriber has option to opt for Tier II account opening and operation. The following are the salient features of these sub-accounts:

Tier-I account: This is a non-withdrawable retirement account which can be withdrawn only upon meeting the exit conditions prescribed under NPS.

Tier-II account: This is a voluntary savings facility available as an add-on to any Tier-1 account holder. Subscribers will be free to withdraw their savings from this account whenever they wish.

Q. How are the funds contributed by the subscribers managed under NPS?

A. The funds contributed by the Subscribers are invested by the PFRDA registered Pension Fund Managers (PFM's) as per the

investment guidelines provided by PFRDA. The investment guidelines are framed in such a manner that there is minimal impact on the subscribers contributions even if there is a market downturn by a judicious mix of investment instruments like Government securities, corporate bonds and equities. At present there are 8 Pension Fund Managers (PFM's) who manage the subscriber funds at the option of the subscriber.

At present, Subscriber has option to select any one of the following 8 pension funds:

ICICI Prudential Pension Fund

LIC Pension Fund

Kotak Mahindra Pension Fund

Reliance Capital Pension Fund

SBI Pension Fund

UTI Retirement Solutions Pension Fund LIC Pension Fund

HDFC Pension Management Company

DSP Blackrock Pension Fund Managers

Since registration of PFMs is an ongoing process, this list will be updated from time to time.

Q. Can I appoint nominees for the NPS Tier I and Tier II Account?

A. Yes, you need to appoint a nominee at the time of opening of a NPS account in the prescribed section of the opening form. You can appoint up to 3 nominees for your NPS Tier I and NPS Tier II account. In such a case you are required to specify the percentage of your saving that you wish to allocate to each nominee. The share percentage across all nominees should collectively aggregate to 100%.

Q. I have not made any nomination at the time of registration. Can I nominate subsequently? What is the process?

A. If you have not made the nomination to your NPS account at the time of registration, you can do the same after the allotment

of PRAN. You will have to visit your PoP and place Service Request to update nominations details.

Q. Can I change the Nominees for my NPS Accounts?

A. Yes. You can change the nominees in your NPS Tier I account at any time after you have received your PRAN.

Q. What income tax reliefs are available to the individuals contributing to NPS?

A. Tax benefit to employee:

Individuals who are employed and contributing to NPS would enjoy tax benefits on their own contributions as well as their employer's contribution as under: -

(a) Employee's own contribution - Eligible for tax deduction up to 10% of Salary (Basic + DA) under Section 80 CCD(1) within the overall ceiling of Rs. 1.5 lac under Sec 80 CCE.

(b) Employer's contribution – The employee is eligible for tax deduction up to 10% of Salary (Basic + DA) contributed by employer under Sec 80 CCC(2) over and above the limit of Rs. 1 lac provided under Sec 80 CCE.

Q. What are the applicable provisions for withdrawal of the accumulated pension wealth once I attain 60 years of age?

A. At least 40% of the accumulated pension wealth of the subscriber needs to be utilized for purchase of an annuity providing for the monthly pension of the subscriber and the balance is paid as a lump sum payment to the subscriber.

Q. In the event of the death of subscriber before attaining the age of 60 years, what will be the benefit that is payable and who will get the benefits ?

A. In the unfortunate event of death of the subscriber, the entire accumulated pension wealth (100%) would be paid to the nominee / legal heir of the subscriber and there would not be any purchase of annuity/monthly pension.

Q. How to withdraw the benefits available under NPS?

A. The subscriber wishing to exit from NPS has to submit a withdrawal application form to the concerned POP along with the documents specified for withdrawal of the benefits and the POP in turn would authenticate the documents and forwards them to CRA M/s NSDL. CRA in turn would register your claim and forward you the necessary application form along with the procedure to be followed and documents that need to be submitted. Once the documents are received, CRA processes the application and settles the account.

Q. What are the documents that need to be submitted along with the withdrawal forms?

A. Following documents are required to be submitted along with the withdrawal forms in order to settle the claims:

1. PRAN card in original

2. Attested copy of Proof of Identity (e. g. Passport, Aadhar Card, PAN Card, Valid Driving License, Voter ID Card etc.)

3. Attested copy of Proof of Address (e. g. Passport, Aadhar Card, Valid Driving License, Voter ID Card etc.)

4. Cancelled cheque (containing Subscriber Name, Bank Account Number and IFS Code) or Bank Certificate Containing Name, Bank Account Number and IFSC code, for direct credit or electronic transfer.

