

TREASURY GUIDE - INDEX

PART - I

Important Rules, Points, Head, Certificate, Model Format & Sanction Orders

Sl.No.	Details	Page No.
1.	Classification of Govt.Servants	6
2.	Bill Forms	6
3.	GPF Rules	7
4.	Authorities for various kinds of Bills	9
5.	Addl.Charge Allowance	11
6.	Subsistance Allowance	11
7.	Temporary Advance	12
8.	Medical Reimbursement	12
9.	H.R.A. Slab	13
10.	C.C.A Slab	13
11.	T.A & T.T.A. Table	14
12.	Pay Band with Grade Pay	17
13.	Leave	19
14.	Regularisation & Probation	27
15.	Increment with Illustration	27
16.	Pay Fixation with Illustration	30
17.	Miscellaneous	35
18.	Stationary	41
19.	M.V.M.	43
20.	Certificates	45
21.	Duplicate voucher,Credit verification, Safe custody missing	49
22.	Professional Tax	50
23.	Payment, Receipt Major Head & Sub Account Details	50
24.	Description of DP Code	53
25.	D.P.Code & Chek Degit	54
26.	Deduction Code	55
27.	All Major Head details	56
28.	Plan and Non Plan details	56
29.	Deposit DP Code	56
30.	Stamp DP Code	58
31.	8000 Contingency Fund	59
32.	Detailed Head of Account	60
33.	Rate of Interest for GPF & SPF	68
34.	D:A Rates	68
35.	Kinds of Disposals and R.F	70
36.	Personal Registers & Special Registers	71
37.	Stamp Discount Rate	73
38.	Refund of Spoiled Stamps	73
39.	List of Restricted Holidays	74



PART - II Bill Passing

Sl.No.	Details	Page No.
1.	Common Bills	75
2.	Pay Bills	75
3.	Arrear Bills	76
4.	S.L.S	76
5.	Pay Advance	77
6.	Festival Advance	77
7.	E.L (TLS)	77
8.	Addl. Charge Allowance	77
9.	Subsistance Allowance	78
10.	L.T.C	78
11.	T.A	78
12.	T.T.A.	80
13.	Other Contingencies	81
14.	Telephone Charges	81
15.	Electricity Charges	81
16.	Temporary Advance	81
17.	Fuel Advance	82
18.	Fuel Adjustments	82
19.	M.V.M.	82
20.	Rent	82
21.	Service Postage	83
22.	Wages	83
23.	G.P.F/T.P.F	83
24.	T.W.A	84
25.	Car Advance	85
26.	H.B.A	85
27.	M.A	86
28.	Computer Advance	86
29.	Education Advance	86
30.	H.L.A & K.A	87
31.	Model Format	87
32.	Model Sanction orders	102
33.	Pay and Allowances of Judicial Officers	132
34.	Pay and Allowances of Retired Judicial Officers	137
35.	Pay and Allowances of Colleges& University Teachers	138
36.	Natural Calamities	148

PART - III PENSION

Sl.No.	Details	Page No.
1.	Kinds of pension	150
2.	Category of pension	150
3.	Half Year, N.Q.S, Formula for pension	150
4.	Pay Commn. & Revision orders	151
5.	Interim Relief	153
6.	Service Pension	154
7.	Family Pension	154
8.	Pension Fixation	157
9.	Additional Pension	164
10.	Provisional Pension	164
11.	Commuted Value of Pension	165
12.	Restoration	165
13.	D.C.R.G.	165
14.	E.A	166
15.	D.A	167
16.	A.D.A	171
17.	M.A & DHA to Pensioners	171
18.	FSF to Pensioners	171
19.	H.F to Pensioners	172
20.	PNHIS to Pensioners	172
21.	Pongal prize	172
22.	L.T.A Ceiling	173
23.	First Pension Payment	173
24.	Muster	174
25.	Life Certificate	175
26.	Income Tax	175
27.	Excess Pension Payment	175
28.	Pension Comparison	175
29.	Duplicate PPO	176
30.	Loan to Pensioners	176
31.	Registers to be maintained	176
32.	P.S.B Scheme	177
33.	Detailed Head of Account	179
34.	Special Pensions	180
35.	Ex-gratia pension	184
36.	C.P.S	185
37.	Pension Model Format and Sanction Orders	186
38.	Annexure	223

PART I

CLASSIFICATION OF GOVT.SERVANTS

Group –A : Drawing Grade Pay of Rs.6600 and above

Group –B : Drawing Grade Pay of Rs.4400 and above but below Rs.6600

Group –C : Drawing Grade Pay of Rs.1400 and above but below Rs.4400

Group –D : Drawing Grade Pay of Rs.1300

(As per G.O Ms.No.158/ P & AR (A) Dept., Dt.06.11.2009)

BILL FORMS (TNTC VOL. II)

Pay, DA, HRA,MA	-	TNTC 47
Subsistance Allowance	-	TNTC 47
GPF & TPF	-	40 (A)
Miscellaneous payment, F.A, Pay Adv., Fuel Adv, All Loans & Advances along with sanction order	} -	40
Pay, Leave salary & Allowance of a Gazetted officers	-	42
T.T.A of Gazetted officers	-	43
T.A for non Gazetted	-	52
TTA for non Gazetted	-	52(A)
O.C,T.C,E.C,Wages,Rent,P.A, Fuel Adj	-	58
Motors Tickets issued on warrants Presented by the police officer	-	53
TA of public works Estt.	-	54
All bills for discount on Stamp	-	61
Refund of Revenue	-	62
Refund on account of stamp	-	63
Repayment of Deposit RD, SD	-	64
Refund of lapsed deposit	-	65
Pension	-	75
Teacher Pension	-	75 (A)
DCRG	-	75 (B)
Provisional Pension	-	75 (C)
LPC	-	122
Transfer from one deposit to another receipt	-	66
In few dept. Adj bills	-	56

TNTC 47	-	Pay, DA, HRA, Arrear
40	-	Fuel Adv. All loans & Adv.and All Misc.Payments
40A	-	GPF / TPF
		O.C
		E.C.
		wages
		Telephone
58	-	P.A. Recoupment
		Rent
		Fuel Adj.
		Pleader Fees

GPF RULES

Bill form 40 A

Payment DPC : 8009 - 01 - 101 AA - 0108

Receipt DPC : 8009 - 01 - 101 AA - 010C

i) Temp. Adv.

ii) Part Final (50% and 75 %)

iii)Part Final (90 %)

iv) Final closure

Rules for Temporary advance

i.	<u>Purpose</u>	Rule
	Medl. Treatment (Self and dependent)	14(1) (a) (i) & c (iii)
ii.	Higher Edn. (Self and dependent)	14(1) (a) (ii) & c (iii)
iii.	Marriage,Betrothal,Funerals or other	14(1) (a) (iii) & c (iii)
	Cermony	
iv.	To meet the cost of legal expenses	14(1) (a) (iv) & c (iii)
v.	To meet the cost of legal expenses	14(1) (a) (v) & c (iii)
vi.	To purchase T.V,VCR,VCD,W.M,computer	14(1) (a) (vi) & c (iii)

No Maximum Ceiling for Temporary Advance.

GPF Part Final

Purpose	Percentage	Rule
i. Higher Edn.of Child outside of India	50%	15 A(1)(a)(i)
ii. Higher Edn.of Child inside of India	50%	15 A(1)(a)(ii)
iii. Higher Edn.of Child outside of India	75%	15 A(1)(a)(i) & 15(B)(1)
iv. Higher Edn.of Child inside of India	75%	15 A(1)(a)(ii) & 15B(1)
v. Marriage ,Betrothal of the son or daughter of the subscriber	50%	15 A(1)(b)
vi. Marriage ,Betrothal of the son or daughter of the subscriber	75%	15 A(1)(b) & 15B(1)
vii. Medical Expenses	50%	15 A(1)(c)
viii. Medical Expenses	75%	15 A(1)(c) & 15B(1)
ix. Cost of site,House purchase,construction reconstruction and alteration	50%	15A(1)(d)
ix. Cost of site,House purchase,construction Reconstruction and alteration	75%	15A(1)(d) & 15B(1)

Max. ceiling for the purpose i to viii - Rs.5 Lakhs

Max. ceiling for the purpose xi & x - Rs.9 Lakhs

(As per G.O.No.103/Fin.(All)/Dept.,/Dt.01.04.2013)

PART FINAL for CAR

- 25 Years of service or within 5 years before retirement, which ever is earlier
- Pay should be Rs.12000 or more (This is in pre revised scale, The pay Was not revised according to revised scales of pay)
- Amount is limited to one third of actual price of car or the amount prescribed by the Govt. from time to time, which ever is less. In special cases, withdrawal upto one half of balance will be allowed
- Withdrawal is allowed only once for this purpose
- Withdrawal for extensive repairs or overhauling of car may be allowed subject to the conditions prescribed in the rule 15-E(1)
- GPF Final closure – Authorisation should be issued by the A.G and no separate sanction order necessary.

GPF 90 % Part Final

G.O.M.S.No.535/Fin.(All-I)Dept., Dt.19.07.1991.

-> No payment of Part Final Withdrawal shall be made during the last 4 months of service as per provision under 2 below rule 15 A of TNGPF rules.

-> 90% Part Final Withdrawal may be sanctioned as per rule 27A of TNGPF rules within 12 months of his retirement.

-> The 90% Part Final Withdrawal was sanctioned after forwarding the GPF Final closure application, it should be informed to the A.G immediately.

Codal provisions (Authorities)

1. **P.A. Recoupment** (Bill form 58)
Art. 106 of TNFC Vol. I
2. **Telephone** (Bill form 58)
1) Art 91 of TNFC Vol. I
2) Appx. V Sl.No. : 49 of TNFC Vol. II
3. **Contingent** (Bill form 58)
1) Art 91 of TNFC Vol. I
2) Appx V Sl.No. 34 of TNFC Vol. II
(All contingent bills except PA recoupment bill should be supported by sanction order)
4. **WAGES** : (Bill form 58)
Appx V Sl.No. 32 (i) TNFC Vol. II
5. **ELECTRICITY** : (Bill form 58)
Art. 121 (ii) Note (2) (ii) of TNFC Vol. I
6. **FESTIVAL ADVANCE** : (Bill form 40)
1) Appex 28 Annexure I of TNFC Vol. I
2) G.O.Ms. No. 919/ Fin dt. 13.12.1995.
3) G.O.Ms. No. 483/Fin. Dept. Dt. 08.08.1996.
4) G.O.Misc. No. 56/ Fin. (Pay) Dept. Dt. 11.02.2002
5) G.O. No. 116/Fin (Salaries) Dept. Dt. 03.04.2007.
6) G.O.No. 388 / Fin (Sal) Dept. Dt. 06.11.2012.
7. **SERVICE POSTAGE** : (Bill form 58)
Art 119 of TNFC Vol. I
General Stamp : G.O. Ms.No. 493 Fin (SM) Dt. 19.12.2001.

- 8. SURRENDER LEAVE SALARY:** (Bill form 47)
15 days once in a year or 30 days twice in a year
1.G.O.Ms.No.1089/P&A.R(F.R.II),Dt.01.11.1980
2.G.O.Ms.No.19/P&A.R(F.R.III),Dt.23.02.2006
- 9. PAY ADVANCE :** (Bill form 40)
Art 239 (a) of TNFC Vol. I
- 10. TOUR ADVANCE :** (Bill form TA 22)
Art 84 TNFC Vol. I
- 11. TEMPORARY ADVANCE :** (Bill form 40)
Art 99 of TNFC Vol. I
FUEL CREDIT BILL : Appx. 26, Para 13 (iv) (9) TNFC Vol. II (Page 475)
- 12. FREIGHT CHARGES :**
Appx. V Item 19 & 28, TNFC Vol. II
- 13. ELECTRIC TUBE LIGHT :**
Art. 15 A (b) of TNFC Vol. II (Purchase of Electric tube light at a time tow bulbs only).
- 14. RUBBER STAMP :**
Making (or) Repairing charges Rs. 30 at a time.
(G.O.Ms. No. 295 Information & Tourism (S & P II) Dept. Dt. 22.10.1992 & Govt. Lr. No. 17878/ S& PII/ 93 Dt. 06.12.1993)
- 15. CYCLE REPAIR :**
Sanction of HOD is necessary
- 16. FURNITURE :**
Repairing of furniture banned in Govt. Lr. No. 38225 / Resources / 90-1 / Fin (Resources) Dept. Dated : 09.04.1990.
- 17. EVER SILVER TUMBLER :**
Rs. 8- per tumbler once in two years.
(G.O.Ms. No. 246 / Fin (Sal) Dept. Dt. 12.04.1985.
- 18. STATIONERIES :**
➤ (For purchasing stationary items like white paper, unblinded paper, duplicator, Ink tube, pencil, carbon, type writer carbon papers, stencil papers, Manifolding etc.,)

- Non availability certificate from the Director of Stationery & Printing is necessary. (G.O.Ms. No.1048/ Transport Dept. Dt. 03.08.1983)
- Appx. 8 of TNFC Vol. II (or) as per priority laid down in Art. 125 of TNFC Vol - I.

TYPE WRITER & DUPLICATOR :

(Maintenance & Repairs)

Rs. 500 - at a time

Govt. Lr. No. 3477/ D2/ 82-14/ Dt. 27.01.1984.

ADDITIONAL CHARGE ALLOWANCE

1. The Additional Pay for holding full additional charge shall be granted at the rate of one fifth of the pay drawn in the regular post or half of the minimum pay of the additional post, which ever is less. The additional pay shall be sanctioned irrespective of the **duration of the charge held (Min.39 days) or the number of posts of additional charge held** by Group A and B officers only.(Amendment in sub clause (iii) of clause (1) of F.R 49 vide G.O.Ms.No.122/P&AR Dept.,Dt.03.10.2011)
2. The claim should be preferred in the regular post and expenditure should be debited under the appropriate head of account relating to the post addionally held.
3. Pay + DA + PP only are admissible.
4. HRA and CCA are not admissible.
5. Arrears of Addl.Pay is not admissible.

பிழைப்புதியம் (அ) வாழ்வதியம்: (SUBSISTANCE ALLOWANCE)

(Bill Form : 47)

தற்காலிக பணி நீக்கத்தின் போது வழங்கப்பட வேண்டிய ஊதிய விபரம்:.

(FR 52(1) (a) & Ruling 8 under F.R. 53)

அடிப்படை ஊதியம், அகவிலைப்படி, வீட்டு வாடகைப்படி, நகர ஈட்டுப்படி ஆகியவை மட்டுமே.

அடிப்படை ஊதியம்:

1	முதல் ஆறு மாதம்	தற்காலிக பணி நீக்கத்தின் போது பெற்ற அடிப்படை ஊதியத்தில் 50%
2	ஆறுமாதத்திற்கு மேல் நீடிக்க பணியாளர் பொறுப்பானால	அடிப்படை ஊதியத்தில் 25%
3	பணியாளர் பொறுப்பில்லாத போது	அடிப்படை ஊதியத்தில் 75%
4	அகவிலைப்படி	தற்காலிக பணி நீக்கத்தின் போது பெற்றதில் 50%
5	வீட்டு வாடகைப்படி & நகர ஈட்டுப்படி	முழு அளவில்

மருத்துவப்படி கிடைக்காது.

பிழைப்பூதியத்தில் செய்ய வேண்டிய பிடித்துங்கள்:

1. கட்டாயமான பிடித்துங்கள்:

வருமானவரி, வீட்டு வாடகை, கடன் மற்றும் முன்பணம், அரசுக்கு சேர வேண்டிய பிற வகைப்பிடித்துங்கள்.

2. விருப்பத்தின் பேரில் பிடித்துங்கள்: (எழுத்து மூலம் பெறப்பட வேண்டும்.)

கட்டுறவுக்கடன், வருங்கால வைப்பு நிதி முன் பணத் தொகை திருப்பி செலுத்துதல், அஞ்சலக ஆயுள் காப்பீடு (PLI).

3. அலுவலகத்தலைவரின் விருப்பத்தின் பேரில் செய்யப்படும் பிடித்துங்கள்:

மிகையாக வழங்கியது.

(பகுதியாகவோ, முழுவதுமாகவோ 1/3 பகுதிக்கு இருக்க வேண்டும்.)

4. பிடித்தம் செய்யப்பட வேண்டாதவை:

பொது வருங்கால வைப்பு நிதி சந்தாதொகை, நீதிமன்ற ஆணையின் படி செய்யப்படும் பிடித்தம், அரசுக்கு ஏற்பட்ட இழப்பு.

சான்றுகள்:

அரசு மற்றும் தனியார் நிறுவனங்களில் பணிபுரியவில்லை என்றும், தலைமையிடத்தில் வசிப்பதற்கான சான்றும் சமர்ப்பித்து அதை பணம் பெறும் அலுவலர் மேலொப்பம் செய்ய வேண்டும்.

தற்காலிக முன்பணம் (TEMPORARY ADVANCE)

தமிழ்நாடு நிதித் தொகுப்பு I, பிரிவுக்கூறு 99ன்படி பணம் பெறும் அலுவலர்களால் பெறப்படும் தற்காலிக முன் பணங்கள் இரண்டு மாதங்களுக்கு மேல் இரண்டு முன் பணங்கள் மட்டுமே நிலுவையில் இருக்கலாம். அதனை சரிகட்டாமல் முன்றாவது தற்காலிக முன்பணம் பெற இயலாது. மேற்காணும் விதியின்படி முன்பணம் பெற அரசு ஆணையில் மேற்காணும் விதியின்படி முன் பணம் பெறப்படுகிறது என குறிப்பிடப்பட வேண்டும்.

MEDICAL REIMBURSEMENT:

1. The amount restricted to 30% of B.P. + G.P. per year
 2. Basic Pay as on 01.01.2006.
 3. Full amount upto 3 months from the date of purchase of medicine, 15% cut after 3 months.
After one year cannot claimed.
 4. Post sanction Details.
 5. Bill form 47 (pay bill)
 6. Medical Details
Doctor Details
Treatment Details
Allotment Details
Certificate Details
- } in the bill

CERTIFICATES

1. Certified that the medicine were compared with the list of inadmissible medicine.
2. Certified that necessary entries have been made in the office copy of the pay bill.
3. Certified that the individual did not availed the medical allowance.

01.06.2009 முதல் புதிய வீட்டு வாடகைப்படி (HRA SLAB)

வ. எண்.	உத்திய நிலை (உத்தியம் + தர உத்தியம்)	கிரேடு - 1 (அ) சென்னை நகரம் மற்றும் 32.மீ.சுற்றுக்கு உள்ள பகுதிகள்	கிரேடு - 1 (ஆ) நகராங்கள் கோவை/மதுரை 16.மீ.சுற்றுக்கு உள்ள இடங்கள்	கிரேடு-2ல் உள்ள இடங்கள்	கிரேடு-3ல் உள்ள இடங்கள்	மற்ற வகைப் படுத்தப் படாத இடங்கள்
		A	B	C	D	E
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	Upto 5299	500	300	240	160	120
2	5300-6699	560	400	300	200	140
3	6700-8189	680	500	360	240	160
4	8190-9299	800	600	440	300	180
5	9300-10599	1000	720	540	380	200
6	10600-11899	1200	840	640	460	220
7	11900-13769	1400	960	760	560	240
8	13770-14509	1600	1100	880	660	260
9	14510-15999	1800	1240	1000	760	280
10	16000-17299	2000	1380	1120	860	300
11	17300-19529	2200	1480	1240	900	320
12	19530-20089	2400	1600	1360	1000	340
13	20090-21019	2600	1700	1400	1000	360
14	21020-21579	2800	1800	1400	1000	380
15	21580-22139	2900	1800	1400	1000	400
16	22140-24999	3000	1800	1400	1000	400
17	2500 and above	3200	1800	1400	1000	400

குறிப்பு: தற்போது பெறும் வீட்டு வாடகைப்படியின் இரண்டு மடங்குக்கு புதிய வீட்டு வாடகைப்படி குறைவாக வருமானியின், இரண்டு மடங்கு வீட்டு வாடகைப்படி வழங்கப்பட வேண்டும்.

RENT RECOVERY:

(i) The rates of rent recovery for occupying Government accommodation after the revision of pay scales shall be modified as below. In respect of employees in the **grade pay of Rs.1,900/-** and below, no rent recovery need be made for occupying quarters provided by government or its agencies. For others, the revised rent recovery shall be as indicated below:

Sl.No.	Pay Range Rs.	Grade 1 (a) Grade-1(b)	Grade – II	Grade – III	Other Places
(1)	(2)	(3)	(4)	(5)	(6)
		(in Percentage)			
1.	6000-10199	1.5	1.5	1	1
2.	10200-18599	3	3	3	2
3.	18600 and above	4	4	4	3

01.06.2009 முதல் புதிய நகர ஈட்டுப்படி (C.C.A SLAB)

வ.எண்	ஊதிய நிலை	சென்னை நகரம் மற்றும் 32கி.மீ சுற்றுக்குள் உள்ள பகுதிகள்	கோவை, மதுரை, சேலம், நெல்லை, மற்றும் 16கி.மீ. உள்ள இடங்கள்
1	Below 8000	180	90
2	8001-12000	250	130
3	12001-16000	400	200
4	16001 and above	600	360

குறிப்பு: தற்போது பெறும் நகர ஈட்டுப்படியின் இரண்டு மடங்குக்கு புதிய நகர ஈட்டுப்படி குறைவாக இருப்பின் இரண்டு மடங்கு நகர ஈட்டுப்படி வழங்கப்பட வேண்டும்.