Note: An illustrative list of documents acceptable as proof of identity and address can be seen at PFRDA circulars available on PFRDA's website pfrda.org.in



Ch. 10 : Pension

The minimum eligibility period for receipt of pension is 10 years. An employee retiring in accordance with the Pension Rules is entitled to receive pension on completion of at least 10 years of qualifying service.

w.e.f 1.1.2006, Pension is calculated with reference to emoluments (i.e. last basic pay) or average emoluments (i.e. average of the basic pay drawn during the last 10 months of the service). The amount of pension is 50% of the emoluments or average emoluments whichever is beneficial.

Minimum pension presently is Rs. 9000 per month. Maximum limit on pension is 50% of the highest pay in the Government of India (presently Rs. 1,25,000) per month. Pension is payable up to and including the date of death.

Receivables by an employee on Retirement: When an employee retires under old pension scheme then in addition to monthly pension he will get the Commutation of Pension (if opted), DCRG, Leave Encashment, GPF accumulation and group insurance settlement money.

Commutation of Pension:

An employee on retirement has an option to commute a portion of pension, not exceeding 40% of it, into a lump sum payment. No medical examination is required if the option is exercised within one year of retirement. If the option is exercised after expiry of one year, he/she will have to under-go medical examination by the specified competent authority.

Lump sum payable is calculated with reference to the Commutation Table. The monthly pension will stand reduced by the portion commuted and the commuted portion will be restored on the expiry of 15 years from the date of receipt of the

commuted value of pension. Dearness Relief, however, will continue to be calculated on the basis of the original pension (i.e. without reduction of commuted portion).

The formula for arriving for commuted value of Pension (CVP) is

$$\text{CVP} = 40 \% (X) \text{ Commutation factor}^* (X) 12$$

* The commutation factor will be with reference to age next birthday on the date on which commutation becomes absolute as per the New Table annexed to the CCS (Commutation of Pension) Rules, 1981.

Death/Retirement Gratuity:

Retirement Gratuity is payable to the retiring Government servant. A minimum of 5 years' qualifying service and eligibility to receive service gratuity/pension is essential to get this one time lump sum benefit. Retirement gratuity is calculated @ 1/4th of a month's Basic Pay plus Dearness Allowance drawn on the date of retirement for each completed six monthly period of qualifying service. There is no minimum limit for the amount of gratuity. The retirement gratuity payable for qualifying service of 33 years or more is 16½ times the Basic Pay plus DA, subject to a maximum of Rs. 20 lakhs.

Death Gratuity:

This is a one-time lump sum benefit payable to the nominee or family member of a Government servant dying in harness. There is no stipulation in regard to any minimum length of service rendered by the deceased employee. Entitlement of death gratuity is regulated as under:

Qualifying Service	Rate
Less than one year	2 times of basic pay
One year or more but less than 5 years	6 times of basic pay

5 years or more but less than 11 years	12 times of basic pay
11 years or more but less than 20 years	20 times of basic pay
20 years or more	Half of emoluments for every completed 6 monthly period of qualifying service subject to a maximum of 33 times of emoluments.

Maximum amount of Death Gratuity admissible is Rs. 20 lakhs w.e.f. 1.1.2016.

Service Gratuity:

A retiring Government servant will be entitled to receive service gratuity (and not pension) if total qualifying service is less than 10 years. Admissible amount is half month's basic pay last drawn plus DA for each completed 6 monthly period of qualifying service. This one time lump sum payment is distinct from retirement gratuity and is paid over and above the retirement gratuity.



Ch. 11 : Canon of Financial Propriety

Employee's personal claims are admitted by DDO and are then forwarded to Finance & Accounts for processing the payment. Supplier's bills are admitted by Stores & Purchase division while contractor bills are processed by engineering division before the same are submitted to Finance & Accounts for release of payment. Bills pertaining to subscription of journals and purchase of books are taken care by Library of the concerned Lab/institute.

Employees need to follow the standards of financial propriety in their official day to day working. 'Standards/Canons of financial propriety' basically refers to a set of rules and practices which are laid down by any organization regarding financial decisions/expenditures to be made and must be followed by the employees/authorities for the efficient and prudent management and utilization of assets and capitals.

Standards of financial propriety:

Every officer incurring or authorizing expenditure from public moneys should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are observed, by his own office and by subordinate disbursing officers. Among the principles on which emphasis is generally laid are the following: -

- (a) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (b) The expenditure should not be prima facie more than the occasion demands.
- (c) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.

(d) Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless –

- (i) A claim for the amount could be enforced in a Court of Law, or
- (ii) The expenditure is in pursuance of a recognized policy or custom.

Note: *Proposals involving financial implications, except those, which have been exempted, should be referred to the accounts for their advice.*



Ch. 12 : Public Procurement

In discharge of one's official duties the employee may need apparatus/equipment and other necessary materials which are procured by Stores & Purchase division after taking approvals of the competent authority. To initiate such procurements the demand needs to be raised in a proper indent form. All such procurements are done keeping in view the provisions of "CSIR Manual on Procurement of Goods 2019" which is modeled on GFR 2017.

Five R's of Procurement:

In every procurement, public or private, the basic aim is to achieve just the right balance between costs and requirements concerning the following five parameters called the Five R's of procurement. The entire process of procurement (from the time the need for an item, facility or services is identified till the need is satisfied) is designed to achieve such a right balance. The word 'right' is used in the sense of 'optimal balance'.

01. Right Quality:

Procurement aims to buy just the right quality that will suit the needs – no more and no less – with clear specification of the requirements, proper understanding of functional value and cost, understanding of the bidder's quality system and quality awareness. The concept of the right balance of quality can be further refined to the concept of utility/value. For the Right Quality, Technical Specification is the most vital ingredient. In public procurement, it is essential to give due consideration to Value for Money while benchmarking the specification.

02. Right Quantity:

There are extra costs and systemic overheads involved with both procuring a requirement too frequently in small quantities or with buying large quantities for prolonged uses. Hence, the right quantity should be procured (in appropriate size of contract) which balances extra costs associated with larger and smaller quantities.

03. Right Price:

It is not correct to aim at the cheapest materials/facilities/services. The price should be just right for the quality, quantity and other factors involved (or should not be abnormally low for facilities/works/services which could lead to a situation of non- performance or failure of contract). The concept of price can be refined further to take into account not only the initial price paid for the requirement but also other costs such as maintenance costs, operational costs and disposal costs.

04. Right Time and Place:

If the material (or facility or services) is needed by an organization in three months' time, it will be costly to procure it too late or too early. Similarly, if the vendor delivers the materials/facilities/services in another city, extra time and money would be involved in logistics. An unrealistic time schedule for completion of a facility may lead to delays, claims and disputes.

05. Right Source:

Similarly, the source of delivery of Goods, Works and Services of the requirement must have just right financial capacity and technical capability for our needs (demonstrated through satisfactory past performance of contracts of same or similar nature). Buying a few packets of printer paper directly from a large manufacturer may not be the right strategy. On the other hand, if our requirements are very large, buying such requirements through dealers or middlemen may also not be right.

Refined concepts of Cost and Value – Value for money (VfM):

The concept of price or cost has been refined into Total Cost Of Ownership (TCO) or Life Cycle Cost (LCC) or Whole-of-Life (WOL) to take into account not only the initial acquisition cost but also cost of operation, maintenance and disposal during the lifetime of the external resource procured. Similarly, the concept of quality is linked to the need and is refined into concept of

utility/value. These two, taken together, are used to develop the concept of Value for Money (VfM, also called Best Value for Money in certain contexts). VfM means the effective, efficient, and economic use of resources, which may involve the evaluation of relevant costs and benefits, along with an assessment of risks, non-price attributes (e.g. in goods and /or services that contain recyclable content, are recyclable, minimize waste and greenhouse gas emissions, conserve energy and water and minimize habitual destruction and environmental degradation, are non-toxic etc.) and /or life cycle costs, as appropriate.

Price alone may not necessarily represent VfM. In public procurement, VfM is achieved by attracting the widest competition by way of optimal description of need; development of value-engineered specifications/Terms of Reference (ToR); appropriate packaging/slicing of requirement; selection of an appropriate mode of procurement and bidding system.