TRAVELLING ALLOWANCE**GRADES****CLASSIFICATION OF EMPLOYEE**

I (a)	G.P. Rs. 8800 & above
I (b)	G.P. Rs. 6600 & above but below Rs. 8800
II	G.P. Rs. 4400 & above but below Rs. 6600
III	G.P. Rs. 1900 & above but below Rs. 4400
IV	G.P. Below Rs. 1900

(As per G.O Ms.No.237, Fin(PC) Dept., Dt.01.06.2009)

பணயப்படி விதிகளின் கீழ் புதிய கட்டணங்கள்

I சுற்றுப்பயணப்படி (01.06.2009 முதல்)							
நிலை	தர ஊதியம்	தினப்படி 12 மணிக்குமேல் ஒரு நாளைக்கு		பயண ஊர்தி வகை தகுதி	இடை நிகழ்வு கட்டணம் 160 கி.மீ. மற்றும் அதற்குமேல்	ஒரே வீத கட்டணம்	
		சென்னை ரூ.	இதர இடங்கள் ரூ.			சென்னை ரூ.	இதர இடங்கள் ரூ.
I-(அ)	ரூ.8700/- மற்றும் அதற்கு மேல்	400	200	விமானம், ரயிலில் ஏ.சி.முதல் வகுப்பு மாநிலத்திற்குள்ளும் வெளியேயும்.	தலைமையிடத்திற்கு ஏற்ப தினப்படியில் பாதி	10	5
I-(ஆ)	ரூ.6600/- மற்றும் அதற்கு மேல் ரூ.8700/- க்கு கீழ்	400	200	விமானம் - மாநிலத்திற்கு வெளியே ரயிலில் முதல் வகுப்பு / இரண்டாம் வகுப்பு ஏ.சி. - மாநிலத்திற்குள்ளும் வெளியேயும்	தலைமையிடத்திற்கு ஏற்ப தினப்படியில் பாதி	10	5
II	ரூ.4400/- மற்றும் அதற்கு மேல் ரூ.6600/- க்கு கீழ்	300	150	ரயிலில் முதல் வகுப்பு	தலைமையிடத்திற்கு ஏற்ப தினப்படியில் பாதி	10	5
III	ரூ.1900/- அதற்கு மேல் ரூ.4400/- க்கு கீழ்	200	100	ரயிலில் இரண்டாம் வகுப்பு	தலைமையிடத்திற்கு ஏற்ப தினப்படியில் பாதி	5	3
IV	ரூ.1900/- க்கு கீழ்	160	80	ரயிலில் இரண்டாம் வகுப்பு	தலைமையிடத்திற்கு ஏற்ப தினப்படியில் பாதி	5	3

II - மாறுதல் பயணப்படி (01.06.2009 முதல்)

நிலை	தர உத்தியம்	சொந்த பொருட்கள்		ஒட்டுமொத்த தொகை		சொந்த பணியாளர்	
		சரக்கு வண்டி கி.கீ.	சாதாரண ரயில் வண்டி கி.கீ.	8.கி.மீ. - க்குமேல் 60 கி.மீ. - க்கு கீழ்	60 கி.மீ. - க்கு மேல்	எண்ணிக்கை	பயணப்படி
I-(அ)	ரூ.8700/- மற்றும் அதற்கு மேல்	4500	200	900/-	1800/-	2	மிக குறைந்த ரயில் / பேருந்து கட்டணம்
I-(ஆ)	ரூ.6600/- மற்றும் அதற்கு மேல் ரூ.8700/- க்கு கீழ்	4500	200	900/-	1800/-	2	
II	ரூ.4400/- மற்றும் அதற்கு மேல் ரூ.6600/- க்கு கீழ்	2000	75	675/-	1425/-	1	-
III	ரூ.1900/- மற்றும் அதற்கு மேல் ரூ.4400/- க்கு கீழ்	1000	40	450/-	975/-	-	-
IV	ரூ.1900/- க்கு கீழ்	1000	40	225/-	525/-	-	-

RECOMMENDED REVISED PAY SCALES WITH GRADE PAY

Group No.	Existing Scales of Pay	Revised Pay	Pay Band	Grade Pay
1.	2550-55-2660-60-3200	4800-10000	PB1A	1300
2.	2610-60-3150-65-3540	4800-10000	"	1400
3.	2650-65-3300-70-4000	4800-10000	"	1650
4.	2750-70-3800-75-4400	5200-20200	PB1	1800
5.	3050-75-3950-80-4590	5200-20200	"	1900
6.	3200-85-4900	5200-20200	"	2000
7.	3625-85-4900	5200-20200	"	2200
8.	4000-100-6000	5200-20200	"	2400
9.	4300-100-6000	5200-20200	"	2600
10.	4500-125-7000	5200-20200	"	2800
11.	5000-150-8000	9300-34800	PB2	4200
12.	5300-150-8300	9300-34800	"	4300
13.	5500-175-9000	9300-34800	"	4400
13a.	5700-175-9200	9300-34800	"	4450
14.	5900-200-9900	9300-34800	"	4500
15.	6500-200-10500	9300-34800	"	4600
16.	6500-200-11100	9300-34800	"	4700
17.	7000-225-11500	9300-34800	"	4800
18.	7500-250-12000	9300-34800	"	4900
19.	8000-275-13500	15600-39100	PB3	5400
20.	9100-275-14050	15600-39100	"	5700
21.	9650-300-15050	15600-39100	"	6000
22.	10000-325-15200	15600-39100	"	6600
23.	12000-375-16500	15600-39100	"	7600
24.	12750-375-16500	15600-39100	"	7700
25.	14300-400-18300	37400-67000	PB4	8700
26.	15000-400-18600	37400-67000	"	8800
27.	16400-450-20000	37400-67000	"	8900
28.	17400-500-21900	37400-67000	"	10000

Important Designation with Pay Band and Grade Pay

Designation	Pay Band	Revised Pay	Grade Pay
Watch Man	PB 1A	4800-10000	1650
Office Assistant	PB 1A	4800-10000	1650
Record Clerk	PB 1	4800-10000	1800
Jr. Assistant/Typist/ Tel.Operator/ Record Asst./Record Keeper/ Lab Asst./ V.A.O/ Driver/ Pol.Cons Gr.I/ Jail Warden Gr.I/ Surveyor/ Draftsman/	PB 1	5200-20200	2400
Assistant / Head Cons./ Chief Jail Warden/ Leading Fire Man/ Firka Surveyor	PB 1	5200-20200	2800
Superintendent/ S.I/ Jail Supdt./ Dy.D.F.O	PB 2	9300-34800	4800
D.T/A.T/Z.D.T/E.D.T/ Dy. B.D.O	PB 2	9300-34800	4800 + 500 P.P
A.T.O/ B.D.O/ Tashildar/ Inspector	PB 3	15600-39100	5100
P.A/D.C/ R.D.O/ R.T.O	PB3	15600-39100	5400
Asst.Director	PB3	15600-39100	5400
Dy.Director	PB3	15600-39100	6600
Joint Director	PB3	15600-39100	7600
Asst.Engr.	PB3	15600-39100	5400
Asst.Exe.Engr.	PB3	15600-39100	6600
Exe.Engr.	PB3	15600-39100	7600
Secondary Grade Teacher	PB 1	5200-20200	2800 + 750 P.P
Secondary Grade Teacher (Sel.Gr.)	PB 1	9300-34800	4300 + 500 Spl.All.
Secondary Grade Teacher (Spl.Gr.)	PB 1	9300-34800	4500 + 500 Spl.All.

B.T.Asst	PB 2	9300- 34800	4600
P.G.Asst	PB 2	9300-34800	4800
H.M Primary School	PB 2	9300-34800	4500
H.M Middle School	PB 2	9300-34800	4700
H.M High School	PB 2	9300-34800	4800+750 P.P
H.M Hr.Sec.School & DEO	PB 3	15600-39100	5700

NON STANDARD TIME SCALE

Sl.No	Name of the Post	Existing Non Standard Scale of Pay	Revised Special time Scale of Pay with Grade Pay
1	Village Assistant	1800-20-2240	3500-6000 + 600
2	Noon Meal Organiser/Anganwadi Worker	1300-20-1500-25-2000 (w.e.f 1.9.06)	1300-3000+300w.e.f 1.1.06 2500-5000 + 500 w.e.f Notionally 1.9.06 & M.B 1.1.07
3	Mini Anganwadi Worker	975-15-1125-20-1325 w.e.f 15.9.08	1800-3300 +400 w.e.f 15.9.08
4	Anganwadi Helper Gr.I/Noon Meal Cooks	660-15-810-20-1010 w.e.f 15.9.08	1300-3000 +300 w.e.f 15.9.08
5	Anganwadi Helper Gr.II/ Cook Assistant	550-10-600-20-800 w.e.f 15.9.08	950-2000 +200 w.e.f 15.9.08
6	Panchayat Assistant	1300-20-1500-25-2000 (w.e.f 1.9.06)	2500-5000 + 500 w.e.f Notionally 1.9.06 & M.B 1.1.07
7	Panchayat Clerk	625-10-725-20-925 (w.e.f 1.9.06)	1300-3000 +300 w.e.f 15.9.08
8	Makkal Nala Paniyalargal	950+50 C.A	2500-5000+500 (w.e.f the date of issue of order)

LEAVE

CASUAL LEAVE

1. An employee is eligible for 12 days in a calendar year (G.O Ms.No.563, P&AR Dept., Dt.30.05.1985)
2. This leave can be combined with Sundays, holidays or compensatory leave. But it should not exceed 10 days at a time. But may be availed when the eleventh and subsequent days are declared as public holidays, on account of natural calamities, death of national leaders, bandhs, strikes, change of festival etc., though it exceeds 10 days.
(G.O.Ms.No.309, P7AR Dept., Dt.16.08.1993)
3. The temporary Government employees and those appointed under emergency provisions may be granted leave proportionately.

4. This leave cannot be combined with any other leave granted under F.R or with joining time.
5. Contingent employee are eligible for one day casual leave if they work for 30 days continuously without break. (G.O.Ms.No.1180, P7AR Dept., Dt.15.12.1986)

II. COMPENSATORY HOLIDAYS

1. The compensatory holidays may be granted to a Govt.servant who is required to attend office on holidays.
2. Only employees in C & D Groups eligible for this leave
3. A and B Group officials when attend office on holidays so regularly as to make it almost a matter of routine are also eligible for this leave. The immediate superior officials are competent to sanction this leave
4. Not more than 20 compensatory holidays can be allowed to the credit in a calander year
5. Every compensatory holidays shall lapse at the end of 6 months of the holidays to which it relates
6. It can be combined with C.L or public holiday or regular leave. It should not exceed 10 days at a time.
7. Can be availed even after transfer to another office/station.

III. EARNED LEAVE

1. Earned leave taken during probation period will extend the period of probation.
2. Prefixing and Suffixing of public holidays can be made only with Earned Leave and not with other kinds of leave.

Advance Crediting of E.L for Temporary Employees, Probationers and Basic Servants

1. They are not eligible for advance credit of E.L
2. They shall be allowed leave at the rate of 2 ½ days for every completed two calendar months
3. They can accumulate leave upto the maximum of 30 days
4. Basic servants on completing five years of regular service (five year from the date of regularization) are eligible for the advance credit of E.L

Advance Crediting of E.L for Permanent Employees and Approved Probationers

1. 15 days will be credited in advance on 1st January and 1st July of every year
2. While crediting E.L , fraction of a day shall be rounded off to nearest one day
3. If the closing balance of E.L falls in between 226-240 days at the opening of an half year, 15 days will not be added to 226-240. It will be shown separately. If any leave is taken during that half year, it will first be adjusted in the 15 days and the leave taken in excess of 15 days will be adjusted in the 226-240 days and the balance struck at the end of the half year. The closing balance at the end of the half year shall be limited to 240 days.

4. If LLP is taken during the half year, it shall be adjusted in the next half year at the rate of one day for every 10 days
5. In the case of an employee, who is due for retirement during a half year, E.L will be credited at the rate of 2 ½ days for each full month of the remaining service, in advance, If he is due for retirement on 31.05.2014 he has got five full months. Hence, $2\frac{1}{2} \times 5 = 12\frac{1}{2}$ rounded to 13 days to be credited to his leave account.
6. In the case of one employee, 15 days leave already been credited on 01.07.2014. he dies on 30.09.2014. In this case, the leave not reduce already credited. Neither leave be cut nor salary recovered for the excess credit made.

IV.UNEARNED LEAVE ON MEDICAL CERTIFICATE

See chart

V.UNEARNED LEAVE ON PRIVATE AFFAIRS

See chart

VI. SPECIAL CASUAL LEAVE

1. Special Casual Leave not exceeding 8 days to men Govt.employees and 20 days to married women Govt.employees may be sanctioned for undergoing sterilization or non puerperal sterilization operation respectively.
2. A Govt.servant may be sanctioned 7 days special casual leave if his wife undergoes sterilization operation.
3. A Govt.servant may be granted 7 days special casual leave whose undergoes sterilization operation for a second time in the event of failure of the first operation.
4. A Govt.servant may be granted 7 days special casual leave when his wife undergoes abortion with tubectomy operation voluntarily.
5. Special casual leave for 6 days may be granted to a Govt.servant who undergone vasectomy operation for the second time.
6. Special Casual Leave not exceeding 20 days may be granted to temporary married women Govt.employees who have not completed one year service, when they under puerperal sterilization operation.
7. Special casual Leave for 21 days or actual period of hospitalization as certified by the authorized Medical Attendant which ever is less may be sanctioned to Govt.servant seeking re-canalisation operation
8. Special casual Leave for one day may be granted to office assistant and menials who were temporarily incapacitated due to Typhoid and Cholera inoculation.

1. Special Casual Leave for participating in sports events on national or international importance or selected for such participation may be granted upto 30 days in a year
2. The leave can be combined or prefixed, sufficed or sandwiched with any kind or regular leave.
3. Special Casual Leave for trekking and mountaineering expedition 30 days
4. Grant of Special Casual Leave of 21 days for presence of infectious diseases in houses of Govt.servants.

குழந்தை தத்தெடுப்பு - பெண் அரசு ஊழியர்க்கு விடுப்பு (ADOPTED CHILD)

1. (i) உயிருடன் இரு குழந்தைகள் உள்ள பெண் அரசு ஊழியர்க்கு இச்சலுகை கிடையாது.
(ii) அதிகபட்ச ஒருவருட விடுப்பானது குழந்தையின் அகவைக்கேற்ப கீழ்க்கண்டவாறு குறையும்.
(அ.நி.எண்.342, சமூக நலம், நாள் .08.12.95)

	தத்தெடுக்கப்பட்ட குழந்தையின் வயது	அனுமதிக்கப்பட்ட விடுப்பு
1	ஒரு மாதத்திற்கும் குறைவான குழந்தை	ஒரு வருடம்
2	மூன்று மாதம்	ஒன்பது திங்கள்
3	நான்கு மாதம்	எட்டு திங்கள்
4	ஒன்பது மாதம்	மூன்று திங்கள்

2. சமூக சேவை நிறுவனத்திடமிருந்து குழந்தை தத்தெடுக்கப்பட்டிருந்தால், சட்டப்படி தத்தெடுக்கப்பட்டுள்ளது என்பதற்கான சான்றிதழ் நிறுவனத்திடமிருந்து பெற வேண்டியது அவசியமாகும். உறவு முறையிலும், வெளியிலும் குழந்தையினை தத்தெடுக்கலாம் ஆனால் குழந்தையின் நலன் கருதி சட்டப்படி தத்தெடுக்கப்பட வேண்டும் (அ.க.எண் .21559/ சமூக நலம்/96-3, நாள்.14.2.97)

Reference to medical board

The employees should be referred to Medical Board in the following cases.

1. If leave is applied for exceeding 60 days
2. If leave is applied in piece-meal or splitting the leave often and such leave exceeds 60 days
3. When two spells of leave on M.C is interfered by any other kind of leave and if the total period of leave on M.C exceeds 60 days
4. If leave availed immediately on transfer
5. If leave applied for frequently eventhough the leave applied for is less than 60 days.

1. On transfer, if an employee goes on medical leave, irrespective of the period of leave applied for, the employee should be referred to Medical Board. Failure to do so will entail disciplinary action against those

MATERNITY LEAVE

As per Govt.Lr.(Ms) No.13965/FR-3/2015, P&AR(FR-III) Dept., Dt.20.04.2015)

The following **consolidated guidelines** are issued with regard to '**Maternity Leave**' on full pay to Married Women Government Servants in accordance with Rule 101 (a) of the Fundamental Rule :-

I – MATERNITY :-

- i) Permanent Married Women Government Servants i.e. **approved probationers** in a service **with less than two surviving children**, excluding adopted children, may be granted **180 days (6 months)** Maternity Leave by the competent authority which may be availed **between pre confinement rest to post –confinement recuperation at the option of the Government Servant.**
- ii) Non-permanent Married Women Government Servants i.e. **probationers**, in a service with less than two surviving children excluding adopted children, whether appointed under regular capacity through Tamil Nadu Public Service Commission / Uniform Services Recruitment Board / Teachers Recruitment Board / Medical Services Recruitment Board, Employment Exchange, etc, or under emergency provisions of the relevant service rules **should take, for maternity purpose, the Earned Leave at her credit. Maternity Leave may be granted for a period of not exceeding 180 days or for the period that falls short of 180 days after availing the Earned Leave** as the case may be.
- iii) Non-permanent Married Women Government Servants, **employed under this emergency provisions** i.e. **temporarily, should have completed one year of continuous service**, including leave periods, if any **to become eligible for grant of Maternity Leave of 180 days as above.**

II – ABORTION :-

- i) Competent Authority may grant **maternity leave on average pay** to permanent Married Women Government Servants i.e. **approved probationers** in cases of **abortion** also for a period, which may extend to **Six weeks.**
- ii) A Non-permanent Married Woman Government Servant i.e. **probationers** whether appointed in a regular capacity through Tamil Nadu Public Service Commission / Uniform Services Recruitment Board / Teachers Recruitment Board / Medical Services Recruitment Board, Employment Exchange, etc, or under emergency provisions of the relevant service rules, should take, in such cases, **ordinary leave on average pay for which she may be eligible. If, however, such a Government servant is not eligible for any leave on average pay, or if the leave to her credit is less than six weeks, maternity leave may be granted for a period not exceeding six weeks or for the period that falls short of six weeks as the case may be.**

(vi) Non-permanent Married Women Government servants employed under the emergency provisions i.e. temporarily, should have completed one year of continuous service, including leave periods, if any to become eligible for the grant of maternity leave of six weeks as above.

4. The grant of leave is also subject to the following further conditions :-

(i) Unless, an abortion takes place in a Government hospital or Local fund or Municipal hospital or in a recognized Nursing Home and the respective medical officer-in-charge of the institutions certifies that the abortion took place after 12 weeks of pregnancy, the leave should not be granted.

(ii) Where there are no hospital facilities, women Government Servants should appear before the authorized medical attendant when the sign of abortion still exists or go to him for antenatal examination after 12 weeks of pregnancy, so that the authorized medical attachment may be in a position to issue the necessary certificate.

(iii) In the case of Married Woman police personnel, Leave may be granted for 'spontaneous abortion' from the seventh week of pregnancy. The term 'Spontaneous abortion' refers to the loss of a non-viable foetus during pregnancy in naturally occurring events, not elective or due to therapeutic abortion procedures.

(iv) In the case of maternity leave for miscarriage or abortion, the certificate from a Registered Medical Practitioner authorised under the Medical Termination of Pregnancy Act, 1971 (Central Act.34 of 1971) may be accepted.

III – MEDICAL TERMINATION OF PREGNANCY :-

(V) A Competent Authority may grant maternity leave of not exceeding six weeks to Permanent Married Women Government servants, i.e. Approved Probationers who undergo medical termination of pregnancy of 12 weeks or more but not exceeding 20 weeks under the Medical Termination of pregnancy Act, 1971 (Central Act 34 of 1971).

(vi) A Non-Permanent Married Women Government Servant i.e. Probationers in a service whether appointed in a regular capacity or under the emergency provisions of the relevant service rules through Tamil Nadu Public Service Commission / Uniform Services Recruitment Board / Teachers Recruitment Board, Employment Exchange etc., who undergoes Medical termination of pregnancy of 12 weeks or more but not exceeding 20 weeks under the Medical Termination of Pregnancy Act, 1971 (Central Act 34 of 1971) Should take earned leave for which she is eligible. if however, such a Government servant is not eligible for any earned leave or if the leave to her credit is less than six weeks, then the competent authority may grant maternity leave for a period of not exceeding six weeks or for the period which falls short of six weeks, as the case may be.

(vii) Non permanent Married Women Government Servants employed under the emergency provisions i.e. temporarily, should have completed one year of continuous service, including leave periods, if any, to become eligible for the grant of Maternity Leave as above.

viii) The grant of maternity leave for six weeks is subject to the conditions that the termination of pregnancy shall be performed at Government Hospitals or other institutions approved under the Medical termination of Pregnancy Act, 1971 (Central Act 34 of 1971).

ix) Maternity Leave not exceeding six weeks for miscarriage including natural abortion or medical termination of Pregnancy under the medical Termination of Pregnancy Act, 1971 (Central Act 30 of 1971) Shall be granted to a woman Government Servant, irrespective of number of surviving children on production of medical certificate.

x) leave of any kind due and admissible under the rules may be granted upto a termination Dated of one year continuation maternity Leave applied for is supported by a medical certificate Leave of any kind in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female Government Servant producing a medical certificate from the authorised medical attendant to the effect that the condition of the ailing baby's side is absolutely necessary.

IV – STILL BORN :-

XII) Married Women Government Servants who delivers a 'Still Born' child (Dead at Birth) is also eligible for Maternity Leave of 90 (Ninety) days.

xiii) All Head of Department and other Competent Authorities may grant Maternity Leave to Women Government Servants, under their control.

5. The competent authorities in the Government Departments are directed to follow the above consolidated guidelines scrupulously, at the time of sanction of Maternity Leave to Married Women government Servants.

LEAVE CHART

Nature of Leave	Superior Service		Basic Service	
	Permanent Govt.Servants and Approved Probationers	Non-Permanent Govt.Servants, Probationers and Temporary Govt.Servants.	Permanent Govt.Servants and Approved Probationers	Non-Permanent Govt.Servants, Probationers and Temporary Govt.Servants.
1.Earned Leave (Full Pay)	Advance credit of 15 days on the first day January and July every year	2 ½ days for every 2 completed calendar months of service	Advance credit of 15 days on the first day January and July every year	2 ½ days for every 2 completed calendar months of service likely to render in a half year subject to max.of 30 days.

2.Unearned Leave on Medical Certificate (Full Pay)	Upto 5 yrs - 3M 5-10 yrs - 6M 10-15 yrs - 9M 15-20 yrs - 12M Above 20 yrs- 18M	Completed 2 years of service 6 months in all, 2 months at a time. 3 months upto 5 yrs of service and 6 months exceeding 5 yrs of service	6 Months in all. After completion of 15 years as applicable to approved probationers in Superior service	Completed one year of service. 10 days for every completed one year service. Not eligible for temporary employees.
3. Unearned Leave on Private affairs (Half pay + Full allowance)	6 months in all, 3 months upto 10 yrs of service. 6 months beyond 10 yrs of service.	Not eligible	After 15 years of regular service, 6 months in all, 3 months upto 10 years and 6 months beyond 10 years of service.	Upto 15 years service not eligible.
4.Extra-Ordinary Leave on Loss of Pay	Upto 5 yrs – 6 M Above 5 Yrs- Not exceeding one year at a time along with other kinds of leave. There should be an interval of 3 years between two spells of leave.	Upto 6 M (180 days at any one time with an interval of 3 years between 2 spells of leave)	As in superior service	
5.Maternity Leave (Full Pay)	See page No.			

ஒருங்குறி எழுத்துருக்கள் (Uni Code Tamil Fonts)

அரசாணை (நிலை) எண் 5 தகவல் தொழில் நுட்பவியல் துறை நாள் 26.03.2013 மற்றும் இயக்குநர், கருவூல கணக்குத்துறை, சென்னை அவர்களின் சுற்றறிக்கை நக.எண்.34334/2015/அந3, நாள் 10.09.2015 - இன்படி, தமிழ்நாட்டிலுள்ள அனைத்து அரசு அலுவலகங்களிலும் ஒரே மாதிரியான எழுத்துருக்கள் பயன்பாட்டில் கொண்டு வர ஏதுவாக உருவாக்கப்பட்ட ஒருங்குறி எழுத்துருக்கள் (Unicode Tamil Fonts).

UNICODE FONTS

SL.NO.	Font Name	Font Sample
1.	TAU-Barathi-Regular	
2.	TAU-Kabilar-Regular	
3.	TAU-Kamber-Regular	
4.	TAU-Valluvar-Regular	
5.	TAU-Kaveri-Regular	

TACE 16 FONTS

SL.NO.	Font Name	Font Sample
1.	TAU-Barathi-Regular	
2.	TAU-Kabilar-Regular	
3.	TAU-Kamber-Regular	
4.	TAU-Valluvar-Regular	
5.	TAU-Kaveri-Regular	

REGULARISATION AND DECLARATION OF PROBATION

- The period of regularisation is one year
- The appointing authority order the regularisation of service
- The probation for a total period of two years of duty within a continuous period of three years
- Under go Foundational Training Within the prescribed period of probation.
- The order on completion of probation of a Govt.servant should be issued within 6 months from the date on which he/she is eligible for such decalaration. If no order is passed within 6 months, he/she is deemed to have completed the period of probation on that date.
- The maximum period up to which can be extended so as to enable him to acquire any prescribed tests is 5 years. If the test was not passed within the extended period of probation, his/her probation should be terminated.

Junior Assistants from Survey Department and Compassionate Ground Appointment

In respect of Junior Assistants appointed from Survey Department and Compassionate Ground Appointment , regularisation of services can be done only after receipt of Govt. orders. Generally Govt. orders could be obtained after a lapse of three to four years from the date of appointment and in these cases, the individuals could be sent to Foundational Traing only after regularisation of services. All such cases have to be referred to Govt. and their orders should be obtained before declaring the satisfactory completion of probation. However while sending proposals it has to be ensured and proved on record that the belated training is due to administrative reasons and not due to the fault of the individuals. If the individual is responsible for the belated training, he/she will not be eligible for retrospective declaration of probation.

INCREMENT

ANNUAL INCREMENT

- First annual increment advance to the concerned quarter i.e January, April, July and October
- Normal annual increment can be sanctioned without any application
- Need not be insisted the sanction order
- Increment certificate only should be enclosed (In Form TNTC 49).
- Second and subsequent increment should be sanctioned after declaration of the probation
- Advance increment for passing Account Test Part I should be sanctioned after declaration of the probation W.E.F the next day of the exam passed.

- Rate of increment is 3% in the B.P + G.P, the fraction of Rs 0.01 to 0.99 should be ignore and Rs.1.00 to 9.99 should be rounded to next Rs.10

Increment Entry

A sum of Rs./- is sanctioned as increment w.e.f. The basic pay will be Rs...../- i.e. Rs. (...new pay...) + Rs. (...Grade Pay...) in the pay band of Rs.(min...) - (Max...) + Grade Pay Rs.()/-.

[vide proceedings No.....Dated.....of (issuing authority)].