Purchase Committee (PC)/Technical & Purchase Committee (T&PC):

As per CSIR Manual on Procurement of Goods 2019, there shall be two committees for regulating, recommending and deciding the procurement in the Laboratories/institutes and in CSIR Hqrs as under:

1. Purchase Committee (PC); for all modes of purchases up to ₹ 25.00 lakhs.
2. Technical & Purchase Committee (T&PC); for all modes of purchases above ₹ 25.00 lakhs.

Modes of Procurement:

The various modes of procurement that can be used in public procurement are:

1. Open Tenders:

- a) Open Tender Enquiry (OTE); and
- b) Global Tender Enquiry (GTE)

2. Procurement through Selected Suppliers:

- a) Limited Tender Enquiry – LTE (up to ₹ 25 (Rupees Twenty-Five lakh); and
- b) Special Limited Tender Enquiry -SLTE (above ₹ 25) (Rupees Twenty-Five) lakh under special circumstances.

3. Nomination Basis Tenders:

- a) Proprietary Article Certificate (PAC); and
- b) Single Tender Enquiry (STE)

4. Procurements without Calling Tenders:

- a) Withdrawals against Rate Contracts (RC);
- b) Direct Procurement without Quotation;
- c) Direct Procurement by Local Purchase Committee;

5. Mandatory Procurement of Goods and Services for Goods or Services available on GeM (Rule 149 of GFR 2017).

Open Tender Enquiry (OTE):

OTE procedures through e-Procurement or through traditional tendering should be adopted in the following situations.

1. Procurements exceeding the threshold of ₹ 25 lakh (Rupees Twenty Five lakh); (Rule 161 of GFR 2017) and

2. When requirements are not available from known sources or sources are presently limited and need to be broad based. In such situations, even for procurements below ₹25 (Rupees twenty-five) lakh, OTE mode may be used, if warranted.

Limited Tender Enquiry (LTE):

LTE is a restricted competition procurement, where a pre-selected list of vendors is directly approached for bidding; bids from uninvited bidders are treated as unsolicited and are not entertained.

This mode provides a short and simple procedure, but may not provide as good a VfM as in case of open tendering – still a good balance for procurements below a threshold.

LTE procedures should be default mode of procurement when the estimated value of procurement is between ₹ 2.5 lakh to ₹ 25 lakh (Rupees Two and a half lakh to Twenty-Five lakh). The bidding documents should be simple with terms and conditions (Rule 162 of GFR 2017).

Proprietary Article Certificate (PAC):

Procurement on PAC basis can be done only when it is in the knowledge of the IO (Indenting Officer) and PL (Project Leader) that only a particular firm is the manufacturer of the required goods or for standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a technical competent expert and approved by the competent authority) the required item is to be purchased only from a selected firm.

In procurement of goods, certain items are procured only from Original Equipment Manufacturers (OEMs) or manufacturers having proprietary rights (or their authorized dealers/ Stockists) against a PAC certificate signed by the appropriate authority.

This mode may be shortest but since it may provide lesser VfM as compared to LTE/OTE and also strains the

transparency principle, it should be used only in justifiable situations (Rule 166 of GFR 2017).

Single Tender Enquiry (STE):

A tender invitation to one firm only (although there could be many sources) (without a PAC certificate) is called a single tender. This mode may be shortest but since it may provide lesser VfM as compared to LTE/OTE and may also strain the transparency principle, it should be resorted to only with sufficient caution.

Drawals against Rate Contract (RC):

1. RC is essentially a price agreement with the vendors/contractors at a specified price and terms and conditions during the period covered by the RC.

For appropriate items, drawals against an existing RC exploits the power of collaboration/clubbing of numerous small and frequent requirements and thus provides best VfM along with a simple and quick procedure. However, entering into a new RC may have the some procedural complexity, prolonged timeframe and systemic cost as in OTE, which may not be viable for low volumes.

2. In view of Government e Marketplace coming into operation, Rate Contract is not required to be executed for common use items like computers, printers, photocopiers, paper and stationary, other office items like furniture, bottled water etc., which are being placed on GeM and will now be applicable for specialized and engineering items which are not available on GeM, and are identified as common use items and are needed on recurring basis by various users. The CSIR Lab/Instt may conclude their own RC.

Direct procurement of goods:

Direct procurement of goods without formal quotations is normally done for the smallest value procurements including

minor fabrication and repairs. This is also called petty purchase. *The procedure is the simplest and quickest but VfM may be poor; hence it is suitable only in very low value, urgent and simple requirements in the following situations:*

1. Procurements do not exceed the threshold (for each requirement) of ₹ 25,000 (Rupees Twenty-Five thousand) for each case;
2. The availability of the item on GeM portal should be ascertained first. Only when the item is not available on GeM, the procurement can be made from open market (Rule 149 of GFR 2017). An item is said to be not available in GeM only when the required specifications or within required delivery period etc are not available on GeM.

Direct Procurement by Local Purchase Committee (LPC):

This mode of procurement is used for procurements valued above ₹ 25,000 (Rupees Twenty-Five thousand) and up to ₹ 2,50,000 (Rupees Two lakh fifty thousand only) including minor fabrication and repairs on each occasion for goods not available on GeM. It is made by a local purchase committee constituted by Director of the Procurement Entity or by JS(A) in CSIR Hqrs.

This mode of procurement is described in parlance of procurement of goods; however, in principle, it is equally applicable to contingency expenditure on small works/services also. *This procedure is slightly more complex and is likely to provide better VfM than direct procurement without quotation and hence is suitable for marginally higher thresholds* (Rule 155 of GFR 2017).

Government e-Market Place (GeM):

The Govt. of India has established Government e-Marketplace (GeM) for common use Goods and Services. The credentials of suppliers on GeM shall be certified by GeM SPV

(Special Purpose vehicle). The procuring authorities will certify the reasonability of rates.

The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:-

i) Up to ₹ 25,000/- (Rupees twenty five thousand) may be made by the Project Leader for project requirements and by the Sr. most officer of S&P or any other officer authorised by him for non-project mode without reference to the PC through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period; the Project Leader or the S&P officer are responsible to exercise due diligence for ensuring reasonableness of rates. The certificate as per

ii) Above ₹ 25,000/- (Rupees twenty five thousand) and up to ₹ 2,50,000/- (Rupees two lakh fifty thousand) through the GeM Seller having lowest price amongst the available sellers, (excluding automobiles where the limit of Rs. 30.00 lakhs will apply) of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period by a specially constituted Local Purchase Committee. The tools for online bidding and online reverse auction available on GeM can be used by the Procuring Entity, if decided by the LPC. The LPC shall be responsible for ensuring reasonableness of rates.

iii) Above ₹ 2,50,000/- (Rupees two lakhs fifty thousand) and upto ₹ 5,00,000/- (Rupees five lakhs) all the purchases of Goods and Services available on GeM shall be dealt with by PC and purchased through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Procuring Entity, if decided by the PC. The IO, PL, PC shall be responsible for ensuring reasonableness of rates.

iv) Above ₹ 5,00,000/- (Rupees five Lakh) through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding

automobiles where the limit of Rs. 30.00 lakhs will apply). The IO, PL and PC/T&PC shall be responsible for ensuring reasonableness of rates.

v) The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/ services under the particular product/service category, as per terms and conditions of GeM.

vi) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant GFR Rules shall apply;

vii) The Procuring Entity shall work out their procurement requirements of Goods and Services on either “OPEX” model or “CAPEX” model as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and services on GeM portal within 30 (thirty) days of Budget approval;

viii) The Government Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department's own Last Purchase Price; etc.

ix) A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying/bidding/reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

x) All purchases above ₹ 2,50,000/- shall be processed only by the Purchase Section through the PC/T&PC.



Ch. 13 : DOs and DON'Ts

GENERAL CONDUCT - DOs

1. Always remember that you are a public servant, duly compensated for your services through salary, allowances, perks, etc., out of the public – exchequer. As such, you are covered under the definition of 'Public Servants' as incorporated under the Prevention of Corruption Act, 1988 and also under the Indian Penal Code 1860.

Regularly visit following websites for updates on rules & regulations:

www.csir.res.in

www.persmin.nic.in

www.finmin.nic.in

www.pensionerportal.gov.in

www.india.gov.in

www.onecsir.res.in

www.dopt.gov.in

www.enps.nsdl.com

www.incometaxindia.gov.in

www.gem.gov.in

2. Always keep in mind the Vision, Mission and Objectives of the Organization where you are employed. Every employee of the organization has to contribute his/her best through highest standards of integrity, dedication, commitment, competence and impartiality in a fair, fearless and dispassionate manner.