SANCTION OF INCREMENT

Illustration 1

Cases in which Foundational Training is completed within 2 years of duty (i.e 2 years from the date of regularization)

	Without Leave	With Leave
Date of appointment as Junior Assistant	1.4.2003 F.N	1.4.2003 F.N
Date of regularisation as Junior Assistant	1.4.2003 F.N	1.4.2003 F.N
Normal date of completion of probation	31.3.2005 A.N	31.3.2005 A.N
Leave availed during probation (All kinds of leave)	Nil	1 Month, 15 Days
Actual date of completion of probation	31.3.2005 A.N	16.5.2005 A.N
Period of Foundational Training	1.10.2004 to 29.11.2004	1.10.2004 to 29.11.2004
Date of which probation can be declared	31.3.2005 A.N	16.5.2005 A.N
First increment to be sanctioned W.E.F	1.4.2004	1.4.2004
Second increment to be sanctioned W.E.F	1.4.2005	17.5.2005
Third increment to be sanctioned W.E.F	1.4.2006	1.4.2006

Illustration 2

Cases in which Foundational Training is completed after 2 years of duty But before the completion of 3 years period.

	Without Leave	With Leave
Date of appointment as Junior Assistant	10.5.2000 F.N	10.5.2000 F.N
Date of regularisation as Junior Assistant	10.5.2000 F.N	10.5.2000 F.N
Normal date of completion of probation	9.5.2002 A.N	9.5.2002 A.N
Leave availed during probation (All kinds of leave)	Nil	3 Month, 8 Days
Actual date of completion of probation	9.5.2002 A.N	17.8.2002 A.N
Period of Foundational Training	11.7.2002 to 9.9.2002	11.6.2002 to 9.8.2002
Date of which probation can be declared	9.5.2002 A.N	16.5.2005 A.N
First increment to be sanctioned W.E.F	1.4.2001	1.4.2001
Second increment to be sanctioned and arrears W.E.F	10.9.2002	18.8.2002
Third increment to be sanctioned W.E.F	1.4.2003	1.4.2003*

*If the leave is other than E.O.L without pay and allowances without M.C. If the period of leave of 3 months and 8 days is LLP without M.C than the next (third) increment shall be sanctioned W.E.F 1.7.2003 only. The procedure for calculation of probation is given in F.R.

Illustration 3

Cases in which Foundational Training is completed after 3 years of duty where Government only are competent to declare probation after relaxing rules.

Date of appointment as Junior Assistant (Comp.Ground, Consolidated Survey Staff)	1.1.2000 F.N
Date of regularisation as Junior Assistant (In G.O.Ms.No.100, Rev.Dt.10.5.2004)	1.1.2000 F.N
Normal date of completion of probation (If no leave is availed)	31.12.2001 A.N
Foundational Training or condensed course of Training (After receipt of Govt.orders regularising the service)	1.7.2004 to 29.8.2004
First increment to be sanctioned W.E.F	1.1.2001
Second and subsequent increments to be sanctioned	Only after receipt of Govet.orders relaxing the rules regarding the completion of probation.

In this case, Foundational Training has been completed after completion of three years of period from the date of regularisation of service. (29.8.2004–1.1.2000) and the belated training is due to administrative reasons. Therefore, the appointing authority is not competent to declare the completion of probation. In such cases, proposals have to be sent to Govt, and the orders to be obtained for relaxing relevant rules of TNMS and TNS&SS so as to declare the completion of probation has to be declared.

Increment for Promotion

- Rate of increment is 3 % in the B.P+G.P which shall be rounded to the next ' Rs.10 (even if a single paise)

Increment on S.G/Spl.Gr.

- 3 % + 3% in the B.P+G.P which shall be rounded to the next Rs.10

PAY FIXTAION

- **F.R 22(B)**
- One increment in lower post pay (3 % in the B.P+G.P+P.P which shall be rounded to the next multiple of Rs.10) and Add difference in G.P.
- **F.R 22(1) (a) (i) and F.R 22 (B)**
- On the date of promotion – B.P + Higher post G.P
- On the date of increment - One increment in lower post pay (3% of B.P + G.P in lower post)
- Then one increment for promotion (3% of B.P (include the above increment) + G.P in lower post)
- Then add difference in G.P

TYPE 1

Pay Fixation on Appointment

F.R 22 B Ruling 6

Appointed as Junior Assistant on 15.10.2015 F.N

Pay Scale PB 1 5200 – 20200 + G.P 2400

Pay Fixation as on 15.10.2015 i.e Minimum

Basic Pay 5200

Grade Pay 2400

Total Rs. 7600

Pay fixed on the date of appointment Rs.5200+2400= 7600

TYPE 2

Pay Fixation on the date of Promotion

F.R 22 B

Junior Assistant promoted as Assistant on 04.11.2015 F.N

Junior Assistant Pay Scale PB 1 5200 – 20200 + G.P 2400

Assistant Pay Scale PB 1 5200 – 20200 + G.P 2800

Pay as on 04.11.2015 F.N in the Junior Assistant – Rs.6170 + G.P 2400

Pay Fixation as on 04.11.2015

Pay as on 04.11.2015 in the lower post = 6170 + 2400 = 8570

3% increment for promotion = Rs.257 = 260 = 260

Total Rs. = 6430 + 2400 = 8830

Add difference in Grade Pay Rs.2800-2400 = 400

Total Rs. 9230

Pay fixed on 04.11.2015 in the higher post Rs.6430 + 2800 = Rs.9230

Next Increment on 01.10.2016

TYPE 3

Temporary Pay Fixation on the date of Promotion and fixation after get the increment in the lower post

F.R 22(1) (a) (I) and F.R 22 B

Option should be given)

Assistant promoted as Superintendent on 06.09.2015 F.N

Assistant (Lower Post) Pay Scale PB 1 5200 – 20200 + G.P 2800

Superintendent (Higher Post) Pay Scale PB 2 9300 – 34800 + G.P 4800

Pay as on 06.09.2015 F.N in the Assistant (Lower Post)– Rs10860 + G.P 2800

increment Date 01.01.2016

Temporary Pay Fixation on the date of promotion i.e 06.09.2015

Pay in the lower post as on 06.09.2015 = 10860 + 2800 = 13660

Add difference in Grade Pay Rs.4800-2800 = 2000

Total Rs. = 15660

Pay fixed as on 06.09.2015 Rs. 10860+ 4800 = 15660

Pay Fixation on the date of increment i.e 01.01.2016

Pay in the lower post as on 06.09.2015 =10860 + 2800 =13660

Add 3% increment in the lower post= Rs.410 = 410 = 410

Total Rs.	=	11270 + 2800	=	14070
Add 3% increment for promotion= Rs.430	=		=	430

Total Rs.	=	11700 + 2800	=	14500
Add difference in Grade pay Rs. 4800-2800 = 2000				
Total Rs.	=	11700 + 4800	=	16500

Pay fixed as on 01.01.2016 in the higher post = Rs. 11700 + 4800 = 16500

Next Increment on 01.01.2017

TYPE 4

Pay Fixation on Promotion in the case of stoppage of increment without cumulative effect

F.R.22 B

Superintendent promoted as Assistant Treasury Officer on 18.09.2014 F.N

Superintendent (Lower Post) Pay Scale PB 2 9300 – 34800 + G.P 4800

Assistant Treasury Officer (Higher Post) Pay Scale PB 3 9300 – 34800 + G.P 5100

Pay as on 18.09.2014 F.N in the Superintendent (Lower Post)= Rs.15270 + G.P 4800

Stoppage of increment without cumulative effect 6 months ordered on 20.05.2015

Pay Fixation as on 18.09.2014

Pay in the lower post	=	15270 + 4800	=	20070
Add 3% increment for promotion = Rs.602	=	610	=	610

	Rs.	15880+ 4800	=	20680
Add difference in Grade Pay Rs.5100-4800	=	300	=	300

Total Rs.	=	15880 + 5100	=	20980
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Normal date of next increment 01.07.2015

Stoppage of inc. w/o cum.effect 0 6 0

Actual date of normal increment 01.01.2016

Next Increment as on 01.07.2016

Note: In case of stoppage of increment **without cumulative effect**, the subsequent increments after expiry of the punishment period **will accrue** on the original date itself.

TYPE 5

Pay Fixation on Promotion in the case of stoppage of increment with cumulative effect.

F.R.22 B

Superintendent promoted as Assistant Treasury Officer on 18.09.2014 F.N

Superintendent (Lower Post) Pay Scale PB 2 9300 – 34800 + G.P 4800

Assistant Treasury Officer (Higher Post) Pay Scale PB 3 9300 – 34800 + G.P 5100

Pay as on 18.09.2014 F.N in the Superintendent (Lower Post)= Rs.15270 + G.P 4800

Stoppage of increment with cumulative effect 6 months ordered on 20.05.2015

Pay Fixation as on 18.09.2014

Pay in the lower post = 15270 + 4800 = 20070

Add 3% increment for promotion = Rs.602 = 610 = 610

Rs. = 15880 + 4800 = 20680

Add difference in Grade Pay Rs.5100-4800 = 300 = 300

Total Rs. = 15880 + 5100 = 20980

Normal date of next increment 01.07.2015

Stoppage of inc. with cum.effect 0 6 0

Actual date of normal increment 01.01.2016

Next Increment as on 01.01.2017

Note: In case of stoppage of increment **with cumulative effect**, the subsequent increments after expiry of the punishment period **will not accrue** on the original date.

TYPE 6

Pay Fixation on Promotion, Reversion and Repromotion.

F.R.22 B and F.R 22 B Ruling 5

Junior Assistant promoted as Assistant on 15.07.2014 F.N

Reverted as Junior Assistant on 06.09.2014 F.N

Repromoted as Assistant on 15.09.2015 F.N

Junior Assistant Pay Scale PB 1 5200 – 20200 + G.P 2400

Assistant Pay Scale PB 1 5200 – 20200 + G.P 2800

Pay as on 15.07.2014 F.N in the Junior Assistant – Rs.6170 + G.P 2400

Pay Fixation as on 15.07.2014

Pay as on 04.11.2015 in the lower post = 6170 + 2400 = 8570

3% increment for promotion= Rs.257 = 260 = 260

Total Rs.	=	6430 + 2400	=	8830
Add difference in Grade Pay Rs.2800-2400			=	400

Total Rs.				9230
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Pay fixed on 15.07.2014 in the higher post Rs.6430 + 2800 = Rs.9230

Reverted as Junior Asst. on 06.09.2014

Pay Fixation as on 06.09.2014

Pay as on 06.09.2014 in the Jr.Asst	=	6170 + 2400	=	8570
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(Restricted to the pre.pay , if he had not been promoted. F.R 22 B Ruling 5)

Add 3% annual increment in the lower post= Rs.	=	257	=	260
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Total Rs. 6430 +260	=	8830
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Repromotion on 15.09.2015

Pay fixation as on 15.09.2015 in the higher post

Pay as on 15.09.2015 in the lower post	=	6430 + 2400	=	8830
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3% increment for promotion= Rs.265	=	265	=	270
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Total Rs.	=	6700 + 2400	=	9100
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Add difference in Grade Pay Rs.2800-2400		400	=	400
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Total Rs.	=	6700 + 2800	=	9500
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Pay fixed on 15.09.2015 in the higher post Rs.6700 + 2800 = Rs.9500

Next Increment on 01.07.2016

TYPE 7**Pay Fixation on Selection Grade/Spl. Grade .**

Assistant Pay Scale PB 1 5200 – 20200 + G.P 2800

Pay as on 01.01.2015 F.N = Rs.9500 + G.P 2800

Award Selection Grade as on 01.07.2015

Pay as on 01.07.2015 = 9500 + 2800 = 12300

Add 3% + 3% increment for S.G
=Rs. 370 +
370 = 740

Total Rs. = 10240 + 2800 = 13040

TYPE 8**Pay Fixation on Selection Grade/Spl. Grade and Increment.**

* Selection Grade/ Spl. Grade and the annual increment due on the same date, first effect the S.Gr./ Sol.Gr. and the annual increment.

Assistant Pay Scale PB 1 5200 – 20200 + G.P 2800

Pay as on 01.01.2015 F.N = Rs.9500 + G.P 2800

Award Selection Grade as on 01.07.2015

Pay as on 01.07.2015 = 9500 + 2800 = 12300

Add 3% + 3% increment for S.G
= Rs. 370 +
370 = 740

Total Rs. = 10240 + 2800 = 13040

Add 3% annual increment
Rs. 391 = 400 = 400

Total Rs. = 10640 + 2800 = 13440

Pay fixed as on 01.07.2015 Rs.10640+2800= 13440

MISCELLANEOUS**PERMANENT ADVANCE**

Permanent Advance enhancement of ceiling limit of a single voucher on office expenses for Treasury Department

Sl.No	Name of the Office	Revised Permanent Advance Rs.	Ceiling per single voucher at a time Rs.
1	All P.A.Os	3000	750
2	All R.J.Ds	1000	250
3	All T.Os/ PPO, Chennai	2000	500
4	PAO, NewDelhi/Sub PAOs/All STs	1000	250

C.T.A,Ch.R.C.No.15912/2013/D2/Dt.06.11.2013)

நிலுவைத் தொகை ஒப்பளிப்பு

ஒருவருடத்திற்கு மேற்பட்ட நிலுவைத் தொகை பெற உரிய அதிகாரியின் சிறப்பு ஒப்பளிப்பு தேவை. (அரசாணை எண்.1265, நிதி துறை, நாள்.11.10.1973)

வ.எண்	உரிமை காலம்	ஒப்பளிப்பு அதிகாரி
1	3 வருடங்கள் வரையிலான நிலுவை உரிமை கோரிக்கை	அலுவலக தலைவருக்கு அடுத்த உயர் அதிகாரி ஒப்பளிப்பு ஆணையிடலாம்
2	3 வருடங்களுக்கு மேற்பட்ட நிலுவை உரிமை கோரிக்கை	மாநில கணக்காயரின் முன் தணிக்கையின்றி துறைத்தலைவர்
3	ஊதிய உயர்வு நிலுவை 1 வருடம் வரை	அலுவலகத் தலைவர்
ஒரு வருட காலமானது ஊதிய உயர்வுச் சான்றிதழில் தகுந்த அதிகாரி ஒப்பமிடும் தேதி முதல் தொடங்குமேயன்றி ஊதிய உயர்வு நாள் முதல் அல்ல.		

(அரசாணை எண்.1265, நிதி துறை, நாள்.11.10.1973, அரசாணை எண்.440, நிதி துறை, நாள்.11.06.1977 மற்றும் அரசாணை எண்.349, நிதி துறை, நாள்.21.05.1981.)

Notional Increment

Grant of notional increment who retires on superannuation on the preceding day of increment due date. (G.O.Ms.No.311/Fin. (CMPC) Dept., Dt.31.12.2014)

As per the G.O.Ms.No.520/Fin(B.G)Dept. Dt.27.06.1994, the following items of expenditure shall be exempted from the purview of Quarterly Control of Appropriation.

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Salary (excluding Medical Charges, Travel Concession, Travel Expenses) 2. Fixed Traveling Allowances. 3. Wages (which are in nature of payment of salary to the staff like Casual Labourers, Mazdoors, Section Writers, etc., in the Administrative Offices.) 4. Grands - in - Aid to the Institutions made as one time annual payment. 5. Rent, Rates and Taxes. 6. Electricity Charges 7. Telephone Charges | <ol style="list-style-type: none"> 8. Pension including Old Age Pension 9. Scholarships and Stipends. 10. Air Travel Expenses - Credit Account Facilities 11. Loans and Advances sanctioned to the State Government Servants like Motor Conveyance House Building Advance, etc., 12. Part-II Schemes for 2000-2001 13. Transfer Travelling Allowances 14. Payments for Professional and Special Services. 15. Compensation. 16. Internet. 17. Machiney and Equipments-Maintenance (only for computers) |
|--|---|

- கிராம நிர்வாக அலுவலர்களுக்கு தற்போது ஆண்டு தோறும் வழங்கப்பட்டு வரும் ஐமாபந்திப்படி ரூ.1700 ஆக - உயர்த்தப்படுகிறது.
- கிராம நிர்வாக அலுவலர்கள் தங்களது அலுவலகங்களைச் சிறப்பாக பராமத்திட பராமரிப்பு தொகையாக ஆண்டு ஒன்றுக்கு ரூ. 800/- வழங்கப்படுகிறது.
- கிராம நிர்வாக அலுவலர்களுக்கு தற்போது வழங்கப்பட்டு வரும் நிலையான பயணப்படி (FTA) பிப்ரவரி (அரசு ஆணை (3G) எண். 10 வ.ப. (7(I)) துறை நாள் 28.02.2008.

HIGHER START.

- The higher start of pay to the Junior Assistants, Typists and Record clerks had been dispensed with W.E.F.01.04.2013
 - Already granted between 01.04.2013 to 22.07.2013, need not be effected any recovery, but pay should be re fixed to the minimum pay band (Pay+G.P).
 - Granted after 23.07.2013 to till date should be recovered
1. G.O.Ms.No.241/ Fin. (P.C) Dept., Dt.22.07.2013
 2. Govt.Lr.No.2112/Fin(CMPC)Dept., Dt.05.03.2015.

தேர்வு நிலை/சிறப்பு நிலை (SELECTION GRADE/ SPECIAL GRADE)

கீழ் நிலைப் பதவியின் தேர்வு நிலை/ சிறப்பு நிலை ஊதிய விகிதமும் அடுத்த உயர் பதவியின் சாதாரண நிலை ஊதிய விகிதமும் ஒன்றாக இருப்பின் கீழ்நிலைப் பதவியின் தேர்வு நிலை / சிறப்பு நிலை பணிக்காலத்தையும், உயர் பதவியின் சாதாரணநிலை பணிக் காலத்தையும் கணக்கிட்டு உயர் பதவியில் தேர்வு நிலை வழங்குவது 01.06.2009 முதல் ரத்து செய்யப்பட்டுள்ளது.

1. அரசுக்கடிதம் எண்.23373/S/2011.2/ ப(ம) நி.சீ.து. நாள் 09.08.2011
2. அரசுக்கடிதம் எண்.7286/S/2012.1/ ப(ம) நி.சீ.து. நாள்:14.06.2012

- For Sel.Gr/Spl.Gr Two increments in the rate of 3% + 3% (Ex. 570+570)
- Either the revised PB + Grade Pay or 3% + 3% increment only eligible for Selection Grade or Special Grade prior to 01.01.2006 and between 01.01.2006 to 31.05.2009.
- Revised Selection Grade and Special Grade scales of pay as per Govt.Lr.No.63305/ Dt.08.11.2010 should be restricted to the level of their first level and second level promotion posts respectively.

STAGNATION INCREMENT

The employee stagnating in a post beyond 30 years i.e employees stagnating in the special Grade beyond 10 years be granted with one bonus increment an incentive. (G.O.Ms.No.562/ Fin (Paycell) Dept. Dt.28.09.1998)

AWARD OF INCENTIVE TO DRIVERS

- Award of small savings certificate for Rs.500 on completion of 10 years of accident free service without other blemishes
- Award of gold medals on completion of 20 years of accident free service without other blemishes
- The gold medal shall be of the weight of 4 grams of 22 carat gold
- The head of the department concerned shall be authorized to select the drivers and award the medals in suitable functions once a year
- The expenditure on the award of medals shall be met from the same head of account to which the salary of the drivers is debited
- The riband shall be procured by the Director of Stationary & Printing (G.O.Ms.No.204/p&AR (Per-C) Dept. Dt.21.06.1993)

UNBLEMISHED SERVICE

Award of cash incentive Rs. 2000 to the Govt. Employees who have rendered 25 Years of Unblemished Service (G.O.390/Fin (Pension) Dept. Dt.07.11.2012)

INCENTIVE INCREMENT TO TEACHERS

As per G.O 42/ Education Dept., Dt.10.01.1969 and G.O 1023/ Edn.Science and Technology Dept., Dt.09.12.1993, only two incentive increments (i.e Four increments) is eligible to the total service period, if qualified higher qualification before or after appointment.

SPECIAL PAY TO A.H.M

As per G.O Ms.no.887/Education Dept., Dt. 05.06.1979, in the high schools or higher secondary schools with a pupil's strength of 750 or more the senior most Graduate or Post Graduate Assistant or Tamil Pandit Grade I or Physical Director getting B.T scale of pay may be called as Asst.Head Master and the special pay of Rs.25- may be paid.

As per G.O Ms.no.887/Education Dept., Dt. 05.06.1979

SURRENDER LEAVE SALARY

- Surrender Leave Salary (SLS) should not claimed along with salary bill.
(Govt.Lr.No.5578/CMPC/2000-1/Dt.21.01.2000)
- If applied within the due date, the SLS claimed in arrears
- H.L.A and K.A bills should not admitted in March.

IMMEDIATE RELIEF

The amount of advance fro Tamil Nadu Government Servant's Family Security Fund Scheme be raised from Rs.5000 to Rs.25000 for meeting the immediate requirement of the families of Government servants who die while in service. (G.O.282 / Fin.(Pension) Dept.,Dt.26.10.2015.)

S.P.F 1984

- * This scheme was introduced from 01.04.1984.
- * Subscription Rs.20 only should be recovered per month
- * Maximum 148 instalements should be recovered from the month of appointment
- * Recovery should be commenced with effect from on completion of regularisation
- * After retirement Subscription, Interest and Govt.Contribution Rs.10000 will be paid

S.P.F 2000

APPOINTED BEFORE 01.10.2000

- This is optional only
- Subscription Rs.50 PM
- Recovery should be commenced with effect from 01.10.2000
- Recovery should be calculated and stopped before the month of retirement
- Arrears of subscription should be recovered month wise not lumsum or approximate
- After retirement Subscription and Interest only will be paid

- No. instalement should be noted for regular and arrear instalement separately
- Separate head of account for each category such as Govt.employee and teachers etc.,

APPOINTED ON OR AFTER 01.10.2000

- This is compulsory
- Subscription Rs.70 PM
- Recovery should be commenced with effect from the next month of regularising the service
- Recovery should be calculated and stopped before the month of retirement
- Arrears of subscription should be recovered month wise not lumsum or approximate
- After retirement Subscription, Interest and Govt.Contribution Rs.10000 will be paid
- No. instalement should be noted for regular and arrear instalement separately
- Separate head of account for each category such as Govt.employee and teachers etc.,

NEWS PAPER

15 % of monthly expenditure incurred by the officers on purchase of news papers and weeklies shall be deducted towards the sale value of old news papers and weeklies and ajusted against the claim towards the purchase of news papers in subsequeunt months .

(Govt.Lr.No.28164/Fin.(Salaries) Dept.,/ 97-1/Dt.09.04.1997)

AUTHORISATION VALIDITY

GPF Authorisation - 6 Months

DCRG Authorisation – 1 Year

PPO Authorisation – 1 Year

PAY BILL PRESENTED

The salary bills should be presented at the Treasury five working days in Advance.

(Govt. Lr. No. : 92940 / CMPC / 99-11/ Fin (CMPC) Dept : 06.12.1999)

POST SANCTION - FURTHER CONTINUANCE

The holders of Temporary Establishment in both Gazetted and Non - Gazetted categories shall be followed to draw their pay for a period of 3 months beyond the date of expiry of current sanction with Head of Dept. recommendation for further continuance to Government.

F.A.

பண்டிகை முன்பண அனுமதி ஆணை, பண்டிகை நிகழும் நாளுக்கு முன் முப்பது நாட்களுக்குள் வழங்கப்பட்டிருக்க இவண்டும்.

(விதி 7, பிற்சேர்க்கை - I இணைப்பு 28 TNFC Vol - II)

HBA RECOVERY

- அசல் தவணைத் தொகை, முதல் கடன் தொகை விடுவிக்கப்பட்ட நாளில் இருந்து 18 மாதத்திற்கு பிறகு அல்லது தனியார் வீட்டில் குடியிருந்த மாதம் இதில் எது முந்தியதோ அம்மாதம் முதல் பிடித்தம் செய்யப்பட வேண்டும்.
- House Building Advance bill shall be claimed only after receipt of sanction order and not by based on the receipt of the formal sanction order.

Vth P.C. Arrear

Vth pay commission Arrear has to be claimed and adjusted to G.P.F. before 31.12.99. (Govt. Lr. No. 6730/ CMPC /99 / fin Dt. 28.08.99 i.e., 01.06.88 to 31.05.89)

TRANSIT PAY

The transit pay should be debited to the new office head of account vide Art 31 (3) of TNAC Vol. I. HRA & CC-A which ever is less.

CONVEYANCE ALLOWANCE

Physically handicapped allowance Rs.1000/- PM

(As per G.O No.391/Fin(All.) Dept., Dt.07.10.2010.)