3. Keep your image both in public as well as in the organization, as an honest, just, reasonable, and fair public servant. Justice should not only be done, should also seen to be done.

4. Healthy mind in a healthy body helps us to deliver best results. Keep yourself fit and active, both physically and mentally. Encourage your subordinates to be fit, smart and active.

5. Do respect the laws of the land and observe them both in letter and spirit.

6. Be conversant with the Rules on Conduct, Discipline & Appeal and ensure their compliance.

7. Observe normal courtesies in dealings with your superiors, colleagues, subordinates and the public.

8. Do uphold the Rule of Law and respect for human rights solely in the public interest while making recommendations, or exercising administrative authority.
9. Always demonstrate a sense of fair play and impartiality in disposing of the cases. Be judicious in your approach.
10. Keep a good conscience, and stick to it. Please record your reasons for a particular advice or decision in the file as logically and as clearly as possible.
11. One's actions and decisions in official matters should be such that a person of ordinary prudence would take in his own personal business affairs.
12. Everyone commits errors, sometime or the other. If you do, admit the same gracefully, instead of trying to pass on the responsibility to others.
13. Do seek permission from your controlling authority before leaving Headquarters. Do keep your controlling officer informed of your movements.
14. Remember, use of abusive language, drunkenness, fighting, riotous act or indecent behavior within the office premises or outside especially while on official duty, are considered major offence liable for punishment.
15. Remember, that insubordination of any kind, alone or in combination with others, is a serious misconduct and liable to attract penalty.
16. Encourage your subordinates to do their best. Every human being craves to be appreciated. If you want to bring about effective change in the shortest time, encouragement is the best tool.
17. Make the working 'participative' within your area of work. Let each employee feel that he has an important role to play in creating an environment for efficient behavior & team work thereby enhancing the morale of the employee.

18. Vigilance means alertness. Create a 'vigilance friendly' environment in the organization through your own positive, transparent, fair and timely actions.

19. Take prompt action to redress the complaints or grievances of the people, wherever possible. If you have to say 'no' to somebody, say it very politely, but firmly.

20. The Conduct, Discipline and Appeal Rules are in the nature of guidelines and are not only for keeping the Management informed about the personal acquisitions, disposals etc. of the employees but are also meant for their protection against allegations made by unscrupulous persons. Even if you have taken advance for the purchase of car, house, etc., from the office, this does not dispense off the permission or information required to be submitted under the Conduct Rules.

21. Employees can enter into transactions of immovable property by lease, mortgage, purchase, sale, gift or otherwise either in their name or in the name of any member of their family ONLY with the previous knowledge of the Competent Authority.

22. Employees can enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with them or their subordinates ONLY with the prior sanction of the Competent Authority.

23. Where a Government servant enters in to a transaction in respect of movable property either in his own name or in the name of his family member, he shall, within one month from the date of such transaction, report the same to the Competent Authority, if the value of such property exceeds two months basic pay of the Government servant.

24. Every employee is required to submit a statement of his immovable and movable property on his first appointment. Possession of assets disproportionate to one's known sources of income is an offence and your property return will be of great help if you are faced with any wild allegations of corruption.

25. Please submit the Return of Immovable Property, on due date, notwithstanding the fact that the Return may be a "NIL" one i.e. there was no acquisition of immovable properties during the period under report.
26. Submit your bills in time after verifying them carefully. Any excuse at a future date for any wrong claim is neither desirable nor acceptable. Settle the advances in prescribed time schedule.
27. Do give true declaration of dependents for availing medical, LTC benefits etc.
28. Always make it a point to record the minutes of a meeting at the earliest possible, and circulate to all concerned. Delay in writing minutes of the negotiating Committee, Purchase Committee, Tender Committee etc., tends to give scope for suspicion that some manipulations might be taking place.
29. Do ensure that all confidential documents are duly sealed; packed and no predispach tampering is made.
30. Be cost conscious and avoid misuse of facilities like vehicles, phone, internet etc. provided for official purposes.
31. Do submit Annual Performance Appraisal Report of self in time and also carry out timely reporting/review of the APRs of the subordinates.
32. Always put date below your initials or signatures. This reflects your clear intentions during the subsequent scrutiny.
33. Avail leaves with prior permission and submit leave application well in time.
34. Do remember that act of infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the Government's business or property amounts to misconduct and attracts provisions of Conduct Rules.