Applied to Head of the Department

INCOME TAX

Income Tax bill deduction should not be allowed after March 31st (Only by Challan is admissible from 1 st April)

1. The encashment of UEL on PA is fully taxable.
2. IT should also deducted Nuns and Father
3. For the above, the I.T for the whole financial year ie. so far received and receivable salary (including pension) should be calculated.
4. Income Tax for Rent payment as per section 194 (I)
Upto Rs.1,80,000 per Year - No Tax
Exceeds Rs.1,80,000 per year – 10% + 3% E.C
5. Income Tax for Work Bill as per section 194 (c)
1% + 2% S.C

FOR THE CALCULATION OF

- DA → Pay + PP + G.P
 HRA → Pay + PP + Spl. Pay (Not Typist Spl. Pay) + G.P.
 GPF SLAB → Pay + PP + Spl. Pay (Not Typist Spl. Pay) + DA + G.P.
 CPS → Pay + PP + G.P + DA
 T.A & T.T.A. → Pay + Fixation PP (Not 5% PP)

TYPIST SPECIAL PAY

Rs. 80 - Both Higher Pass

Rs. 60 - One Higher and one lower

(Govt. Lr. 54675 / P - 2/2008/ ப.ம.ந.சி துறை நாள் 05.11.08)

INTEREST LOAN

1. H.B.A
2. M.A
3. T.W.A
4. M.C.A(Car)
5. COMPUTER
6. W.C.A
7. O.C.A (Cycle)

NON INTEREST LOAN

1. PAY ADVANCE
2. F.A
3. H.L.A
4. K.A
5. E.A

HB-A / TWA INTEREST FORMULA

Where recovery is in equal installments

$$\text{Int} = n \frac{(n + 1)}{2} \times \frac{\text{Amt. of Inst}}{12} \times \frac{r}{100}$$

n = Number of Inst.

r = rate of Interest

M.A. INTEREST

$$\text{Int} = \frac{\text{Amount of Advance} \times \text{No. of Inst.}}{500}$$

LOCAL PURCHASE OF STATIONARY ARTICLES

As per G.O Ms.No.477/Fin(Sal) Dept., Dt.18.10.2000, The monetary limit per year for local purchase of stationary Articles is as follows.

SL.NO.	OFFICE	Amount
1)	CRA & Commissioner of commercial Tax	30000
2)	All HOD & Collector	20000
3)	D.C (CT), AC (CT), District level officers (Except Revenue)	10000
4)	Taluk Level (Except Revenue)	5000

The following stationary articles shall be purchased only after obtained the non availability certificate from the Director of Stationaries and Printing.

Authority

1. G.O Ms.No.477/Fin(Sal) Dept., Dt.18.10.2000
2. Art.91 of TNFC Vol.I
3. Appx.V, Sl.No.34 of TNFC Vol.II (Page No.115)

Stationary Articles

1. Gum Pots
2. Rat Traps
3. Brooms
4. Nails
5. Soap
6. Vinegar
7. Water Pots
8. Ropes
9. Matches
10. Firewood
11. Chalk
12. Glue
13. Paste
14. Thread
15. Umbrella for O.As
16. Mats
17. Winnows
18. Lighting other than electric
19. Cloth for records binding
20. Advertisements
21. Dhobying
22. Renting of post boxes

23. Bank Commission
24. Postel Commission or Money Orders and value payable parcels
25. Local purchase of books of money order
26. Telegraph and value payable post forms
27. Postel and railway guides(Only touring officers)
28. Winding of Office clocks
29. Napthalene balls
30. Drawing of sketches
31. Out of pocket expenses

Administrative Dept. in the Secretariat and HQD

1. Towel -2 per head - once in 2 years
2. Thermos Flask- 1 per head (single size) – once in a year
3. Cup and saucer – 2 sets per head- once in 2 years

MOTOR VEHICLE MAINTENANCE

As per G.O.Ms.No. 2503/ Transport Dt. 18.09.1991

1) Expenditure ceiling Limit

Details	<u>LMV</u>	<u>HMV</u>
Service	250	350
Minor Repair	1000	2400
Type Retarding	900	1750
Total	2150	4500

Minor Repairs like battery charging, Tube vulcanising, electrical items, radiator etc.,

2) The vehicle using officers are permitted to incur the expenditure as specified above in a year subject to the overall limits indicated above without refering to the M.V.M. Dept.

3) Minor Repair to Govt. vehicle (L) without refering to Govt.Automobile work shop is limited to Rs. 2150 per year and it should not exceed Rs. 500 P.M.

4) If the amount exceeds the ceiling limit the claim requires no objection certificate from the Government Automobile work shop and sanction of Government.

5) The year of purchase of vehicle and the amount sofar incurred under MVM for this financial year may be furnished in the sanction order invariably whether the retrader is Govt. approved one (or) not should also be noted in the bill. Whether the ceiling limit has not been exceeded if so want of necessary certificate in the bill.

As per G.O. Ms. 6/ Transport / 2- D / Dt. 04.01.2000.

<u>LMV</u>	<u>HMV</u>	
Service	400	600
Minor Repair	1500	3150
Retarding	900	2750
Total	<u>2800</u>	<u>6000</u>

(Also TNFC Vol. II / Appx. 26, Para 13 (iv) (9) Page 477)

As per G.O. Ms. No. 983, Home (Transport IV)

Dept. Dt. 03.08.2004

CEILING LIMIT ON EXPENDITURE

Year	L.V (pet)	L.V. (Diesel)	H.V. (Diesel)
I	3500	6750	9150
II	6675	13650	18375
III	10200	20475	27600
IV	20475	28950	44100
TOTAL	40850	69825	99225
V	6675	8550	11025
VI	10200	18750	18375
VII	23475	28980	44100
TOTAL	40350	56280	73500
VIII	9000	9000	15000
IX	9000	10500	18000
X	9000	12000	15000
TOTAL	27000	31500	48000
TOTAL NET EXP.	108200	157605	220725
AFTER 10 YEARS	9000	12000	18000

The Govt. also direct that the ceiling limit on expenditure for petty and minor repairs of the vehicle by vehicle owning officer without referring to the Automobile workshop at the time of emergency shall as.

Rs. 780	Light vehicle
Rs. 1200	Heavy vehicle

FUEL PASS BOOK :

Part - II operational Ceiling

(முதல் பக்கத்தில் ஒட்ட வேண்டும்)

Year :

1. Normal Quata
2. Addl. allocations
3. Operational ceiling
4. Ref. No. for Addl. allocation

PART III- FUEL CONSUMPTION : -

Year Petrol / Diesel (in Ltrs)

Col :

1. Operational ceiling in force.
2. Date of bill.
3. Qty consumed upto date of bill.
4. Qty covered in the bill.
5. Cumulative total (col. 3+4)
6. Initial of the vehicle using officer
7. Initial of the Drawing officer.
8. Initial of T.O. / Addl. T.O. / ATO.



POL REGISTERS

Part I	History of vehicle / vehicle Log Book.
Part II	Operational ceilings & Repairs
Part III	Fuel consumption.

CERTIFICATES

COMMON TO ALL BILLS:

Certified that the amount claimed in this bill was not drawn and paid before.

TELEPHONE :

Certified that the entries in the trunk call registers have been verified and found no private calls are engaged.

OTHER CONTINGENCIES :

Certified that the sub vouchers below Rs. 1000/- have been retained in this office for audit purpose duly cancelled.

P.A. RECOUPMENT :

Certified that the P.A recoupment has not been made not more than two times for the month of (or)

Certified that this is the first recoupment of P.A during the month of

STAMPS :

1. Certified that the previous stamps purchased was fully exhausted.
2. Certified that service postage purchased earlier have been properly accounted for and stock as on date is verified and found correct.

RENT :

A certificate may be enclosed under Instrn. 7 / T.R. 16 for first bill of the Financial year.

i.e., 1. Certificate from EE, PWD (BC) for non availability of Govt. buildings.

2. Rent fixed for private buildings by the EE, PWD (BC)

(Both in original should be enclosed)

ARREAR BILLS :

Certified that the note of arrear claim has been made in the office copy of the pay bill register.

MVM

Certified that necessary entries have been made in part I of Log book maintained in this office for vehicle No.....

T.A. BILL

1. Certified that the claim has not been prepared and paid previously.
2. Certified that no tour Advance is pending recovery in respect of the individual.
3. Certified that the journey was performed neither in a borrowed conveyance or shared with anybody.
4. Certified that the distance between the residence or place of work or railway station or bus terminal is more than 1/2 a km.
5. Certified that the incidental charges claimed in this bill were actually incurred by me.
6. **Delay certificate : (By the counter signing Authority)**

Certified that the delay is only due to the administrative reason and not on the part of the individual.

T.T.A.

In addition to the T.A. Bills 1 to 6.

7. Certified that the members for whom TA is claimed were actually dependent on me.

1. Certified that the personal effects were actually in my possession at the time of my transfer.
2. Certified that the expenditure towards train fare etc. were actually incurred by me.
3. Certified that the expenditure towards transportation of personal effects were actually incurred by me.
4. Certified that the quintal rate have been ascertained from the Railway authorities and found correct.

L.T.C

Block Year (2001- 2004, 2005 - 2008, 2009 - 2012, 2013 – 2016 etc.,)

1. Certified that the advance for LTC drawn during the previous block year has been fully adjusted.
2. Certified that the journey has been actually performed by me with my wife, parents and children to the declared place to visit.
3. Certified that the railway journey included in the LTC bill my self and members of my family travelled by the IInd class for which the claim is made.

SPF

1. Certified that the SPF subscription has been regularly recovered from 01.04.1984 to 31.07.1996.
2. Certified that the individual has entered into service on and retired from service on S.A on.....
3. Certified that the Govt. servant was not an any kind of loss of pay during the period from 01.04.1984 to 31.07.1996.
4. Certified that necessary entries have been made in the S.R. of the individual.

GPF

1. Certified that there was an interval of six months between the previous claim of temporary advance and now claimed.
2. Certified that the number of instalments has been fixed within the period of retirement excluding the last four months of service.

SURRENDER LEAVE SALARY

1. Certified that the necessary entries have been made in the service Register and leave account of the individual.
2. Certified that the surrender leave salary was not claimed and paid to the individual within 12 months.
3. Certified that the necessary entries have been made in the office copy of pay bill register for note of arrear claim.

F.A.

1. Certified that no such festival Advance was sanctioned to the individual for this calendar year.
2. Certified that no pending advance recovered from the individual.
3. Certified that the advance should be recovered in 10 equal installments.

HLA & KA

1. Certified that no such Advance was sanctioned to the individual for this calendar year.
2. Certified that no pending advance recovered from the individual.
3. Certified that the advance should be recovered in 10 equal installments.

FUEL ADVANCE

1. Certified that the fuel advance not more than two have been drawn.
2. Certified that necessary entries have been made in part II of log book maintained in this office for vehicle No.

DCRG

1. Certified that the amount was not drawn and paid previously.
2. Certified that no provisional DCRG has been sanctioned and paid.
3. Certified that no even has occurred after forwarding the pension proposal to the A.G. which has a bearing to revised the pensioner benefits to be down words.
4. Certified that no Government dues is pending to recovered.
5. Certified that no Income Tax to be recover from the individual.
6. Certified that the pension is drawn at sub – treasury,
7. Certified that the amount drawn in the bill has been obtained and the receipt has been obtained at the time of payment from the Gratuity.
8. Certified that no printed form available. Hence xerox form is used.

NHIS

Certified that the individual to whom the recovery are not made towards NHIS is due to their spouse are enrolled in the scheme.

NON PAYMENT CERTIFICATE

Certified that the authorisation has not been acted upon in this office.

FOR DUPLICATE VOUCHER

From DDO(Receipt)

Certified that a sum of Rs..... (Rupees) was received on through ECS from Assistant Treasury Officer, Mayiladuthurai.

Sign of DDO

From ATO(Payment)

Certified that a sum of Rs..... (Rupees) was paid on through ECS to the(DDO Name)

Sign of ATO

CREDIT VERIFICATION

(A requestation letter should be given with Rs. 10 was remitted in the Govt. A/C under the head of A/C 0075)

Certified that a sum of Rs..... (Rupees.....)was remitted by Thiru Included in the Sub Treasury input under the head of account 0030 00 102 AB dated

Assistant Treasury Officer,
Mayiladuthurai.

SAFE CUSTODY ARTICLE MISSING (Given by the depositor)

I am to certify that the printed receipt bearing No..... Dt..... issued by the Assistant Treasury Officer, Mayiladuthurai is taken off receipt of deposit of duplicate key of valuable property of this office is lost and it will not be utilized and claimed any rights if the safe custody articles receipt found later.

Sign of Depositor

PROFESSIONAL TAX (தொழில் வரி)

1. Certificate should be furnished in January & August pay bill.
2. Copy of Receipt should be enclosed with February & September pay bill.

CERTIFICATE

Certified that the professional Tax for the half year ending 30.09.2012 / 31.03.2013 will be recovered in payment and remittance to the concern local bodies and receipt will be enclosed for the month of 09/2012 or 02/2013 pay bill.

அவரவர் பணிபுரியும் ஊராட்சி, பேரூராட்சி, நகராட்சி மற்றும் மாநகராட்சிக்கு ஏற்ப ஆண்டுக்கு இருமுறை, அரையாண்டு வருமானத்திற்கேற்ப தொழில் வரி பிடித்தம் செய்யப்பட வேண்டும். தொழில் வரியை அந்தந்த ஊராட்சி, பேரூராட்சி, நகராட்சி மற்றும் மாநகராட்சி முடிவு செய்யும்.

முதல் அரையாண்டு – ஏப்ரல் முதல் செப்டம்பர் வரை.

இரண்டாம் அரையாண்டு – அக்டோபர் முதல் மார்ச் வரை.

SLAB

சராசரி அரையாண்டு வருமானம்	வரி (அரையாண்டு) திருவாரூர் நகராட்சி	தண்டனை ஊராட்சி
ரூ. 21000 வரை	இல்லை	இல்லை
ரூ.21001-30000	130	124
ரூ.30001-45000	325	312
ரூ.45001-60000	635	611
ரூ.60001-75000	955	923
ரூ.75001 முதல்	1270	1222

- Ex-Service men is exempted from professional Tax.
- Physically Handicapped Person with 50% disability – No exemption
- Physically Handicapped Person with 100% disability only is exempted

PAYMENT , RECEIPT MAJOR HEAD & SUB ACCOUNT DETAILS

Payment Major Head	Receipt Major Head	Sub Acct.	Department / Description	Drawing officer / Department
2014	-	11	Judicial	All Judl. D.D.O
2015	-	11	Election	Tahsildar, BDO
2029	0029	02	Survey & Land Records	Tahsildar
2030	0030	04	Stamps & Regn.	Sub Regr.

2039	0039	03	State Excise	Divil. Excise officer
2040	0040	07	Sales Tax	CTO
2041	0041	07	Taxes on Vehicles	RTO
2045	0045	07	Other Taxes	Electrical Inspector
2047	0047	20A	Other Fiscal Services	A.D. Small savings
2049	0049	09	Interest Payments	-
2053	-	10	Dist. Admn. & taluk Admn.	Tahsildar, RDO, Collector
2054	-	10	Treasuries & Accts	ATO, T.O.
2055	0055	13	Police	S.P.
2056	0056	12	Jail	Warden, Sub Jail
2058	0058	25	Stationary & Printing	-
2070	0070	11	Other Adm. Service	D.F.O, Court, DPO etc
2071	0071	23	Pension, DCRG	-
2075	0075	10	Misc Genl.Service	-
2202	0202	15A	Genl. Edn	All Schools
2202	0203, 0204, 0205	15B	Collegiate Edn.	All Colleges
2203	-	15C	Technical Edn.	All Polytechnics
2204	0202	15C	Sports & Youth Culture	Dist. Sports office
2205	0202	14	Arts & Culture	Curator & D.L.O (Library)
2210	0210	16	Medical	All Medical Drawing officers
2210	0210	16A	Public Health	All Medical Drawing officers
2211	0211	17A	Family welfare	All Medical Drawing officers

2215	0215	17	water supply & Sanitation	-
2216	0216	21	Housing	-
2217	0217	20C	Urban Development	-
2220	0220	20C	Information & public	P.R.O
2225	0225, 0250	26F	Welfare of SC, ST, BC, & MBC	Tahsildar / Spl. Tahsildar DADWO & DBCWO
2230	0230	20B	Labour & Employment	Dist. Emp. office, Ins. Labour, Stamping Inspr.
2235	0235	26C	social security & welfare	S.P.(Police) & Spl. Tahsildar (SSS)
2236	1456	26E	Nutrition	CDPO, PO(ICDS)
2245	-	26	Natural Calamities & relief	Tahsildar, Collector
2250	0250	20B	Other social services	HR & CE
2401	-	18	Agriculture	ADA, JDA
2401	-	18A	Agriculture	ADA, JDA
2402	-	18F	Soil & water conservation	-
2403	0403, 0404	18E	Animal Husbandry	ADAH, JDAH
2404	-	18E	Dairy Development	-
2405	0405	18D	Fisheries	A.D, J.D Fisheries
2406		05	Forestry & Wild life	-
2415	0401	18B	Agricultural Research & Education	-
2425	0425	18C	Co - operative	DRC S , JRCS
2435	0435	18B	Other Agricultural Prog.	—
2501	-	26D	Spl. Prog. for R.D	R.D.
2505	-	26D	Rural employment	R.D.

2506	-	18A	Land Reforms	-
2515	0515	26D	Other Rural Devel.	R.D.
2701	-	08	Major	-
2702	0702	18F	Minor Irrigation	-
2705	-	26G	Agricultural Engineering	AEE (AE)
2851	0851	19	Village & Small Industries	DIC
2852	0852	19	Industries	DIC
2853	0853	19	Non. Ferrous Mining	DIC
3054	1051,10521054	21	Roads & Bridges	DE (HW)
3075	1075	20C	Other trans. service	-
3452	-	20C	Tourism	-
3454	-	20A	Census, survey & statistics	Tahsildar, Collector
3456	1456	26E	Civil supplies	TSO (Tahsildar)
3475	1475	20A	Other Genl. Eco.	AC(L.R.) Stamping Inspector
3604	-	07	Compensation & Assignment	Municipality

DESCRIPTION OF 15 DIGIT D.P.CODE

D.P.C – Data Processing Code

2054 00 097 AA 0117

2054 - Major Head

00 – Sub Major Head

097 – Minor Head

AA – Sub Head

01 – Detailed Head

1 – Sub Detailed Head

7 – Check Digit

D.P. CODE CHECK DIGIT

011- Pay		331 - pleader fees	+3
012 - MA	+9	333- Special Service	+1
013 - MC	+8	341 - Other charges	+1
014 - OA	+7	334 - Cont. Payment	+0
015- IR	+6	450 - POL	+9
016 - HRA	+5	491- FA Payment	+0
017 - LTC	+4	492 - FA Recovery	+9
018 - CCA	+3	511 - Compensation	+5
020- WAGES	+9	590 - prize & awards	+0
031- DA	+6	761 - Comp. Accessories	+3
033 - DP	+4	762 Computer Maintenance	+2
041- TOUR TA	+4	771 - CRy - FA	+1
042 - Tr. TA	+3	772 - Other Cash Ry.	+0
043 - FTA	+2		
051 - T.C.	+2		
052 - O.C	+1		
053 - E.C.	+0		
054 - S.P. & PE	+9		
061 - Rent	+0		
062- P.T.	+9		
063- W.C.	+8		
181 - Pdl. Maint	+5		
212- Maintenance of Functional vehicle	+7		

Important Deduction Code

01	FBF	38	TNHB Rent
02	SPF	57	Comp.Adv.
03	Spl.FBF	59	MCA IAS
04	GPF	66	TPF AID
06	PLI	67	TPF MUN
07	I.T	68	TPF PU
08	HR.PWD	80	ACTPF
09	AISPF	81	AITPF
10	HBA	88	HBA Indo Bank
11	TWA	95	HBA IAS
12	OCA	B7	SPF – 2000
13	HLA	C3	C.P.S
14	KA	C5	NHIS
15	MA	C6	CPS AID.SCH
16	TANSI	C7	CPS P.U.SCH
17	WCA	C9	C.P.S AIS
19	EA	IC	IT CESS
20	Int.on HBA	NP	NHIS PEN
21	Int.on TWA	NG	NMW - GPF
22	Int.on MA	NL	NHIS Local Bodies
23	Int.on OCA	492	FA
25	GIS	772	C.Ry
26	HDFC		
28	AI GIS		
30	GEHF		
36	MCA Non IAS		

MAJOR HEAD DETAILS

0000 – 1999		Revenue Deposit
2000 – 3999	⇒	Revenue Expenditure
4000 – 5999	⇒	Capital Expenditure
6000 – 7999	⇒	Loans and Advances
8000	⇒	Contingency Fund
8001 – 8999	⇒	Public Account

PLAN AND NON PLAN DETAILS

AA – IZ	⇒	I Non Plan
JA – RZ	⇒	II Plan
SA – TZ	⇒	III Centrally Sponsored Schemes
ZA – ZZ	⇒	V Schemes Financed by Autonomous Bodies
UA – YZ	⇒	VI Schemes shared by Central and State.

- Self Drawing Non Self Drawing Officer
- Pay Slip

DEPOSIT D.P CODE

Sl.No.	Description	Receipt	Payment
1.	M.G.F (Dep.of Mun – Municipal Funds)	8338 00 101 AC 000B	8338 00 101 AC 0009
2.	M.G.F. (Dep.of Mun -State Capital Grants)	8338 00 101 AG 000J	8338 00 101 AG 0001
3.	Dist.Panchayat Dep- I (State Capital Grants)	8338 00 104 BF 000E	8338 00 104 BF 0006
4.	Dist.Panchayat Dep- II(Other Grants)	8338 00 104 BG 000G	8338 00 104 BG 0004
5.	T.P.F I	8338 00 104 AJ 000B	8338 00 104 AJ 0009
6.	T.P.F II	8338 00 104 AW 000H	8338 00 104 AW 0003
7.	T.P.F.III	8338 00 104 AY 000B	8338 00 104 AY 0009
8.	Spl. Village Panchayat Fund IV(T.P.F IV)	8338 00 104 BH 000I	8338 00 104 BH 0002
9.	L.F.D I	8338 00 104 AM 000H	8338 00 104 AM 0003
10.	L.F.D II	8338 00 104 AN 000J	8338 00 104 AN 0001
11.	L.F.D III	8338 00 104 AO 000B	8338 00 104 AO 0009
12.	L.F.D IV	8338 00 104 AP 000D	8338 00 104 AP 0007
13.	L.F.D V	8338 00 104 AU 000D	8338 00 104 AU 0007

14.	L.F.D VI	8338 00 104 AV 000F	8338 00 104 AV 0005
15.	L.F.D VII	8338 00 104 AX 000J	8338 00 104 AX 0001
16.	L.F.D VIII	8338 00 104 BD 000A	8338 00 104 BD 0000
17.	L.F.D IX	8338 00 104 BE 000C	8338 00 104 BE 0008
18.	L.F.D X	8338 00 104 BI 000A	8338 00 104 BI 0000
19.	P.F.D	8342 00 120 AB 000F	8342 00 120 AB 0005
20.	P.D	8443 00 106 AA 000F	8443 00 106 AA 0005
21.	C.C.D	8443 00 104 AA 000B	8443 00 104 AA 0009
22.	Cr.C.D	8443 00 105 AA 000D	8443 00 105 AA 0007
23.	R.D	8443 00 101 AA 000F	8443 00 101 AA 0005
24.	S.D	8443 00 103 AA 000J	8443 00 103 AA 0001
25.	RMIR ACT DEPOSIT	8443 00 116 AC 000A	8443 00 116 AC 0000
26.	WORK DEPOSIT	8443 00 117 AA 000I	8443 00 117 AA 0002
27.	ELECTION DEPOSIT (State legislature)	8443 00 121 AA 000H	8443 00 121 AA 0003
28.	ELECTION DEPOSIT (Parliament)	8446 00 121 AB 000J	8446 00 121 AB 0001
29.	CONTRACT LABOUR DEPOSIT	8443 00 116 AB 000I	8443 00 116 AB 0002
30.	LIBRARY FUND	8448 00 120 AC 000E	8448 00 120 AC 0006
31.	HIGH WAYS I	8658 00 102 AF 020A	8658 00 102 AF 0200
32.	HIGH WAYS III		
33.	Remittance into Treasuries (P.W. I)	8782 00 102 AA 000H	8782 00 102 AA 0003
34.	Other Remittances (P.W. III)	8782 00 102 AD 000D	8782 00 102 AD 0007
35.	Remittance into Treasuries (Forest)	8782 00 103 AA 000J	8782 00 103 AA 0001

STAMP D.P CODE

Sl.No.	Description	Receipt
1.	Other Discount	2030 01 102 AB 4105
2.	Discount	2030 02 102 AA 4115
3.	Service and Commitment	2030 02 102 AA 4204
4.	Discount Moffusil	2030 02 102 AB 4104
5.	Service and Commitment	2030 02 102 AB 4202
6.	Court Fee realized in stamps	0030 01 101 AA 0001
7.	Court Fee Stamp (Deduct Refund) (-)	0030 01 101 AB 0207
8.	Sale of copy stamp	0030 01 102 AA 0003
9.	Spoiled Stamp	0030 01 102 AB 0107
10.	Fines and Penalties	0030 01 800 AA 0003
11.	Miscellaneous	0030 01 800 AB 0005
12.	Deduct Refund	0030 01 800 AC 0007
13.	Hundy Stamp	0030 02 102 AA 0004
14.	Revenue Stamp	0030 02 102 AB 0108
15.	Other Stamps	0030 02 102 AB 0200
16.	Mis.Stamps received from deceased Vendors	0030 02 102 AC 0100
17.	Spoiled Stamps	0030 02 102 AC 0202
18.	Miscellaneous	0030 02 102 AC 0304
19.	Receipts another stamps	0030 02 103 AA 0006
20.	Unstamped insufficient stamp	0030 02 103 AB 0008
21.	Other Stamps (Spl.Adhesive)	0030 02 103 AC 0000
22.	Fines and Penalties	0030 02 800 AA 0004
23.	Miscellaneous	0030 02 800 AB 0006
24.	Deduct Payment to local bodies	0030 02 901 AA 0008
25.	O.R	0030 03 800 AB 0006
26.	F.R.D (Fees for Regd. Document)	0030 03 104 AA 0009
27.	F.C.R.D (Fees for copies of Regd.Document)	0030 03 104 AA 0009

8000 CONTINGENCY FUND

As per Article 267(2) of the Constitution of India, the Contingency Fund is intended to provide advances to the Executive Government to meet unforeseen expenditure arising in the course of a year pending its authorization by the legislative Assembly.

Guidelines on incurring of Expenditure sanctioned as "New Service/New Instrument of Service" and operation of the Contingency Fund

1. No expenditure can be incurred, (i.e) no money can be drawn, from the Consolidated Fund of the State except under Appropriation made by law passed by the Legislative Assembly. Whenever unavoidable and unforeseen circumstances arise in the course of a financial year which is not contemplated in the Budget, such expenditure are being sanctioned by treating it as "New Service / New Instrument of Service". These expenditure shall not be incurred until it is brought to the notice of the Legislative Assembly by specific inclusion in the Supplementary Estimates.
2. If implementation of such schemes cannot be postponed till presentation of Supplementary Estimates in the next session of the Legislative Assembly, considering the urgent nature, immediately required amount for such "New Service / New Instrument of Service" expenditure may be drawn from the Contingency Fund as an advance, pending approval of the Legislative Assembly.
3. Any claim on expenditure sanctioned treating it as "New Service / New Instrument of Service", before it is brought to the notice of the Legislative Assembly by way of specific inclusion in the Supplementary Estimates (even if there is sufficient funds meant for any other purpose is available under the relevant heads of accounts), unless orders issued from the Finance (B.G.I) Department for release of advance from the Contingency Fund.
4. The standard direction in the financial sanction orders to apply for advance from the Contingency Fund will become obsolete as and when the expenditure is brought to the notice of the Legislative Assembly by specific inclusion in the next Supplementary Estimates. Thereafter, the question of sanction of advance from the Contingency Fund will not arise. Based on the appropriation obtained in the Supplementary Estimates / further authorizations to incur the expenditure, further course of action for drawal of amount for the expenditure from the Consolidated Fund under regular head of account may be taken by the drawing officer.

Operation of the Contingency Fund

Contingency Fund is an imprest by nature. The Contingency Fund is created with the intention to release advances to meet unforeseen expenditure arising in the course of financial a year, (i/e.) expenditure on "New Service / New Instrument of Service" not contemplated in the Annual Financial Statement, pending authorization of such expenditure by the Legislature.

1. Application for advance from Contingency Fund is to be made only for immediate and urgent expenditure, which cannot be postponed till next session of the Assembly.
2. **Amount sanctioned from the Contingency Fund should be drawn under Part II – Contingency Fund, Major Head 8000 – Contingency Fund. As the drawing officers failed to indicate “Part II – Contingency Fund, Major Head 8000 - Contingency Fund” in the Bill / Vouchers and passed by the Treasury Officers, the expenditure is being booked under the Part I – Consolidated Fund. This lapse attracts the adverse comments of the Accountant General / Comptroller and Auditor General. To ensure the correct booking, all the bills and vouchers for drawal of advance from the Contingency Fund shall contain the words “Part II – Contingency Fund, Major Head 8000 – Contingency Fund” prominently written in red ink at the top of the Bill.**
3. The amount drawn from the Contingency Fund based on the Government Order issued from Finance (B.G.I) Department should be reported to Government as and when it is drawn without fail. It should contain Token Number, Date, Amount, Head of account, Treasury in which amount drawn.
4. Proper reconciliation of the departmental figure of expenditure out of the advances made from the Contingency Fund with those booked by the Accountant General shall be effected.
5. The Treasury Officer/Sub Treasury Officer/ Pay and Accounts Officer should ensure the drawal of advances from the Contingency Fund booked under “ Part II – Contingency Fund, Major Head 8000- Contingency Fund “ and furnished as it is to the Accountant General in the monthly accounts.

(Govt.Lr.No.28966/B.G.I/2015-1/Finance Dept./Dt.29.06.2015)

DETAILED HEAD OF ACCOUNT

GPF

8009 State Provident Funds 01 Civil 101 General Provident

Fund AA General Provident Fund – Subscriptions

01 Subscriptions.

DPC: 8009 01 101 AA 0108.

AIDED SCHOOLS TPF

8009 State Provident Funds 60 Other Provident Funds 103 Other Miscellaneous Provident Funds AS Aided School Teachers Provident Fund – Subscription.

DPC: 8009 60 103 AS 0107.

AIDED COLLEGE TPF

8009 State Provident Funds 60 Other Provident Funds 103 Other Miscellaneous Provident Funds AY Aided Colleges Teachers/ Staff Provident fund – Subscription.

DPC: 8009 60 103 AY 0105

AIDED TECHNICAL INSTITUTION TPF

8009 State Provident Funds 60 Other Provident Funds 103 Other Miscellaneous Provident Funds BA Aided Technical Institutions Teachers staff provident Fund - subscription.

DPC: 8009 60 103 BA 0102

P.U.T.P.F

8009 State Provident Funds 60 Other Provident Funds 103 Other Miscellaneous Provident Funds BC Panchayat Union Teachers Provident Fund - Subscription.

DPC: 8009 60 103 BC 0108.

MUNICIPAL SCHOOL T.P.F

8009 State Provident Funds 60 Other Provident Funds 103 Other Miscellaneous Provident Funds BE Municipal School Teachers/staff provident Fund - Subscription.

DPC: 8009 60 103 BE 0104.

GRATUITY (Bill Form 75C)

2071 Pension and Other retirement Benefits 01- civil 104 Gratuities AB Death Cum Retirement Gratuities to T.N. Govt. Pensioners.

DPC : 2071 - 01 - 104 - AB - 2800

E.L ENCASHMENT :

2071 Pension and Other Retirement benefits 01 civil 115 leave encashment benefits I non plan AA encashment of leave salary of Govt. Servants at the time of Retirement / Death or Termination of service.

D.P. Code : Pay 2071 - 01 - 115 -AA 0114

DA 2071 - 01 - 115 - AA 0310

HRA 2071 - 01 - 115 - AA 0169

DP 2071 - 01 - 115 - AA 0338

SPF : (Rs.20 - For Regular)

Subscription :

8031 - 00 other savings Deposit - 102 state savings Bank Deposit - AB Tamil Nadu Govt. Employees Special Provident Fund - Cum - Gratuity Scheme Employees Subscription.

DPC : 8031 - 00 - 102 - AB 0009

Interest :

8031 - 00 Other savings deposit -102 state savings bank deposit - AC Tamil Nadu Govt. Employees special provident fund - cum - Gratuity Scheme - Interest.

DPC : 8031 - 00 - 102 - AC 0007

Contribution :

8031 - 00 Other savings deposit -102 state savings bank deposit - AD Tamil Nadu Govt. Employees special provident fund - cum - Gratuity Scheme - Govt. Contribution.

DPC : 8031 - 00 - 102 - AD 0005.

DP Code For village officers SPF

Subs : 8031 - 00 - 102 - AE - 0003

Int : 8031 - 00 - 102 - AF - 0001

Cont : 8031 - 00 - 102 - AG - 0009

DP Code For village Assistant SPF

Subs : 8031 - 00 - 102 - AH - 0007

Int : 8031 - 00 - 102 - AI - 0005

Cont : 8031 - 00 - 102 - AJ - 0003

DP Code For P.U. Teachers SPF

Subs : 8031 - 00 - 102 - BC - 0006

Int : 8031 - 00 - 102 - BC- 0004

Cont : 8031 - 00 - 102 - BE - 0002

DP Code For Elementary Education SPF

Subs : 8031 - 00 - 102 - AK - 0001

Int : 8031 - 00 - 102 - AL - 0009

Cont : 8031 - 00 - 102 - AM - 0007

DP Code For School Education SPF

Subs : 8031 - 00 - 102 - AN - 0005

Int : 8031 - 00 - 102 - AD - 0003

Cont : 8031 - 00 - 102 - AP - 0001

SPF 2000**Subscription :**

8031 - 00 other savings Deposits 102 state Savings Bank Deposits BL Tamil Nadu Govt. Employees Special Provident Fund - Cum - Gratuity Scheme 2000- Employees - subscription.

DPC : 8031 - 00 - 102 -BL – 0008

Interest :

8031 - 00- Other savings Deposits - 102 - State Savings Bank Deposits - BM - Tamil Nadu Govt. Employees Special Provident Fund - Cum - Gratuity scheme 2000 Interest.

DPC : 8031 - 00 - 102 - BM - 0006.

Contribution:

8031 - 00- Other savings Deposits - 102 - State Savings Bank Deposits - BN - Tamil Nadu Govt. Employees Special Provident Fund - Cum - Gratuity scheme 2000 Govt. Contribution.

DPC : 8031 - 00 - 102 - BN - 0004.

FBF

2235 Social Security and Welfare 60 Other Social Security and Welfare Programmes 200 Other Programmes I Non-Plan AY T.N.Govt. Servants Family Security Fund Scheme Ex-gratia payment to the the family of the deceased Govt.Employee. DPC :2235 60 200 AY 1008.

FBF & FBF on HBA (Receipt)

0235 Social Security and Welfare 60 Other Social Security and Welfare Programmes 800 Other Receipts AH – Family Benefit Fund.
DPC : 0235 60 800 AH 0005.

CPS (Receipt)

8342 00 Other Deposits – 120 Miscellaneous Deposits
BZ C.P.S to Tamil Nadu State Government Employees –
Individual Contribution.
DPC : 8342 00 120 BZ 000E

PLI (Receipt)

8658 00 Suspense Accounts – 102 Suspense Accounts (Civil)
AG Postal Life Insurance
DPC : 8658 00 102 AG 0001

0040 REFUND

0040 - 00 Sales Tax 102 Receipt under sales Tax Act AF Deduct Refunds.
DPC : 0040 - 00 - 102 - AF - 0004.

0030 NJ SPOILED STAMPS (Bill form - 63)

0030 Stamps and Registration fees 02 stamps Non - Judicial 102 sale of stamps AC Deduct Refunds 02 Spoiled stamps.

DPC : 0030 - 02 - 102 -AC - 0202

Discount for	1 year 10%
	2 year 15%
	3 years 20%
	4 years 25%
	5 years 30%

Below one year - Sanctioned by Tahsildar

Over one year - sanctioned by RDO

(Stamp Manual Page 492)

FIRE ACCIDENT

2245 Relief on Account 06 Natural Calamities 02 Flood, Cyclones, etc.,800 Other Expenditure I Non - plan AL Fire Relief 51 Compensation 02 Other compensation

DPC : 2245 - 02 - 800 - AL - 510

THUNDER STROKE

2245 Relief on Account of Natural Calamities 02 Flood, cyclones., etc, 111 Ex - gratia payment to bereaved families I Non - plan AB Ex - gratia payment to Bereaved family of the deceased 51 compensations 02 other compensation. DPC : 2245 - 02 - 111- AA – 5125

HLA

7610-00 Loans to Government Servants Etc.,800- Other loans I Nan-Plan
AB Other Advances controlled by the Commissioner of Treasuries and Accounts 41
Advances for Purchase of Handlooms .
DPC: 7610 00 800 AB 4104

KA

7610-00 Loans to Government Servants Etc.,800- Other loans I Nan-Plan
AB Other Advances controlled by the Commissioner of Treasuries and
Accounts 40 Advances for Purchase of Khadi .
DPC: 7610 00 800 AB 4006

MA

7610-00 Loans to Government Servants Etc.,800- Other loans I Nan-Plan
AB Other Advances controlled by the Commissioner of Treasuries and Accounts 14 Marriage
Advances
DPC: 7610 00 800 AB 1401

EA

7610-00 Loans to Government Servants Etc.,800- Other loans I Nan-Plan
AB Other Advances controlled by the Commissioner of Treasuries and Accounts 22 Loans to
Higher Education in College and Polytechnics.
DPC :7610 00 800 AB 2204

CALCULATOR

7610-00 Loans to Government Servants Etc.,800- Other loans I Nan-Plan
AB Other Advances controlled by the Commissioner of Treasuries and Accounts 23 Loans
to Government Servants for Purchase of Calculator.
DPC :7610 00 800 AB 2204

HBA (PLAN)

7610-00 Loans to Government Servants Etc.,201 - House Building Advance I Non-Plan AB -
Loans to Govt.Servants for Construction of House 02 Advances to Other Govt. Servants.
DPC :7610 00 201 AB 0206.

MCA

7610-00 Loans to Government Servants Etc.,202 Advances for Purchase of Motor Conveyances I Nan-Plan AA Loans to Govt.Servants for Purchase of Motor Conveyances 01 Motor Car Advance to Officres other than All India Services.

DPC :7610 00 202 AA 0108

MCAIAS

7610-00 Loans to Government Servants Etc.,202 Advances for Purchase of Motor Conveyances I Nan-Plan AA Loans to Govt.Servants for Purchase of Motor Conveyances 02 Motor Car Advance to All India Services Officers.

DPC :7610 00 202 AA 0206

TWA

7610-00 Loans to Government Servants Etc.,202 Advances for Purchase of Motor Conveyances I Nan-Plan AA Loans to Govt.Servants for Purchase of Motor Conveyances 01 Motor Car Advance to Officres other than All India Services.

DPC :7610 00 202 AA 0304.

TWA

7610-00 Loans to Government Servants Etc.,203 Advances for Purchase of Other Conveyances I Nan-Plan AA Loans to Govt.Servants for Purchase of Other Conveyances 01 Loans to Purchase of Other Conveyances.

DPC :7610 00 203 AA 0106.

COMPUTER IAS

7610-00 Loans to Government Servants Etc.,204 Advances for the Purchase of Computer I Nan-Plan AA Loans to Govt.Servants for Purchase of Computers 01 Advance to All India Service Officres.

DPC :7610 00 204 AA 0104.

COMPUTER OTHERS

7610-00 Loans to Government Servants Etc.,204 Advances for the Purchase of Computer I Nan-Plan AA Loans to Govt.Servants for Purchase of Computers 02 Advance to other Govt.Servants.

DPC :7610 00 204 AA 0202.

NHIS TO GOVT. EMPLOYEES

0075 – Other Miscellaneous General Services – 00 Other Miscellaneous

General Services- 800 Other Receipts – BM Subscription of Govt. Employees

towards New Health Insurance Scheme (NHIS)

DPC: 0075 00 800 BM 0000

NHIS TO LOCAL BODIES

0075 – Other Miscellaneous General Services – 00 Other Miscellaneous General Services- 800 Other Receipts – BN Subscription of Employees of Local Bodies towards New Health Insurance Scheme (NHIS)

DPC: 0075 00 800 BN 0002

NHIS TO PUBLIC SECTOR UNDERTAKINGS AND STATUTORY BOARDS

0075 – Other Miscellaneous General Services – 00 Other Miscellaneous General Services- 800 Other Receipts – BO Subscription of Employees of Public Sector Undertakings and statutory Boards towards New Health Insurance Scheme (NHIS)

DPC: 0075 00 800 BO 0004

NHIS TO STATE GOVT.UNIVERSITIES

0075 – Other Miscellaneous General Services – 00 Other Miscellaneous General Services- 800 Other Receipts – BP Subscription of Employees of State Govt.Universities towards New Health Insurance Scheme (NHIS)

DPC: 0075 00 800 BP 0006

NHIS TO NON STANDARD SCALES OF PAY

0075 – Other Miscellaneous General Services – 00 Other Miscellaneous General Services- 800 Other Receipts – BQ Subscription of Employees in Non standard scales of pay towards New Health Insurance Scheme (NHIS)

DPC: 0075 00 800 BQ 0008

NHIS TO ORGANIZATIONS REGD.UNDER T.N.RGEN OF SOCIETY ACT 1975

0075 – Other Miscellaneous General Services – 00 Other Miscellaneous General Services- 800 Other Receipts – BT Subscription of Employees of Organizations registered under the T.N. Registration Society Act 1975 towards New Health Insurance Scheme (NHIS)

DPC: 0075 00 800 BT 0004

NHIS TO PENSIONERS

0075 – Other Miscellaneous General Services – 00 Other Miscellaneous
 General Services- 800 Other Receipts – BY Subscription from Pensioners/
 Family Pensioners towards NHIS 2014
 DPC: 0075 00 800 BY 0004

CONTINGENCY FUND

8000 00 Contingency Fund
 201 Appropriation from the Consolidated Fund
 AA Appropriation from the Consolidated Fund
 DPC : 8000 00 201 AA 0008

RATE OF INTEREST FOR GPF & SPF

For SPF			For GPF		
FROM	TO	PERCENTAGE	FROM	TO	PERCENTAGE
01.08.96	31.07.97	12 %	1986-87		12%
01.08.97	31.07.98	12 %	01.04.2000		11%
01.08.98	31.07.99	12 %	01.04.2001		9.5%
01.08.99	31.07.00	12 %	01.04.2002		9%
01.08.00	31.07.01	11 %	01.04.2003		8%
01.08.01	31.07.02	9.5 %	01.12.2011		8.6%
01.08.02	31.07.03	9 %	01.04.2012		8.8%
01.08.03	31.07.04	8 %	01.04.2013		8.7%
01.08.04	31.07.05	8 %			
01.08.05	31.07.06	8 %			
01.08.06	31.07.07	8 %			
01.08.07	31.07.08	8 %			
01.08.08	31.07.09	8 %			
01.08.09	31.07.10	8 %			
01.08.10	30.11.11	8 %			
01.12.11	31.03.12	8.6 %			
01.04.12	31.03.13	8.8 %			
01.04.13	31.03.14	8.7 %			
01.04.14	31.03.15	8.7 %			

D.A RATE-I

PRIOD From	PERCENTAGE	PERIOD	PERCENTAGE
01.07.86	4 %	01.01.95	125%
01.01.87	8%	01.07.95	136%
01.07.87	13%	01.01.96	148%
01.01.88	18%	01.07.96	159%
01.06.88	18%(Upto Rs.3500)	01.01.97	170%
01.07.88	23%(Upto Rs.3500)	01.07.97	182%
01.01.89	29%(Upto Rs.3500)		
01.07.89	34%(Upto Rs.3500)		
01.01.90	38%		
01.07.90	43%		
01.01.91	51%		
01.07.91	60%		
01.01.92	71%		
01.07.92	83%		
01.01.93	92%		
01.07.93	97%		
01.01.94	104%		
01.07.94	114%		

D.A RATE II

PERIOD	PERCENTAGE	ADJ.IN GPF
From 01.01.96	Nil	
01.07.96	4 %	
01.01.97	8%	
01.07.97	13%	
01.01.98	16%	
01.07.98	22%	
01.01.99	32%	1/99 to 4/99-10%
01.07.99	37%	7/99 to 9/99-5%

01.01.00	38%	1/00 to 5/00-1%
01.07.00	41%	7/00 to 10/00-3%
01.01.01	43%	1/01 to 4/01-2%
01.07.01	45%	7/01 to 12/01-2%
01.10.02	49%	10/02 to 06/03-1%
01.07.03	52%	
01.02.04	55%	
01.07.04	59%	
01.01.05	61%	
01.04.05	64%	
01.07.05	67%	
01.01.06	71%	
01.01.06	24%	50% DA MERGED
01.07.06	29%	
01.01.07	35%	
01.07.07	41%	
01.01.08	47%	
01.07.08	54%	
01.01.09	64%	

D.A RATE III

Period	Percentage
From 01.01.2006	Nil
01.07.2006	2%
01.01.2007	6%
01.07.2007	9%
01.01.2008	12%
01.07.2008	16%
01.01.2009	22%
01.07.2009	27%
01.01.2010	35%
01.07.2010	45%
01.01.2011	51%
01.07.2011	58%
01.01.2012	65%
01.07.2012	72%

- RF 10 - T.A. Claim
- RF 11 - Toul Programme
- RF 12 - C.L. Applications & Permission Letter
- RF 13 - Cancelled contingent vouchers.
- RF 14 - Charge list prepared at the time of transfer
- RF 15 - Office copies of the office orders
- RF 16 - Pay slip, CVP, GPF final closure.
- RF 17 - CTC
- RF 18 - Gratuity
- RF 19 - Advice files
- RF 20 - Lapsed Deposit Refund bill
- RF 21 - Enfacement & Cancellation advice relating to Govt. Securities.
- RF 22 - Specimen Signature
- RF 23 - Requisition for issue of cheque
- RF24 - Sanction orders of D.O.'s

தனிக்கைக்கு வைக்க வேண்டிய பதிவேடுகள் :

1. தன் பதிவேடு
2. நிலுவை தன் பதிவேடு
3. நினைவூட்டு நாட்குறிப்பு
4. காலமுறைப் பதிவேடு
5. நடப்புக் குறிப்பேடு
6. இருப்புக் கோப்பு

சிறப்பு பதிவேடுகள் :

(As per SC & CTA RC. 17407 / 02 / IC II / V II / Dt. 13.02.2004)

1. அ பதிவேடு 'A' Register
2. ஆபதிவேடு 'B' Register
3. இ பதிவேடு 'C' Register
4. ஈ பதிவேடு 'D' Register
5. பணம் பெறும் அலுவலர்கள் பதிவேடு (List of drawing officers Register)
6. மாதிரி கையொப்ப பதிவேடு (Specimen signature Register)
7. அதிகார ஒப்படைப்பு பதிவேடு (Delegation of power Register)
8. இழந்த பட்டியல்களுக்கு பணம் வழங்காச் சான்று வழங்கும் பதிவேடு
(Non - Payment certificates issued to lost bills Register)
9. குறைப்புப் பதிவேடு (Retrenchment Register)

10. நீதிமன்ற பற்றுக்கை பதிவேடு (Court attachment Register)
11. தணிக்கை தடைப்பதிவேடு (Audit objection Register)
12. அரசிதழ் பதிவு பெற்ற அலுவலர்களின் பயண முன் பணப்பதிவேடு (Tour advance Register for gazetted officers)
13. அதிகப்படியாக இருமுறை மற்றும் முறைகேடாக பணம் பெற்றதற்கான பதிவேடு (Drawal of Excess Double claim and irregular payment Register)
14. அரசால் கடனும் முன்பணமும் வழங்கும் பதிவேடு (Loan and Advances Register by Govt.)
15. ஒத்திசைவுப் பதிவேடு (Reconciliation Register)
16. த.நா.க.வி.தொ 100 வழங்கும் பதிவேடு (TNTC 100 Issue Register)
17. மாற்றுக் குறிப்பாணை பதிவேடு (Alternation Memorandum Register)
18. 20 சதவீதம் தணிக்கை பதிவேடு (20 % Audit Register)

முக்கிய பதிவேடுகள்

- 1) 70 D Register
- 2) Distribution Register (D.R)
- 3) 57 A Register
- 4) Staff Movement Register
- 5) O.T. Register
- 6) TNTC - 70 Movement Register
- 7) 41 C Register
- 8) GPF and SLS watching Register
- 9) TNTC 69 Register

தன் பதிவேடுகளின் தணிக்கை குறிப்பேடு.