GENERAL CONDUCT - DON'Ts

1. Don't forget to do your duty as efficiently as you can. Every duty performed efficiently, gives satisfaction and makes life blissful.
2. Don't be negligent or exhibit lack of devotion to duty at any time. Bonafide mistakes or errors of judgment are understandable but if any employee exhibits lack of devotion to duty or negligence, he/she attracts provisions of Conduct Rules.
3. Don't be arbitrary or illogical in your decisions. The decisions should be justifiable on all counts.
4. Do not lean too heavily on your superiors as also on your subordinates, it may prove costly.
5. Avoid getting influenced by personal likes and dislikes, whims and prejudices while disposing off the files or cases.
6. Don't sign the minutes or any document back- dated. This may or may not achieve the desired objective, but can certainly put you in difficulties during interrogation, in the event of an investigation on a later date.
7. Do not unjustifiably put up proposals to your higher authorities if the case can be disposed off under the delegation given to you. Neither will it be appreciated nor will it absolve you of your basic responsibility. By doing so, you would be regarded as unworthy of your post. Remember, the ability to accept responsibility is the measure of the man and you cannot escape the responsibility of tomorrow by evading it today. Be fully conversant with the powers delegated to you under Delegation of Powers.
8. Do not delay the decisions and/or movement of files. Delay creates doubt and breeds corruption. Even innocent delays create suspicion in the minds of the people. Please remember that the percentage of mistakes in quick decisions is no greater than in long drawn ones.

9. Do not make any unauthorized communication directly or indirectly, or part with any information/ trade secrets to any other employee or person without being authorized to do so.
10. Do not deal with any case concerning any of your relations. These cases should be passed on to your seniors with the declaration of your interest therein.
11. Do not forget to take sanction of the Competent Authority, if a member of your family is to get employment in a firm having its official dealings with your office or any of its Units.
12. Do not give, take or abet giving or taking of dowry.
13. Do not infringe or violate any law for the time being in force as it could result in departmental action apart from the proceedings under the law violated, e.g. laws relating to prohibition, bigamous marriages, consumption of intoxicating drinks and drugs, giving or taking of bribes etc.
14. Do not mingle with the Contractors and Suppliers having dealings with you or your office, except to the extent it is necessary for the business of the office. Interactions in club and social parties with the Contractors and with the businessmen create doubts in the minds of public, attracting avoidable complaints.
15. Do not accept frequent or lavish hospitality from any individual or firm having official dealings with you.
16. Do not give evidence in connection with any enquiry other than judicial or departmental enquiry or enquiry before an authority appointed by Government, Parliament, State Legislature etc without previous sanction unless you are permitted to give such evidence. Do not criticize policy or action of the Government or your Organization.
17. Do not engage or participate in demonstration involving incitement to an offence.

18. Do not engage yourself directly or indirectly in any trade or business or undertake any other employment or negotiate for taking an employment without prior sanction.

19. Do not take part in the registration, promotion or management of any bank or any other Corporation, which is required to be registered under the Companies Act or a Cooperative Society for commercial purposes subject to exceptions, if any, provided in the rules.

20. Do not own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication without previous sanction of the Competent Authority.

21. Do not give any statements to the Press, unless you are authorized to do so.

22. Do not participate in a Radio/T.V. broadcast or write or publish a book or contribute articles or write a letter to a newspaper or periodical without prior sanction of the Competent Authority or in the bonafide discharge of your duties. (No such sanction is required if the contribution is of a purely literary, artistic or scientific character).

23. Do not express any views on Indian or foreign affairs when visiting foreign countries, without specific prior approval of the Head of the Indian Mission in the country visited.

24. Do not apply for any other employment directly. The application should be routed through proper channel.

25. Do not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service.

26. Don't approach directly or indirectly any foreign Govt. or organization for financial assistance for visiting a foreign country for attending a course abroad without prior permission of the Government.

27. Don't be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

28. Don't join, or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.

29. Don't indulge in any act of sexual harassment in the work place.

30. Do not appear in a public place in a state of intoxication and do not carry/consume prohibited items, intoxicants, drugs etc.

31. Don't forget to sign the vehicle log-book with the driver at time of release of the vehicle.

32. Don't be absent from duty without proper authorization.





**CSIR-Institute of Himalayan Bioresource Technology
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Not for sale. Not for any Legal Purpose.