க.அ/கூ.க.அ/உ.க.அ/க.கா அவர்களின் ஆய்வுக்கு பணிந்து அனுப்பப்படுகிறது.

1. இப்பிரிவிற்கு வழங்கப்பட்ட கடிதங்கள் யாவும் தன் பதிவேட்டில் பதியப்பட்டு உரிய காலத்தில் நடவடிக்கை எடுக்கப்பட்டன என்றும்,
2. பகிர்மானப் பதிவேட்டுடன் ஒப்பிடப்பட்டதில் எந்த எண்ணும் விடுபடவில்லை என்றும்,
1. முடிவுற்ற கோப்புகள் யாவும் பதிவறையில் ஒப்படைக்கப்பட்டன என்றும்,
2. காலமுறை அறிக்கைகள் உரிய காலத்தில் அனுப்பப்பட்டன என்றும் சான்றளிக்கப்படுகிறது.

பகிர்மான பதிவேடு (D.R.) சான்று

இப்பிரிவிற்கு வழங்கப்பட்ட அனைத்து கடிதங்களும் தொடர்புடைய இருக்கைகளுக்குப் பகிர்ந்தளிக்கப்பட்டு ஒப்புதல் பெறப்பட்டது எனச் சான்றளிக்கப்படுகிறது.

DISCOUNT ON THE SALE OF STAMPS

(Govt. Lr.No.109/CT(J1) Dept., Dt:20.05.1999)

S.No	Description	Denomination Rs.	Rate of Discount%	Minimum Rs.	Discount Rs.
1.	Non Judicial	1-50	2.40	250	6.00
2.		60-100	2.00	100	2.00
3.		500-1000	0.30	1000	3.00
4.		2000	0.20	2000	4.00
5.		3000-5000	0.15	10000	15.00
6.		10000-25000	0.05	10000	5.00
7.	Court Fee Paper	20-50	2.50	200	5.00
8.		60-100	2.00	100	2.00
9.		200	1.20	1000	12.00
10.		300-1000	0.50	1000	5.00
11.		2000-5000	0.10	5000	5.00
12.		Upto -1	2.00	100	2.00
13.		2-20	1.50	200	3.00
14.	Court Copy Paper	1	1.50	1000	15.00
15.	Share Transfer Stamp	upto -1	2.30	1000	23.00
16.		2-50	1.50	400	6.00
17.		100	0.50	200	1.00
18.	Insurance Stamp	upto -1	2.00	1000	23.00
19.		2-50	1.20	500	6.00
20.		100	0.50	200	1.00
21.		1000	0.25	2000	5.00
22.	Foreign Bill	upto - 1	2.00	100	2.00
23.		2-50	1.15	2000	23.00
24.		100	0.60	500	3.00
25.	Hundi	Upto 10	2.50	200	5.00

REFUND OF SPOILED STAMPS

Application received within one year from the date of purchase of stamps – Sanctioned by the Tahsildar

Application received after one year from the date of purchase of stamps – Sanctioned by the R.D.O

Within 1 year – 10% Within 7 year – 40%

Within 2 year – 15% Within 8 year – 50%

Within 3 year – 20% Within 9 year – 55%

Within 4 year – 25% Within 10 year – 60%

Within 5 year – 30% Within 11year – 70%

Within 6 year – 35% Within 12 year – 75%

No refund after 12 years

(As per Stamp Manual Section 92 (1) (i))

LIST OF RELIGIOUS FESTIVAL FOR RESTRICTED HOLIDAYS

G.O Ms.No.210/P&AR/Dt.25.03.88 & G.O Ms.No.428/P&AR/Dt.16.12.2003)

1. Chithra Pournami
2. Adi Perukku
3. Rig Upakarma
4. Yajur Upakarma
5. Gayathri Japam
6. Sama Upakarma
7. Deepavali Nonbu
8. Karthigai Deepam
9. Vaikunda Ekadasi
10. Aruthra Dharshan
11. Thai Poosam
12. Bogi
13. Masimakam
14. Maha Sivarathri
15. Shabe Bharath
16. Shabe Khader
17. Hijira New Year
18. Garveen of Mohideen Abdul Khader
19. Maunday Thursday
20. Ash Wednesday
21. All Souls Day
22. Exi Mas Eve
23. New Year Eve
24. Varalakshmi Viratham
25. Onam
26. Shri Gurunanak Devijis Birthday
27. ShabeMiraj
28. Arfa
29. Easter
30. Birthday of Dr.B.RAmbedkar
31. Buddha Jayanthi
32. First Day of Ramzan
33. Bhagwan Vaikundaswami Birthday

PART II BILL PASSING

1.Common to All Bills

1. Place of payment (Payable at which Treasury)
2. Bill is in the prescribed form
3. Head of Account
4. Amount in figures and Words
5. Protective endorsement in red ink
6. Endorsement in red ink
7. Non drawl certificate
8. Sanction order or Govt. order
9. Authority
10. Attestation for any correction
11. TNTC 100
12. Enfacement slip with DO code, Head of Account with DP Code.
13. ECS Annexure
14. If the first bill of a DDO, Specimen signature should be verified
15. The signature of the old DDO in a bill, the signature of the new DDO in endorsement should be furnished
16. Minimum three signature should be furnished in a bill

2.PAY BILL

1. Bill form 47
2. Separate bill for Permanent and Temporary Establishment
3. The period up to which sanctioned and last continued for Temporary Establishment should be noted
4. A certificate for the claim of Temp. Establishment beyond the expiry period of sanction (Three months)
5. The post sanction for Permanent Establishment also should be furnished
6. Separate bill should be claimed for arrear claim
7. The total should be tallied horizontally, vertically and Page wise.
8. D.A calculation should be verified.
9. HRA rate should be verified with slab
10. Increment certificate if necessary
11. Want of LPC for transferees
12. HRA/CCA should be claimed which ever is less for joining time
13. GPF recovery not less than as per slab (ie 12%)
14. CPS subscription should be claimed at 12% B.P,G.P,P.P and D.A
15. Necessary certificates should be enclosed

16. Three copies of recovery schedules for long term loan and advances (GPF,TPF,CPS,MA,TWA,HBA,PLI,I.T,TNHB Rent and C.Ry) and one copy for short term loans(FA,FBF,HLA,KA,EA,SPF,SPF 2000and NHIS).
17. Recovery of TNHB rent as per grade and slab
18. Certificate should be furnished for the deduction of P.Tax in the pay bill of August and January.
19. Professional Tax should be recovered from the month of August/January and receipt should be enclosed in the month of September/February pay bill.
20. Income Tax statement in February month pay bill(3 or 1)
21. In March pay bill proposed Income Tax statement should be enclosed for Self Drawing Officers.

3.ARREAR BILLS

1. Bill form 47
2. Service head
3. Sanction order for payment of arrears, if over one year it may be revalidated
4. Details arrears claim should be noted in the bill
5. Increment certificate for arrear claim of increased pay
6. Non-drawl certificate with pay drawn particulars covered for the entire period of arrear claim with signature in original
7. I.T should be deduct for arrears with revised I.T statement
8. Necessary certificates
9. Increased rate of rent recovery due to increase in pay

4.SURRENDER LEAVE SALARY

1. Bill form 47
2. Service head
3. Separate bill for Permanent and Temporary Establishment
4. The period up to which sanctioned and last continued for Temporary Establishment should be noted
5. A certificate for the claim of Temp. Establishment beyond the expiry period of sanction (Three months)
6. The post sanction for Permanent Establishment also should be furnished
7. Not exceeding 15 days once in a year (half of the B.P+G.P+P.P+H.R.A+ CCA)
8. Not exceeding 30 days once in two years (one month B.P+G.P+P.P+H.R.A+CCA)
9. All months should be calculated at 30 days

10. Certificate to the effect for entry in the S.R and interval of 1yr/2yrs.
11. Sanction details should be noted (Order need not be enclosed with the bill)
12. Not admissible while on suspension, EOL without MC and UEL on PA.
13. Application may submit one month prior or within one month from the due date, but the sanction should be accorded on or after the due date.
14. Provided with the rent free quarters are not eligible for HRA.

5.Pay Advance

1. Bill Form - 47
2. Service Head
3. Details of sanction should be noted
4. One month B.P + G.P + P.P is eligible
5. Want of LPC for the advance of pay drawn in the new station within a month
6. Pay advance is in admissible for the transfer as there is no change of station

6.Festival Advance

1. Bill Form – 40 a
2. Service Head/491
3. Once in a calendar year
4. Sanction Order from the Competent Authority
5. FA sanctioned prior to one month of the date of Festival is inadmissible
6. Necessary certificate

7.Encashment of Earned Leave (T.L.S)

1. Bill Form – 47
2. Head – 2071
3. Necessary certificate
4. Income Tax should be recovered for the whole Financial Year for UEL on PA

8.Additional Charge Allowance

1. Bill Form – 47
2. Service Head
3. Additional Charge is minimum 39 days (No max.days limit)
4. B.P + G.P+ D.A are only admissible (HRA & CCA are not admissible)
5. Half of the pay in the original post or 1/5 of the addl.post – which ever is less
6. The claim should be preferred in the regular post and expenditure should be debited under the head of Account of addl.post
7. Sanction Order should be enclosed
8. Arrears is not admissible

9.Subsistence Allowance

1. Bill Form – 47
2. Service Head
3. 50% of the last month B.P + G.P + PP + DA and HRA in full may be claimed. MA is not admissible
4. Want of certificate for non employment and resides at head quarter fixed by the competent authority
5. Compulsory deduction should be effected
6. Beyond six months regulated as per rule (75% or 25%)

10.Leave Travel Concession

1. Bill Form 52
2. Service Head / 0170
3. After completion of probation eligible
4. Want of copy of order permitting to avail LTC ie before the date of avail LTC
5. Holidays should combined with leave should be avail (CL, EL, Comp. Leave and RH)
6. Above 160 km is eligible, other state 800kms
7. Once in 2 years – one way fare, once in 4 years – two way fare
8. Block year 1985-1988..... 2013-2016
9. Claim for Self and eligible Family members only
10. Below 3 years No fare, 3-12 year Half ticket
11. Ticket No. should be noted
12. Form – I, II & III should be furnished
13. To Kanniyakumari Vivekananthar Rock – Boating charges also may be claimed
14. Advance has to be restricted to 80% of the cost of journey
15. The claim should be counter signed by the competent authority
16. The claim should be submitted within a month
17. Necessary certificate

11.Tour Allowances (TA)

1. Bill Form 52 A
2. Service Head / 0410
3. Below 8 kms TA not eligible, only bus fare (Treasury work, Bill present, Reconciliation)
4. Name, Designation, Office, BP + GP, Month, H.Q should be noted in the appropriate column
5. Date, Time and place of Departure and Arrival, Purpose, Mode of Travel, Distance, Fare, DA rates, TC & IC should be furnished in the appropriate column
6. Tour in the outside Jurisdiction, the Authority should be noted in the Purpose Column
7. DA rates: 0 – up to 6 hrs – 30%, above 6 – up to 12 hrs – 70%, above 12 hrs – Full

8. TC:- more than ½ km between Residence and Bus Terminal, Max 4 TC per day
9. Above 160 kms IC is eligible
10. IC is half of the ordinary DA
11. Two I.C are eligible for exceeding 24 hours one I.C is eligible below 24 hours.
12. From other places to Chennai - D.A at enhanced rate and ordinary rate for return journey
 - I.C at ordinary rates
 From Chennai to other Places – D.A at ordinary rates
 - I.C at enhanced rates
13. For a straight journey from Head Quarters to Camp and back to Head Quarters, the I.C at the half the D.A admissible in the Head Quarters.
14. Max. ceiling 10% of BP + GP (excluding fare)
 T.A Claim may be confined to the amounts other than fare such as DA, T.C., IC, only. The Air / Bus / Train fare amount should not be taken into account for T.A. ceiling clarification applicable not only for Chennai but also all over Tamil Nadu.
 (Govt. Lr. No. 19749/ Allow / 99-1 Dt. 20.05.1999)
15. I.C at enhanced rates will be admissible in the moffussil from one Camp (special Track) to another camp only.
 (Govt.Lr.No.64918/All-I/83/Dt.25.10.1984)
16. For the calculation of 10% ceiling P.P should not be taken
17. No ceiling for Drivers
18. Officers having jurisdiction of more than two districts the monthly ceiling shall be 13% of revised pay (Govt. Lr. No. 70674 / Fin (All) Dept. 2009 - 1, Dt. 22.03.2010)
19. Monthly ceiling of T.A for police personal travelling for more than one district - 14% and travelling for more than two districts- 15% (G.O.Ms.No.794/Home (Pol.VIII) Dept., Dt.08.09.2010)
20. Journey is performed in Govt. Vehicle DA only is eligible (No TC & IC)
21. Counter signed by competent authority
22. Delay certificate by the counter signed authority
23. Necessary certificate may be furnished
24. Delay means bill presented in the Treasury after 3 months completed of the journey
25. Signature of the individual may be furnished
26. Want of original cash receipts/bills/vouchers for lodging for the claim of special rate of DA for the stay in Hotels
27. The DA claimed at the rates of 1/4th, 1/2 and 3/4th is only admissible for boarding, Lodging or Both respectively.
28. Attendance certificate and service book entries for CSTI should be furnished
29. Attendance certificate for attending the court
30. Proportionate FTA should be deducted
31. TA to Home on Retirement is also eligible
32. Tour Allowance is eligible for 60 days, in case of training 90 days only admissible Above 60 days TTA is only admissible
33. When a Govt.servant on a deputation, the T.A should be claimed only in the office where his salary was claimed and not in the office where he was deputed.

12. Transfer Travelling Allowance (TTA)

1. Bill Form 52
2. Service Head / 0429
3. Eligible for Self and Family members
Family members : Self, Spouse, Children, fully dependent widow daughter, Parents of the male employee
4. Family members are in the same GP of Self
5. Fare, DA, TC are eligible to all family members
6. Full DA (irrespective of travel time)
7. Two I.C. is admissible irrespective of distance to self only as per note 2 under TA rule 72 (i) (b) and Govt. Lr. No. 45145/ PC II / 70- 1 / fin Dt. 19.11.90. (Not connected by train)
8. If Chennai tour – IC is the Half of the enhanced DA
9. Personal Effects and Lump sum is eligible as per the GP
10. Children below 3 yrs no TTA, 3-12 half ticket & half DA
11. Eligible servant – fare and TC only as per last GP
12. Date of relief and join should be noted
13. Train fare - eligible class
Travel in Higher class – claim in eligible class
Travel in Lower class – claim in lower class
Reservation and Berth charges are also may be claimed
14. If senior citizen – concession rate
15. Personal Effects
 - I) Personal Effects transport by Train -> Goods Rate per Qtl. X
No. of Quintals allowed as per table
Personal Effects transport by Lorry -> Lorry hire
Train goods rate or Lorry hire - whichever is less is eligible
or
 - II) If not connected by Train the rate is
Grade I – 1.50X3XKM
Grade II – 0.90X3XKM
Grade III – 0.75X3XKM
Grade IV – 0.75X3XKM
16. Lump sum as per table (If P.E not taken to the new station Half L.S)
17. If a Car taken by road Rs.8/- per km, Taken by Lorry Rs.0.4/-per km
18. If a Two Wheeler taken by road Rs.4/- per km, Taken by Lorry Rs.0.2/-per km

அரசுப் பணியாளரும், குடும்பத்தினரும் ஒரே நாளில் செல்லாமல் மாறுப்பட்ட நாளில் பயணம் செய்யலாம். புதிய இடத்தில் பணி ஏற்ற நாளில் இருந்து 6 மாதத்திற்குள் குடும்பத்தினர் புதிய இடம் செல்லலாம். அதற்காக பயணப்பட்டியல் பயணம் செய்த நாளிலிருந்து 3 மாதத்திற்குள் அலுவலகத்தில் கொடுக்கப்பட வேண்டும்.

13.Other Contingency (OC)

1. Bill Form 58
2. Service Head / 0527
3. Sanction order within the year
4. Authority should be noted in the sanction order
5. Want of certificate for retaining sub vouchers for below Rs.1000/-
6. The sub vouchers for amount Rs.1000/- and above should be enclosed
7. The claim has not been exceeded the monetary limit fixed as per powers delegated by the competent authority
8. Want of pass order / cancellation recorded on sub vouchers
9. Want of Stock entry certificate by the authorised officer in all sub vouchers
10. Permanent Advance on Recoupment made more than two times in a month is inadmissible.

14.Telephone Charges (TC)

1. Bill Form 58
2. Service Head / 0518
3. Want of sanction order for the new Telephone connection
4. Want of sanction order
5. Authority should be noted in the sanction order
6. Original Telephone bill with pass order / cancellation
7. Certificate for ceiling fixed not exceeded, private call charges, exceed call charges, are recovered and remitted to Government Account.

15.Electricity Charges (EC)

1. Bill Form 58
2. Service Head / 0536
3. Want of sanction order
4. Authority should be noted in the sanction order
5. Extract of EB consumed card xerox copy duly passed for payment
6. More than one card, abstract should be furnished

16.Temporary Advance under Art.99

1. Bill Form 40
2. Service Head / 4509

3. Want of sanction order by the Govt. under Art.99 of TNFC Vol. for the drawal of Temporary Advance.
4. If Two Temp. Advances are pending , the third Temp. Adv. should not admitted, If the third Temp. Adv. admitted ,a specific undertaking from the DDO for the previous two advances will be settled within a month

17.Fuel Advance

1. Bill Form 40
2. Service Head / 4509
3. Fuel Advance should be claimed within first week
4. Want of sanction order with authority, month of advance and vehicle No.
5. If Two Temp. Advances are pending , the third Temp. Adv. should not admitted, If the third Temp. Adv. admitted , a specific undertaking to be obtained from the DDO stating that the previous two advances will be settled within a month
6. Claim should not exceed the ceiling limit fixed by the HOD
7. The copy of annual ceiling limit should be obtained and pasted in the Fuel Pass Book

18.Adjustment Bills (Temporary Advance/Fuel)

1. Bill Form 40
2. Service Head / 4509
3. The advance bill should be adjusted within three months
4. Sanction order with authority ,Vehicle No., date of drawl of advance, Token No., Expenditure, balance remitted into the Govt. Account
5. The fuel consumption should be made only on or after the date drawal of Advance
6. The vehicle No. and date should be furnished in the receipt with pass order and cancellation entries
7. Fuel Pass Book should be maintained in the prescribed format
8. Correct entries in the appropriate column
9. Separate initial for the vehicle using officer and drawing officer in Col.6 & 7

19.M.V.M

1. Bill Form 58
2. Service Head / 2127
3. Want of sanction order with authority
4. Govt. approved workshop only or No objection certificate should be obtained from the Govt. work shop
5. Pass order / cancellation entries in all sub vouchers
6. Want of entries in the Log Book part I
7. ECS to workshop

20.RENT

1. Bill Form 58
2. Service Head / 061
3. Sanction order from the competent authority
4. For the first claim, non availability of Govt. building & rent fixed by the EE,PWD
5. Sub vouchers duly passed for payment and cancelled
6. Want o f advance stamped receipt
7. I.T 10 % and E.C 3 % should be recovered for rent exceeding Rs.1.8 Lakhs
8. ECS to Building owner
9. certificate

21.Service Postage

1. Bill Form 58
2. Service Head / 054
3. Sanction order with authority
4. Certificate

22.WAGES

1. Bill Form 58
2. Service Head / 054
3. Sanction order with authority
4. The claim for a month should be made in the succeeding month
5. Wages have been claimed accordance with the rates fixed by the Collector from time to time
6. Certificate

23.G.P.F

1. Bill Form 40 a
2. Head of Account- 8009
3. Sanction by the competent authority
4. Sanction order in the prescribed format
5. Sanction order will lapses after a period of three months(ie. Valid for 3 months only)
6. Want of Treasury advice copy in original
7. Max. 75 % in his account for Temp. Advance(No ceiling)
8. Six months interval from the previous advance
9. GPF temporary advance is sanctioned within 15th day of a month, the recovery should be commenced from the sanctioned month itself and if the GPF is sanctioned after 15th, the recovery should be commenced in the subsequent month onwards
10. The recovery should be rounded off
11. No. of installment is so fixed for recovery of advance within the period of four month prior to retirement

PART FINAL

1. Part Final 50% - sanctioned by the Head of office/Competent authority
2. Part Final 75% - sanctioned by the next higher authority (ie 75 % Temp. Adv and 50 % P.F should be sanctioned by one officer for the same employee)

GPF 90 % Part Final

- Rule in Col.No.9 → G.O.M.S.No.535/Fin.(All-I)Dept., Dt.19.07.1991.
- No payment of Part Final Withdrawal shall be made during the last 4 months of service as per provision under 2 below rule 15 A of TNGPF rules.
- 90% Part Final Withdrawal may be sanctioned as per rule 27A of TNGPF rules within 12 months of his retirement.
- The 90% Part Final Withdrawal was sanctioned after forwarding the GPF Final closure application, it should be informed to the A.G immediately.

T.P.F

1. Bill Form 40 a
2. Head of Account- 8009
3. 75 % T.A, 75 % P.F and 90 % P.F may be Sanctioned by the AEEO/DEO .

Loans and Advances

24.TWA

Scale of Pay of the Government Employee Maximum Amount

Pay Band 4 and above	Rs.6 lakhs
Pay Band 3	Rs. 5 lakhs
Below Pay Band 3 till grade pay of Rs.2800/-	Rs.3 lakhs

1. Bill Form 40
2. Head of Account- 7610
3. Original sanction order to be enclosed in the bill
4. Want of original treasury advice copy
5. Regular employee(Approved probationer)
6. Max. Rs. 50,000 or the cost of the vehicle which ever is less(Not extra fitting)
7. Any company

8. Vehicle should be purchased within one month from the drawl of advance, unless penal interest
9. Advance should be drawl within the date noted in the sanction order
10. Second time advance may also be sanctioned after 4 years if no pending advance
11. No second hand vehicle allowed

The revised norms will be subject to the following conditions:

- a) If the actual value of the car or two wheeler purchased is below the ceilings prescribed above, the admissible advance will be restricted to the cost of the vehicle including taxes, registration and insurance.
- b) As already done in the case of two-wheelers, no advance shall be given for the purchase of second hand motor cars.
- c) **The revised ceilings prescribed above are applicable for the year 2009-2010. For every subsequent year, the ceiling shall be automatically enhanced by 5% over the previous year.**
- d) The period of recovery of the advance and the other rules and regulations for sanction of conveyance advance shall remain unchanged.

25.CAR ADVANCE

1. Bill Form 40
2. Head of Account- 7610
3. Original sanction order to be enclosed in the bill
4. Want of original treasury advice copy
5. Regular employee(Approved probationer)
6. All kinds of car/ Maruthi van
7. Actual car prize or the amount mentioned below be eligible

Below PB III till GP Rs.2800	- 3 Lakhs
PB 3 & above	- 5 Lakhs
PB 4 & above	- 6 Lakhs

Every year 5 % raise from 2010-2011

8. Insurance within one month
9. Interest will be recovered after the completion of principal

26.H.B.A

1. Bill Form 40
2. Head of Account- 7610

3. Original sanction order of the Dist. Collector/Govt.
4. Approved probationer
5. Certificate for S.R entry for sanction of loan, release of Inst.
6. Endorsement for cheque/DD in favor of employee/TNHB/ Co-operative society
7. Want of Treasury advice copy in original
8. Interest will be recovered after the completion of principal

27.M.A

1. Bill Form 40
2. Head of Account- 7610
3. Original sanction order of the Dist. Collector/HOD/Govt.
4. Approved probationer
5. Self and children only eligible
6. Two times in total service
7. No pending advance for second time advance
8. Details of first and second advance should be furnished in the sanction order
9. For Male Rs 6000 and Female Rs.10000
10. 50 Inst.(Completed before retirement)
11. Certificate for S.R entry for sanction of loan
12. Want of Treasury advice copy in original
13. Interest will be recovered after the completion of principal

28.COMPUTER

1. Bill Form 40
2. Head of Account- 7610
3. Original sanction order from the competent authority
4. All time scale employee
5. Computer and Laptop
6. Max. Rs.50000 or the cost of the computer- which ever is less
7. Max. Inst.100
8. Certificate for S.R entry for sanction of loan
9. Want of Treasury advice copy in original
10. Interest will be recovered after the completion of principal

29.E.A

1. Bill Form 40
2. Head of Account- 7610
3. sanction order from the competent authority

4. Approved probationer
5. Eligible for children only
6. One advance for one calendar year
7. No further advance while pending in the previous advance
8. Recognised institutions only
9. Correspondence course not admissible
10. Even other state also eligible
11. Certificate from the institutions
12. Professional course Rs.2500
Arts and Science Rs.2000
Polytechnic Rs.1500
13. Max. 10 inst.-
14. No interest.

30.H.LA & K.A

1. Bill Form 40
2. Head of Account- 7610
3. Want of Sanction order from the competent authority
4. Approved probationer
5. One month B.P is eligible
6. Co-operative advice copy
7. ECS to Co-operative
8. One bill for one person
9. No interest.

MODEL FORMATS

விருப்ப மாறுதல் விண்ணப்பம்

1.	பெயர்																																					
2.	பதவி																																					
3.	அலுவலகம்																																					
4.	தெரிவுப்பட்டியல் வருடம்																																					
5.	வரிசை எண்																																					
6.	தற்போது உள்ள பகுதியில் எந்த தேதி முதல் பணியாற்றுகிறீர்கள்																																					
7.	ஓய்வு பெறும் நாள்																																					
8.	விருப்ப மாறுதல் காரணம்																																					
9.	சொந்த மாவட்டம்																																					
10.	விருப்ப மாறுதல் கோரும் இடம் விரிவாக																																					
11.	இறுதியாக 6 ஆண்டுகள் பணிபுரிந்த விவரம்																																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">வ.எண்</th> <th style="width: 10%;">பதவி</th> <th style="width: 10%;">முதல்</th> <th style="width: 10%;">முடிய</th> <th style="width: 10%;">அலுவலகம்</th> <th style="width: 10%;">மாவட்டம்</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	வ.எண்	பதவி	முதல்	முடிய	அலுவலகம்	மாவட்டம்																															
வ.எண்	பதவி	முதல்	முடிய	அலுவலகம்	மாவட்டம்																																	
12.	பணியாளர் மீது ஏதேனும் குற்றவியல் நடவடிக்கை நிலுவையில் உள்ளதா?																																					
13.	பணியாளர் மீது ஏதேனும் முறைகேடு நடவடிக்கை நிலுவையில் உள்ளதா?																																					

உறுதிமொழி

நான் மேலே சமர்ப்பித்துள்ள அனைத்து விவரங்களும் உண்மை. இவ்விருப்ப மாறுதலில் நான் பயணப்படி கோரமாட்டேன் என உறுதியளிக்கிறேன்.

இடம் :

நாள் :

தங்கள் உண்மையுள்ள,

மேலொப்பம்

கருவுல அலுவலர்,
திருவாரூர்.

மாவட்ட அலகிற்குள் மாறுதல் கோரும் விண்ணப்பம்

மாதிரி படிவம்

1. பெயர் :
2. முதலி :
3. தற்போது பணியாற்றும் இடம் :
4. பணியாற்றும் காலம்
(..... முதல், வ. மா. நாள்) :
5. இதற்கு முன்னர் பணியாற்றிய இடம்
(காலம் முதல்முடிய) :
6. மாற்றம் நிகழ்ந்ததற்கான காரணம் (நிர்வாக
காரணம், விருப்ப மாறுதல், ஒருவருக்கொருவர்
இசைவு மாறுதல்) :
7. தற்போது கோரும் இடம் (உச்ச அளவாக
முன்று இடங்கள் உடனடி முந்தைய
இடம் தவிர்த்து) :
8. மாறுதல் கோருவதற்கான காரணம் :
9. அங்கீகரிக்கப்பட்ட கணிப்பொறி பயிற்சி
பெற்றவராயின், பயிற்சியின் முழு விவரம். :
10. கணவன் / மனைவி பணியாற்றும் விபரம் :
11. இன்றியமையாத பிற விபரங்கள் :

இடம் :

கையொப்பம்.

நாள் :

C.T.C

சென்னை கருவூல விதி தொகுப்பு - 2 (1) அலுவலக பொறுப்பு மாற்றுகைச் சான்றிதழ்			
தலைமையிடம் :		தேதி :	
அலுவலர் :			
எந்த உத்தரவின் கீழ் அலுவலர் பொறுப்பு மாற்றல் செய்யப்படுகிறது.			
பொறுப்பு விடுவிக்கப்பட்ட அலுவலர்			
தணிக்கை அலுவலகத்தின் உபயோகத்திற்கு	1	பெயரும் சுருக்கெழுத்தும்	
ஏ.ஆர்.4ல் பதிவு செய்யப்பட்டது	2	விடுப்பில் சென்றால்	
கணக்கில் பதிவு செய்யப்பட்டது	(அ)	விடுப்பின் கால அளவு	
சம்பள சான்று அனுப்பப்பட்டது	(ஆ)	விடுப்பு விலாசம்	
உதவி மாநிலக் கணக்காயர் தணிக்கையாளர்	(இ)	விடுப்பு சம்பவம் எங்கே வாங்கபட வேண்டியது	
	(ஈ)	ஓய்வு பெறுவதானால் அல்லது ஓய்வு பெறுவதற்கு முன்விடுப்பில் சென்ற வருங்கால சேமிப்பு நிதித் தொகை உடனே வாங்குவதாய் இருந்தால் வழங்கும் சேமிப்பு நிதித் தொகையை மாநிலக் கணக்காயருக்கு செய்யப்பட்டு இருக்கின்றதா?	
	3	மாற்றி செல்வதில்லை	
	அ.	அலுவலர்	
	ஆ.	எந்த இடத்திற்கு மாற்றம்:-	
	இ	கையொப்பம்	
	4	வேறு அலுவலுடன் கூடுதல் பொறுப்பு மாத்திரம் வகித்து இருந்தால் வேலையின் பெயர்	
பொறுப்பேற்கும் அலுவலர்			
தணிக்கை அலுவலகத்தின் உபயோகத்திற்கு	5	பெயரும் சுருக்கெழுத்தும் :	
எர்.ஆர்-ல் பதிவு செய்யப்பட்டது	(அ)	விடுப்பிலிருந்து திரும்பி வருகிறாரா? எந்த இடத்தில் அலுவலர் ஏற்கும் உத்தரவு இல்லையெனில்	
எல்.எல் பதிவு செய்யப்பட்டது	(ஆ)	எந்த அலுவலிலிருந்து :	
	(இ)	எந்த இடத்திலிருந்து மாற்றம்:-	

பணியேற்பு இடைக்காலம்	(ஈ)	பழைய இடத்தில் பொறுப்பு விடுவித்த தேதி	
பணியேற்க எடுத்துக்கொண்ட காலம்	6	கையொப்பம்	
சம்பளச்சீட்டு அனுப்பப்பட்டது	7	மற்ற உத்தியோகத்துடன் : கூடுதல் பொறுப்பு வகிப்பதனால்	
உதவி மாநில கணக்காயர்	(ஆ)	பொற்பேற்பவரின் : வேலையின் பெயர்	
தணிக்கையாளர்	(ஆ)	தெரிந்தால் நியமிக்கப்பட்ட அலுவலரின் பெயர்	
ரொக்கம்		நிரந்தர முன்பண இருப்பு	
<p>பொறுப்பு விடுவாக்கப்பட்ட அலுவலர் (கையொப்பம்)</p> <p>பொறுப்பேற்கும் அலுவலர் (கையொப்பம்)</p>			

தற்செயல் விடுப்பு விண்ணப்பம்

1. பெயர் :
2. பதவிப் பெயர் :
3. விடுப்பு வேண்டும் காலம் :
4. விடுப்புக்கான காரணம் :
5. இதுவரை எடுக்கப்பட்டுள்ள விடுப்பின் காலஅளவு :

பிரிவுப் பொறுப்பாளர் - பிரிவுக்
கண்காணிப்பாளரின் பரிந்துரை

கையொப்பம்

அலுவலரின் குறிப்புரை

அனுமதி விண்ணப்பம்

1. பெயர் :
2. பதவிப் பெயர் :
3. அனுமதிக்கான காலம் :
4. அனுமதி வேண்டும் காரணம் :
5. இத்திங்களில் இதுவரை எடுத்துள்ள
அனுமதியின் எண்ணிக்கை :

பிரிவுத் தலைவர் பரிந்துரை

கையொப்பம்

அலுவலரின் குறிப்புரை

ஈடு செய் விடுப்பு விண்ணப்பம்

1. பெயர் :
2. பதவிப் பெயர் :
3. விடுப்பு வேண்டும் காலம் :
4. விடுப்புக்கான காரணம் :
5. பணி செய்த விடுமுறை நாள் :

பிரிவுத் தலைவர் பரிந்துரை

கையொப்பம்

அலுவலரின் குறிப்புரை

விடுப்பு அல்லது விடுப்பு நீட்டிப்பு விண்ணப்பம்

(தற்செயல் விடுப்பு தவிர்த்து)

(அரசு கடிதம் எண்.32525 / எப். ஆர்.3 / 89-8, நாள். 29.08.1980)

1. விண்ணப்பதாரர் பெயர் :
2. பதவிப் பெயர் :
3. பணிபுரியும் துறை/அலுவலகம்/பிரிவு :
4. ஊதியம் :
5. 1. விண்ணப்பிக்கும் விடுப்புத் தன்மை
2. விண்ணப்பிக்கும் விடுப்பின் கால அளவு
மற்றும் விடுப்பில் செல்லும் நாள்
3. மருத்துவச் சான்றின் பெயரின் விடுப்பு
விண்ணப்பிக்கப்பட்டிருப்பின் மருத்துவச்சான்று
இணைக்கப்பட்டுள்ளதா :
6. விடுப்பில் செல்லக் காரணம் :
7. ஞாயிறு மற்றும் அரசு விடுமுறைகளை
முன்னிணைக்க / பின்னிணைக்க
உத்தேசிக்கப்பட்டுள்ளதா? :
8. இதற்கு முன் விடுப்பு விண்ணப்பித்து இருந்தால்
அவ்விடுப்பின் அண்மை விடுப்புக் கால அளவு
மற்றும் விடுப்பு முடிந்து பணியில் சேரும் நாள் :
9. விடுப்பில் இருக்கும்போது முகவரி :
10. தமிழ்நாடு விடுப்பு விதிகளின் விதி 15
ஏ-யின் கீழ் உள்ள விதிமுறை 4-ன் படி
உறுதிமொழி இணைக்கப்பட்டு உள்ளதா? :

நாள் :

விண்ணப்பதாரரின் கையொப்பம்

FESTIVAL ADVANCE APPLICATION FORM

1. Name in block letters :
2. Whether permanent/approved
probationer/probationer or
T.N.P.S.C candidate :
3. Designation of applicant :
4. Present Pay is :
5. Whether any previous festival
advance pending recovery
and if so, the amount outstanding
should be furnished :
6. Name of the festival . :
7. Amount of advance now applied :
8. If the applicant is a probationer or
TNPSC candidate security has to
be given (full address of the
security to be furnished) :
9. Surety,
If the applicant is temporary Govt.
servant surety of the permanent
Govt.servant is required. :

DECLARATION

1. I certify that no amount is pending recovery of any previous advance.
2. I certify that I am not given any festival advance in the year.

Signature of the applicant

L.T.C
FORM I

(Certificate to be given by Controlling Officer)

- (i) Certified that is a permanent Government servant/an approved probationer/ a re- employed officer and eligible for the Leave Travel Concession under the rules.
- (ii) Certified that necessary entries as required under para 15 of the rules have been made in the service book of

Signature and Designation of the
Controlling Officer.

FORM II

(Certificate to be given by Govt.Servant)

- (i) Certified that the advance for the Leave Travel Concession drawn by me during the previous block year has been fully adjusted.
- (ii) Certified that the journey has actually been performed by me/my wife with children/ fro/to the declared place of visit.
- (iii) Certified that for the railway journey included in the Leave Travel Concession bill, my self and members of my family travelled by the class for which claim is made.
- (iv) Certified that my husband/wife is not employed in/that my husband/wife is employed in Government Service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of two years.

Signature of the Government servant

- (c) List of family members availing the concession with names, age and relationship with the Government Servant.

1.

2

3

4.

FORM III

Particulars required to be furnished along with the application for Earned Leave/CL etc.

1)	Name and Basic pay of the Govt. Servant	
2)	Designation and Office to which attached	
3)	Dates and places of proposed visit (onward and return journeys)	
4)	Mode of Travel By Train From To By Bus From To 1. 2. 3. 4.	
5)	Cost of Tickets	Rs.

Signature of the Government servant

LAST PAY CERTIFICATE

பின்னிணைப்பு - I

தமிழ்நாடு கருவூல வித்தொதுப்புப் படிவ எண் 122 முன் சம்பளச் சான்றிதழ்

(டி.ஆர்.23-ன் கீழுள்ள அறிவுறை 1-ஐப் பார்க்க)

..... நாள் முற்பகல் / பிற்பகல் விடுவிக்கப் பெற்ற
..... அலுவலகத்தைச் சேர்ந்த
திரு./திருமதி/செல்வி அவர்களின் முன் சம்பளச் சான்றிதழ்.
2. அவருக்கு வரையிலும் பின்கண்ட வீதங்களில் சம்பளம் வழங்கப்பட்டுள்ளது.

விவரம்

நிலைப்பணிச் சம்பளம் ரூ.
பதவிப் பணிச் சம்பளம் ரூ.
சிறப்புச் சம்பளம் ரூ.
தனிச் சம்பளம் ரூ.
விடுப்புச் சம்பளம் ரூ.

படித்தொகை

அகவிலைப்படி/கூடுதல் அகவிலைப்படி ரூ.
நகர ஈட்டுப்படி ரூ.
வீட்டு வாடகைப்படி ரூ.
பிற ஈட்டுப்படிகள் ரூ.

பிடிப்பு வீதங்கள்

பொது வருங்காலவைப்பு நிதி ரூ.
வருமான வரி ரூ.
அஞ்சலக ஆயுள் ஈட்டுறுதி ரூ.
ஊதியச் சேமிப்புத் திட்டம் ரூ.

3. மாநிலக் கணக்காய்வுத் தலைவரால் பேணப்பட்டு வருகிற, அவரின் பொது வருங்கால வைப்பு நிதி கணக்கின் எண்.....

4. அவர் ஆம் நாள் முற்பகல் / பிற்பகல் அலுவலகத்தின் பொறுப்பினை ஒப்படைத்தார்.

5. மேற்படி அரசு ஊழியரின் ஊதியங்கள் முதலியவற்றிலிருந்து செய்யப்பட வேண்டிய பிடித்தங்களின் விவரம் பின்பக்கம் தரப்பட்டுள்ளது.

6. அவர் கீழ்க்கண்டுள்ளவற்றைப் பெறுதற்கு உரிமையுடையவராவார் :

.....

7. அவருக்கு நாட்கள் விடுப்பு / பணியேற்பு இடைக்காலம் வழங்கப்பட்டிருக்கிறது.

8. அவர் தமது வருங்கால வைப்பு நிதியிலிருந்து கீழ்க்கண்ட ஈட்டுறுதி ஆவணங்களுக்குப் பணமளிக்கின்றார்.

ஈட்டுறுதி நிறுவத்தின் பெயர் (1)	ஈட்டுறுதி ஆவணத்தின் எண் (2)	தவணைக் கட்டணத் தொகை (3)	தவணைக் கட்டணம் செலுத்த வேண்டிய நாள் (4)

9. நடப்பு நிதியாண்டிலிருந்து நாளது வரையில் அவரிடமிருந்து பிடித்தம் செய்யப்பட்ட வருமான வரி பற்றிய விவரங்கள் பின்புறம் குறிக்கப்பட்டுள்ளன.

நாள் :

கையொப்பம்

.....

பதவிப் பெயர்.....

பிடித்தங்களின் விவரங்கள்

பிடித்தம் / சரிக்கட்டல் செய்யப்பட வேண்டிய முன்பணத்தின் பெயர் (1)	முன்பணப்பட்டியல் பணமாக்கப்பட்ட தேதி, பட்டியின் மொத்த, நிகரத் தொகை.ரூ. (2)	ஒப்பளிக்கப்பட்ட முன்பணத்தின் மொத்தத்தொகை மற்றும் அது பெறப் பெற்ற மாதம் ரூ. (3)	பிடித்தம் செய்ய வேண்டி உள்ள நிலுவைத் தொகை.ரூ. (4)	தவணை வீதம் ரூ. (5)	
(அ) சம்பள முன்பணம் (ஆ) பயணப்படி முன்பணம் (இ) வீடு கட்டும் முன்பணம் (ஈ) விழா முன்பணம் (உ) கைத்தறி முன்பணம் (ஊ) கதர் முன்பணம் (எ) கல்வி முன்பணம்					
மாதங்களின் பெயர்கள் (1)	சம்பளம்/விடுப்புச் சம்பளம் மற்றும் படித்தொகைகள் (2)	கட்டணம், படிகள் மதிப்பீதியம் முதலியன (3)	நிதிகள் மற்றும் பிறபிடித்தங்கள் (4)	பிடிக்கப்பட்ட வருமானவரித் தொகை (5)	குறிப்பு
ஏப்ரல் 20					
மே 20					
ஜூன் 20					
ஜூலை 20					
ஆகஸ்டு 20					
செப்டம்பர் 20					
அக்டோபர் 20					
நவம்பர் 20					
டிசம்பர் 20					
ஜனவரி 20					
பிப்ரவரி 20					
மார்ச் 20					

நாள் :

கையொப்பம்

.....

பதவிப் பெயர்.....

LAST PAY CERTIFICATE

(Tamilnadu Treasury Code Rules form 122 (Sec instruction T.R.23 (i))

Last Pay Certificate of Thiru.....,,
, Tiruvarur has been transferred as
 as per Proc.R.C No. Date: and he was
 relieved from this office on A.N. vide this office Proc.R.C.No. Dated

He has been paid up to and inclusive of at the following rates.

Scale of pay Rs. Grade Pay Rs.

Head of Account	Rate (in Rupees)	(Full Pay)	Duty Period from to
	Pay		
	Grade Pay		
	Dearness Allowances (113 %)		
	House Rent Allowances		
	Medical Allowances		
	Special Allowance		
	Total		

DEDUCTIONS

G.P.F/C.P.S Account No: /

- | | | |
|---|-------------------|-----------------|
| 01. G.P.F/C.P.S Subscription at the rate of | Rs./- | Recovered up to |
| 02. F.B.F Subscription at the rate of | Rs./- | |
| 03. New Health Scheme Fund
Subscription at the rate of | Rs./- | |
| 04. Income Tax | Rs./- | |
| 05. Income Tax Cess | Rs./- | |
| 06. Festival Advance | Rs. (.../10) | |
07. He has handed over charges as on A.N.
08. Postal Life Insurance — NIL —
09. Recoveries are to be made from the pay of the Government Servant as detailed on the Reverse.
10. He has been paid Leave Salary as detailed below. Deductions have been made as noted on the reverse.

Period		Rate	amount
From —	To —		

11. He is entitled to draw the following:
12. He is also entitled to Joining time as per rules.

13. The Details of the income Tax recoveries from him up to the date from the beginning of the Current Year were noted in the reverse.
14. He has availed the Casual Leave for ... days during the Calendar year.
15. Certified that no printed L.P.C format is available in this Office.

.....

 Tiruvarur District.

Recoveries

1. G.P.F Advance

He has been sanctioned GPF Advance of Rs/- and aggregating amount of Rs/- as per Proc No: Dt. of the, Tiruvarur. So far a sum of Rs has been recovered up to and the balance amount of Rs. /- to be recovered in ... installments of Rs...../- per month from

2. Festival Advance:

He has been sanctioned Festival Advance of Rs. 5000/- So far a sum of Rs...../- recovered upto and balance amount of Rs./- to be recovered in ... equal installments of Rs. 500/- per Month from

1.	Date of Birth	
2.	Date of Entry into service	
3.	Date of Retirement	
4.	Bank A/C No	
5.	MICR Code	
6.	Branch	
7.	PAN No	
8.	TAN No.	

.....

 Tiruvarur District.

T.N.T.C. – 41 – D

Schedule showing the recovery of House Building Advance – for the month of.....

S.No.	Name and Designation of Gazetted and Non Gazetted Officers	Try.Vr.No.month in which the Original subsequent instt. were drawn	Amount of Original Advance	Designation of the Officer who drawn the advance	The Sub A/C under Advance was classified	No. of Instalment of Recovery	Amount of deducted in this Bill	Total recovery at the end of the month	Balance outstanding	Index Number
1	2	3	4	5	6	7	8	9	10	11
			Total Rs.							

FORM NO.10-1A

(See sub-rule (2) of rule 11A)

Certificate of the medical authority for certifying 'person with disability', 'severe disability', 'autism', 'cerebral palsy', and 'multiple disability' for purposes of section 80DD and section 80U

Certificate No.

Date:

This is to certify that Shri/Smt/Ms..... son/daughter of Shriage years male/female* residing at , Registration No..... is a person with disability / severe disability* suffering from autism/cerebral palsy / multiple disability*.

2. This consideration is progressive / non-progressive / likely to improve / not improve*.

3. Reassessment is recommended / not recommended after a period of Months / years*.

(Neurologist / Pediatric Neurologist/Civil Surgeon/
Chief Medical Officer*)

Name:

Address of Institution / Government hospital:

.....
.....

Qualification / Designation of specialist :

SEAL

Signature / Thumb impression* of the patient

Note: * Strike out whichever is not applicable

MODEL SANCTION ORDERS

ELCTRICITY CHARGES

PROCEEDINGS OF

PRESENT:.....

PdI.No.74/2015/A3/

Dated:

Sub : Office Expenses –Electricity Charges – District Treasury,Thiruvarur –
Sanctioned – Regarding.

Ref : 1. Art. 121 (ii) Rule 2 (ii) in TNTC Vol. I.

2. Electricity Consumption Card.Service No.288

ooOoo

ORDER:

As per the provisions contained in the reference cited, Sanction is hereby accorded for the drawal Rs. (Rupees only) towards the Electricity consumption Charges in respect of the District Treasury, Thiruvarur service connection No.288 for the period from to This amount is payable to the Drawing and Disbursing Officer through E.C.S.

This expenditure is debitable to the following Head of Account.

2054 - 00 Treasuries and Accounts

Administration 097 Treasury Establishment

I Non Plan AA District Treasuries and

Sub-Treasuries 05 Office Expenses

03 Electricity Charges.

DPC: 2054 00 097 AA 0536

Treasury Officer,
Thiruvarur.

Copy to bill.

TELEPHONE CHARGES

PROCEEDINGS OF

PRESENT:

PdI: 17/2015/A3/

Dated

Sub : Office Expenses- Telephone Charges- District Treasury, Thiruvarur -
Sanctioned –Regarding.

Ref : 1. Art.91 of TNFC Vol.I
2. Appx.V Sl.No.49 of TNFC Vol.II
3. Telephone Bill received from BSNL

ooOoo

ORDER:

As per the provisions contained in the reference first and second cited, Sanction is hereby
accorded for the drawal Rs. (Rupees only) towards the telephone
charges in respect of the District Treasury, Thiruvarur for the period
from to

This amount is payable to the Drawing and Disbursing Officer through E.C.S.

This expenditure is debitable to the following Head of Account.

2054 - 00 Treasuries and Accounts

Administration 097 Treasury Establishment

I Non Plan AA District Treasuries and

Sub-Treasuries 05 Office Expenses

01 Telephone Charges.

DPC: 2054 00 097 AA 0518

Copy to bill.

Treasury Officer,
Thiruvarur.

OTHER CONTINGENCIES

PROCEEDINGS OF

PRESENT:

PdI: 17/2015/A3/

Dated

**Sub: Office Expenses-Other Contingent- District Treasury, Thiruvarur - Sanctioned
-Regarding.**

**Ref: 1. Art.91 of TNFC Vol.I
2. Appx.V Sl.No.34 of TNFC Vol.II
3. Contingent Bill received from TCCWS,TVR.**

ooOoo

ORDER:

**As per the provisions contained in the reference first and second cited, Sanction is here by
accorded for the drawal Rs. (Rupees only) towards the Office
contingent charges in respect of the District Treasury, Thiruvarur for the period
from to**

This amount is payable to the Manager,TCCWS, Thiruvarur through E.C.S.

This expenditure is debitable to the following Head of Account.

**2054 - 00 Treasuries and Accounts
Administration 097 Treasury Establishment
I Non Plan AA District Treasuries and
Sub-Treasuries 05 Office Expenses
02 Other Contingencies.
DPC: 2054 00 097 AA 0527.**

Copy to bill.

**Treasury Officer,
Thiruvarur.**

OTHER CONTINGENCIES (CLEANING)

PROCEEDINGS OF

PRESENT:

Pdl: 17/2015/A3/

Dated

Sub : Office Expenses- Other Contingent- District Treasury, Thiruvarur - Sanctioned – Regarding.

Ref : 1. Art.91 of TNFC Vol.I

2. Appx.V Sl.No.34 of TNFC Vol.II

3. Contingent Bill received from TCCWS,TVR.

ooOoo

ORDER:

As per the provisions contained in the reference first and second cited, Sanction is hereby accorded for the drawal Rs. (Rupees only) towards the Office toilet cleaning under contingent charges in respect of the District Treasury, Thiruvarur for the month of

This amount is payable to the Drawing and Disbursing Officer through E.C.S.

This expenditure is debitable to the following Head of Account.

2054 - 00 Treasuries and Accounts

Administration 097 Treasury Establishment

I Non Plan AA District Treasuries and

Sub-Treasuries 05 Office Expenses

02 Other Contingencies.

DPC: 2054 00 097 AA 0527.

Copy to bill.

**Treasury Officer,
Thiruvarur.**

OTHER CONTINGENCIES (P.A. Recoupment)

PROCEEDINGS OF

PRESENT:

PdL: 17/2015/A3/

Dated:.....

Sub: Office Expenses- Other Contingent- P.A recoupment- District Treasury, Thiruvarur - Sanctioned –Regarding.

Ref : 1. Art.106 of TNFC Vol.I

2. Vouchers received from the month of

ooOoo

ORDER:

As per the provisions contained in the reference first cited, Sanction is hereby accorded for the drawal Rs. (Rupees only) towards the Permanent Advance recoupment in respect of the District Treasury, Thiruvarur for the month of as detailed below .

Sl.No	Voucher No. & Date	Details of Expenses	Amount Rs.

This amount is payable to the Treasury Officer, Thiruvarur through E.C.S.

This expenditure is debitable to the following Head of Account.

2054 - 00 Treasuries and Accounts

Administration 097 Treasury Establishment

I Non Plan AA District Treasuries and

Sub-Treasuries 05 Office Expenses

02 Other Contingencies.

DPC: 2054 00 097 AA 0527.

**Treasury Officer,
Thiruvarur.**

Copy to bill.

SERVICE POSTAGE

PROCEEDINGS OF

PRESENT:

PdI: 17/2015/A3/

Dated:.....

**Sub : Service Postage – Purchase of Service postage - District Treasury, Thiruvarur-
Sanctioned – Regarding.**

Ref : 1. Art.119 of TNFC Vol.I

2. GO.MS. No. 493/Fin (Sal) Dept. Dated: 10.12.2001.

ooOoo

ORDER:

As per the provisions contained in the reference first and second cited, Sanction is hereby accorded for the drawal Rs. (Rupees only) towards the purchase of service postage stamp in respect of the District Treasury, Thiruvarur .

This amount is payable to the Drawing and Disbursing Officer through E.C.S.

This expenditure is debitable to the following Head of Account.

2054 - 00 Treasuries and Accounts

Administration 097 Treasury Establishment

I Non Plan AA District Treasuries and

Sub-Treasuries 05 Office Expenses

04 Service Postage & Postal Expr.

DPC: 2054 00 097 AA 0545

**Treasury Officer,
Thiruvarur.**

Copy to bill.

சுரண் விடுப்பு ஒப்படைப்பு (SLD)

திருவாரூர் அவர்களின் செயல்முறைகள்

முன்னிலை

ந.க.எண்.

நாள்:

பொருள் : பணியமைப்பு - மாவட்ட கருவூலம், திருவாரூர் -
திரு/திருமதி..... -
தேதியில் ஈட்டிய விடுப்பு கணக்கில் 15 நாட்கள்
ஒப்படைப்பு செய்திட அனுமதித்து உத்தரவிடல்.

பார்வை : 1. அ.ஆ. எண். 1089/ பணியாளர் மற்றும் நிர்வாக
சீர்த்திருத்தத் (FR II) துறை நாள்: 01.11.1980.
2. அரசாணை எண். 19 பணியாளர் மற்றும் நிர்வாக
சீர்த்திருத்தத் (FR III) துறை நாள்: 23.02.2006.
3. திரு/திருமதி,
விண்ணப்பம் நாள்:25.09.2015

.....

உத்தரவு:

பார்வை 1 மற்றும் 2ல் காணும் அரசாணைகளின் படி திரு..... அவர்கள்
அன்று 15 நாட்கள் தனது ஈட்டிய விடுப்புக் கணக்கிலிருந்து விடுப்பில் செல்லாமலேயே 15 நாட்கள் ஈட்டிய
விடுப்பு ஒப்படைப்பு செய்ய அனுமதிக்கப்படுகிறார் அன்னார் மேற்கண்ட நாட்களுக்கு விடுப்பு ஊதியம்
மற்றும் இதர படிகள் பெற தகுதியுடையவராகிறார்.

இவர் இதற்கு முன்னர்..... அன்றுநாட்கள் ஈட்டிய விடுப்பு ஒப்படைப்பு செய்து
உள்ளார்.

மேலும் ஈட்டிய விடுப்பு ஒப்படைப்பு செய்யப்பட்ட விபரம் தனியரின் பணிப்பதிவேட்டில் பதியப்பட்டுள்ளது
என சான்றளிக்கப்படுகிறது.

பெறுதல்

.....
.....
.....

திருவாரூர்.

திருவாரூர்.

சுக்: இவ்வலுவலக பட்டியல் பிரிவிற்கு.

FESTIVAL ADVANCE

திருவாரூர்

அவர்களின் செயல்முறைகள்

முன்னிலை : திரு

ந.க.எண்:

நாள்

பொருள் : கடனும் முன்பணமும் -
....., திருவாரூர் - 2015 தீபாவளி பண்டிகை
- பண்டிகை முன்பணம் ஒப்பளித்து ஆணையிடல் - தொடர்பாக.

- படிக்க :
1. Apex 18, Annexure 1 of TNFC Vol - I
 2. அரசாணை எண்: 919, நிதி துறை நாள்: 13.12.1995
 3. அரசாணை எண்: 483, நிதி துறை நாள்: 08.08.1996
 4. அரசாணை எண்: 56, நிதி(ஊதியம்) துறை நாள்: 11.12.2002
 5. அரசாணை எண்: 116, நிதி (ஊதியம்) துறை: 03.04.2007
 6. அரசாணை எண்:388, நிதி (ஊதியம்) துறை நாள்:06.11.2012
 7. தொடர்புடையவரின் விண்ணப்பம் நாள்.

உத்தரவு:

திருவாரூர் ல் பணிபுரியும் கீழ்க்காணும் பணியாளர்களுக்கு 2015-ம் ஆண்டிற்கான தீபாவளி பண்டிகையை முன்னிட்டு பண்டிகை முன்பணமாக கீழ்க்கண்டவாறு ரூ 5,000/- (ரூபாய் ஐந்தாயிரம் மட்டும்) அனுமதித்து உத்தரவிடப்படுகிறது.

வ.எண்.	பெயர் மற்றும் பதவி திருவாளர்கள்	அடிப்படை ஊதியம்	கடன் தொகை

இவருக்கு ஏற்கனவே அளிக்கப்பட்ட பண்டிகை முன்பணத்தில் பிடித்தம் செய்ய வேண்டிய தொகை ஏதும் நிலுவையில் இல்லை.

இந்த ஆண்டில் இவருக்கு இதுவே முதல் பண்டிகை முன்பணம் ஆகும்.

இந்தத் தொகை மாதம் ரூ.500/- வீதம் 10 சம தவணைகளில் 2015 மாதம் முதல் அவரது ஊதியத்தில் பிடித்தம் செய்யப்படும்.

இச்செலவினம் கீழ்க்காணும் கணக்குத் தலைப்பில் பற்று வைக்கப்படும்.

பெறுதல்

திருவாரூர்.

தொடர்புடைய பணியாளர்

நகல் : பட்டியல் பிரிவு

G.P.F TEMPORARY ADVANCE

பொது வருங்கால வைப்பு நிதியிலிருந்து தற்காலிக முன்பணம் ஒப்பளிப்பு செய்வதற்குரிய படிவம்
திருவாரூர் மாவட்ட கருவூல அலுவலர் அவர்களின் செயல்முறை ஆணைகள்
முன்னிலை :

மு.மு.

நாள் :

பொது வருங்கால வைப்பு நிதி (த.நா.)/ பங்கு தொகை பெறு பொது வருங்கால வைப்பு நிதி (த.நா.) /
புதுக்கோட்டை மாநில வருங்கால வைப்பு நிதி / திருவாங்கூர் மாநில வருங்கால வைப்பு நிதியிலிருந்து
தற்காலிக முன்பணம் ஒப்பளிப்பு செய்வதற்குரிய படிவம்

பொருள் : பொது வருங்கால வைப்பு நிதி - தற்காலிக முன்பணம் - திரு./திருமதி

....., கணக்கு எண் :

தற்காலிக முன்பணம் வழங்க ஒப்பளிப்பு ஆணை வழங்கப்பட்டது.

பார்வை : தொடர்புடையவரின் விண்ணப்பம் நாள் :

திரு./திருமதி./செல் வி அவர்களின்
..... தொடர்பான செலவுகளுக்காக வைப்பு நிதி விதி
..... என்படி அவரது பொது வருங்கால வைப்பு
நிதி கணக்கு எண் லிருந்து தற்காலிக முன்பணமாக ரூ.
.....(ரூபாய் மட்டும்) அளிப்பதற்கு
ஒப்பளிப்புச் செய்யப்பெறுகிறது / ஒப்பளிப்பு செய்யப் பெற்று அவருக்கு வழங்கப்பட்ட முன்பணத்தொகை ரூ.
..... (ரூபாய் மட்டும்) இல் ரூ.
(ரூபாய் மட்டும்) இந்நாள் வரை மீளப்பெற்றப்படவில்லை.
இத்தொகையும் இப்போது வழங்கப்படும் முன்பணத்தொகையும் சேர்த்து ஒருமித்த மொத்த தொகை ரூ.
..... (ரூபாய் மட்டும்)
திங்களொன்றுக்கு ரூ. வீதம் திங்கள்களில்
பிடித்தம் செய்யப்பெறும்.

மு.மு நாள் ன் படி இறுதியாக ஒப்பளிப்பு செய்யப்பட்ட முன் பணத்திற்கும்,
தற்போது ஒப்பளிப்புச் செய்யப்பெறும் தொகைக்கும் இடையே ஆறு திங்களுக்கு குறையாமல் இடைவெளி
உள்ளதெனச் சான்றளிக்கப்பெறுகிறது.

1) நாளிட்ட எண்ணுள்ள ஆணையின்படி
கடைசியாகப் பகுதி இறுதி எடுப்பு ஒப்பளிப்புச் செய்யப்பெற்றது.

2) நாளிட்ட எண்ணுள்ள ஆணையின்படி
நிலுவையாக உள்ள முன்பணத்தினை பகுதி இறுதி எடுப்பாக மாற்றி கடைசியாக ஒப்பளிப்பு செய்யப்பெற்றன.

3) நாளிட்ட எண்ணுள்ள ஆணையின்படி
நிலுவையாக உள்ள தற்காலிக முன்பணங்களில் ஒரு பகுதியை பகுதி இறுதி எடுப்பாக மாற்றி கடைசியாக
ஒப்பளிப்பு செய்யப்பெற்றது.

கருவூல அலுவலர்,
திருவாரூர்.

இணைப்பு

1. சம்பளம் ரூ.
2. விண்ணப்ப நாளில் தொகை செலுத்தபவருடைய கணக்கில் உள்ள இருப்பு தொகை ரூ.
3. I மாநிலக் கணக்காய்வு தலைவரால் அண்மையில் அளிக்கப்பட்ட கணக்குத்தாளின் படி இருப்பு (2015-2016) ரூ.
- II பின்னர் செலுத்தப்பெற்ற வைப்புத் தொகையையும், திருப்பிச் செலுத்தப்பட்ட முன்பணத்தொகையையும் சேர்க்க ரூ.
- III மொத்தம் ரூ.
- IV பின்னர் பெறப்பட்ட முன்பணத்தொகைகளை கழிக்க ரூ.
- V தற்போது இருப்பில் உள்ள தொகை ரூ.
4. கடைசியாக ஒப்பளிப்பு செய்யப்பெற்ற நிலுவையாக உள்ள மொத்த முன்பணத்தொகையும், எந்த நோக்கத்திற்காக அத்தொகை பெறப்பட்டது என்கிற விவரமும்

ஒப்பளிக்கப்பட்ட மொத்த முன்பணத்தொகை	ஒப்பளிப்பு ஆணை எண்ணும், நாளும்	எந்த நோக்கத்திற்காக ஒப்பளிப்பு செய்யப் பெற்றது.	நிலுவையாகவுள்ள பிடித்தம் செய்யப்பட வேண்டியத் தொகை

கருவுல அலுவலர்,
திருவாரூர்.

பெறுநர் :

GPF 50% , 75% AND 90% PART FINAL ENGLISH FORMAT

Proceedings of the Treasury Officer, Thiruvarur.

Presence : Thiru/Tmt.

K.Dis.No.

Date:

1	Name of the Subscriber	
2	Designation (Gazetted or Non Gazetted to be specified)	
3	Provident Fund Account No.With department suffix	
4	Subscriber's pay at the time of sanctioning the part final withdrawal as defined in F.R.	
5	1. Total service (including broken service) 2.Date of birth 3.Date of entry into service 4.Date on which he had completed 15 years of service including broken period of service 5.Due date of retirement on Superannuation	
6	Amount of Part Final withdrawal (to be expressed both figures and words)	
7	Balance at the credit of the subscriber as on this date (vide details below) 1.Balance as per the latest Account Slip for the year 2015-2016 furnished by the A.G. 2. ADD: Subsequent deposits and Refunds of withdrawals 3. Deduct: Subsequent withdrawals if any 4.Balance on the date	
8.	Purpose of withdrawals if any <u>A.MARRIAGE.</u> 1. Relationship of the subscribers of the persons to be married 2. If it is for marriage of female relation of the subscriber other than the daughter state whether she is actually Dependent on the subscriber. 3. Certificate to the effect that no amount was drawn for this purpose as Temporary Advance 4. Details of previous part final withdrawal for the same purpose if any	

	B.HIGHER EDUCATIONS 1.Relationship of the person to the subscriber 2. Nature of the course of period of study (viz. Academic, Technical ,Engg. Medical,Scientific,etc.,) 3. The details of previous sanction for this purpose	
	C.MEDICAL TREATMENT. 1. Whether the withdrawals is for the illness of the subscriber or for his Dependent. 2. Relationship of the persons to the subscriber and whether he /she is actually dependent on the subscriber	
	D.HOUSE BUILDING 1.The specific purpose (viz) purchased of house site or house construction or reconstructions or making additional on alteration repayment of loan etc., 2. Whether the subscriber already owns a house or house site 3. In the case of constructing a house on a site purchased utilizing the amount of withdrawals from the fund the month and amount of previous withdrawals for the purchase of sites 4. If the withdrawals if for the repayment of loan whether the loan was expressly taken for house building purpose specify the amount of loan source and also the date. 5. If the loan is taken under the housing scheme sponsored by the state/ Union Govt. the particulars and amount of advance drawn under such a scheme. 6. The amount of any other assistance in this regard from any other Govt, source	
	E.Specify the purpose of the loan to which in the following 1.Whether the withdrawal is towards repayment of the house/house site purchased through building societies of similar agencies in hire basis installment within which the payment should be made and the period within which their repayment should be completed. 2.The installment period to which the amount now sanctioned relates	

	3.The Name of the buildings society 4.The Amount to be paid to the building societies 5.details of previous part final withdrawals sanctioned for house building(purpose, sanctioned amount, month of amount received)	
	EMOTOR CAR ADVANCE 1.Date of completion of 20 years of service by subscriber. 2. Actual price of the vehicle 3. Whether the withdrawals i.e., for the purpose of a Motor Car or for the payment of Govt. Loan already taken for the purpose if it for repayment of loan taken and also the date and the amount due to be repaid	
9.	Reference to rule or rules under which the part final withdrawal is sanctioned.	
10.	Whether the sanction has been accorded by the competent authority viz., authority competent to sanction temporary advance from provident fund for which special reasons are required references to such orders of delegation of powers may be given	
11.	The drawing officer by whom the payment has to be made.	
12.	Treasury or Sub-Treasury at which the amount to be drawn.	

Certified that all condition specified in rule or rules quoted in para 9 above have been satisfied.

Certified that no GPF part final withdrawal was sanctioned within a period of one year respectively

sanctioning authority

To

GPF 50% , 75% AND 90% PART FINAL TAMIL FORMAT

கருவூல அலுவலர், திருவாரூர் அவர்களின் செயல்முறைகள்
முன்னிலை

மு.மு. எண்:

நாள்:

1	சந்தாதாரரின் பெயர்	
2	பதவிப் பெயர்(அரசிதழ் பதிவு பெற்றதா அல்லது அரசிதழ் பதிவு பெறாததா என்பதை குறிப்பிடவும்)	
3	வருங்கால வைப்பு நிதிக் கணக்கு எண். (சூறையைக் குறிக்கும் கருக்கெழுத்து)	
4	பகுதி இறுதித் தொகையை அனுமதிக்கும் போது சந்தாதாரரின் சம்பளம் (அடிப்படை விதிகளின் விளக்கம் அளித்து உள்ளவாறு)	
5	i. மொத்தப் பணிக் கால அளவு (தொடர்ச்சியாக இல்லாமல் இடையீடு விட்ட பணிக்கால அளவு உட்பட)	
	ii. பிறந்த நாள்	
	iii. அரசுப் பணியில் சேர்ந்த நாள்	
	iv. பதினைந்து ஆண்டுகள் பணியினை அவர் முடித்த நாள் (தொடர்ச்சியாக இல்லாமல் இடையீடு விட்ட பணிக்கால அளவு உட்பட)	
	v. பணியிலிருந்து ஓய்வு பெறும் நாள்	
6	வேண்டப்படும் பகுதி இறுதி தொகை (எண்ணாலும் எழுத்தாலும் குறிப்பிடப்பட வேண்டும்)	
7	இன்று உள்ளவாறு சந்தாதாரரின் கணக்கில் உள்ள தொகை (விவரங்களை கீழே காண்க)	
	i. மாநில கணக்காயர் அலுவலகம் அளித்துள்ள அண்மை நாள் கணக்கு விவரத் தாளின்படி இருப்புத் தொகை (சந்தா தொகை பகுதியில் உள்ள இருப்பு தொகையைக் குறிப்பிட வேண்டும்)	
	கூட்டுக :பொது வருங்கால வைப்பு நிதியில் பின்னர் செலுத்தப்பட்ட தொகையும், அந்நிதியிலிருந்து பெறப்பட்ட தொகையின் பொருட்டு திருப்பிச் செலுத்தப்பட்ட தொகையும்	
	ii கழிக்க:பின்னர் தொகை எவையேனும் பெறப்பட்டிருப்பின் அத்தொகை	
	iii.. இன்றுள்ளவாறு இருப்பு தொகை	
8	தொகை பெறும் நோக்கம்	
அ)	திருமணம்	
	i. திருமணம் செய்து கொள்பவருக்கும் சந்தாதாரருக்கும் உள்ள உறவு முறை	
	ii. சந்தாதாரரின் மகள் தவிர வேறு ஏதாவதொரு பெண்ணின் திருமணமாக இருப்பின் அவர் உண்மையிலேயே சந்தாதாரரைச் சார்ந்துள்ளாரா என்பதை குறிப்பிடவும்.	
	iii. இதே நோக்கத்திற்காக தற்காலிக முன்பணம் எதுவும் பெறப்படவில்லை என்பதற்கு சான்றிதழ்	

ஆ)	உயர் கல்வி	
	i. உயர்கல்வி பெற இருப்பவருக்கும் சந்தாதாரருக்கும் உள்ள உறவு முறை	
	ii. பாட முறையின் தன்மையும் கால அளவும் (அதாவது கலை, தொழில் நுட்பம், பொறியியல், மருத்துவம், அறிவியல்)	
	iii. முன்னர் உயர் கல்விக்காக பெறப்பட்ட தற்காலிக முன்பணங்கள் பகுதி இறுதித் தொகைகள் பற்றிய விவரங்கள் (எந்த மாதத்தில் பெறப்பட்டது என்னும் குறிப்புடன்)	
இ)	மருத்துவச் சிகிச்சை	
	i. தொகை பெறுவது சந்தாதாரருக்காகவா அல்லது அவரை சார்ந்து உள்ளவருக்காகவா என்ற விவரம்	
	ii. சந்தாதாரருடன் அவருக்கு உள்ள உறவு அவர் உண்மையிலேயே சந்தாதாரரை சார்ந்து உள்ளவரா?	
ஈ)	வீடு கட்டுதல்	
	i. குறிப்பிட்ட நோக்கம் என்ன என்பது அதாவது வீட்டு மனை வாங்குதல் அல்லது வீடு கட்டுதல் அல்லது கூடுதல் கட்டுமானம் அல்லது மாற்றங்கள் செய்வதன் மூலம் புதுப்பித்த கட்டுதல், கடனைத் திருப்பி செலுத்துதல்	
	ii. சந்தாதாரருக்கு ஏற்கனவே சொந்தமாக வீடு அல்லது வீட்டுமனை உள்ளதா?	
	iii. இந்நிதியிலிருந்து தொகையைப் பெற்று வாங்கிய வீட்டு மனையில் வீடு கட்டுவதாக இருப்பின், இவ்வீட்டுமனையை வாங்க, முன்னர் தொகை பெற்ற நாள், பெற்ற தொகையின் அளவு	
	iv. கடனைத் திருப்பிச் செலுத்த இத்தொகை பெறப்படுமாயின் அக்கடன் தொகை வீடு கட்டுவதற்கென்றே பெறப்பட்டதா? எவ்வகை தொகை? யாரிடமிருந்து, எந்நாளில் கடனாகப் பெறப்பட்டது என்பதைக் குறிப்பிடவும்.	
	v. மாநில/மத்திய அரசு ஆதரவளிக்கும் வீட்டு வசதித் திட்டத்தின் கீழ், கடன் பெற்றிருப்பின் அத்தகைய திட்டத்தின் கீழ் பெற்ற முன்பணம், அதன் விவரம் கொடுக்கவும்	
	vi. வேறு ஏதாவது அரசு வாயில்களிலிருந்து இது தொடர்பாக நிதி உதவி பெற்றிருப்பின் அத்தொகையைக் குறிப்பிடவும்	
உ)	இத்தொகை பெறப்படுவது பின்வரும் நோக்கங்களில் எதன் பொருட்டு என்பதைக் குறிப்பிடவும்	
	அ) வீடு கட்டும் சங்கங்கள் அல்லது அவற்றை போன்ற நிறுவனங்கள் வாயிலாக தவணை கொள்முதல் முறையில் அல்லது தவணை அடிப்படையில் வீடு/வீடு கட்டும் மனை வாங்கியமைக்கான தொகையைத் திருப்பிச் செலுத்தவற்காகவா? ஆம் எனில்	
	ஆ) தற்போது அனுமதிக்கப்படும் தொகை எந்தத் தவணைக்கான அளவுக்குத் தொடர்புடையது என்பதைக் குறிப்பிடவும்	
	இ) வீடு கட்டும் சங்கத்தின் பெயர்	
	ஈ) வீடு கட்டும் சங்கத்திற்கு செலுத்தப்பட வேண்டிய தொகை	

உ)	வீடு கட்டுவதற்காக முன்னர் அனுமதிக்கப்பட்டு பெற்ற பகுதி இறுதித் தொகை குறித்த விவரங்கள் (குறிப்பிட்ட நோக்கம் அனுமதிக்கப்பட்ட தொகை, தொகை பெறப்பட்ட மாதம் ஆகியவற்றைக் குறிப்பிடுக)	
ஊ)	சீருந்து முன்பணம்	
	i) சந்தாதாரர் இருபத்தெட்டு ஆண்டுகள் பணியை நிறைவு செய்யும் நாள்	
	ii) சீருந்தின் விலை	
	iii) தொகை பெறுவது, சீருந்து வாங்குவதற்காகவா அல்லது வாங்கிய சீருந்துக்குத் தொகை செலுத்தவதற்காகவா / இதற்கென ஏற்கனவே பெறப்பட்ட அரசுக் கடனைத் திருப்பி செலுத்துவதற்கெனில், பெறப்பட்ட அரசுக் கடன் தொகை, கடன் பெறப்பட்ட நாள், திருப்பிச் செலுத்த வேண்டிய நிலுவையாகவுள்ள தொகை ஆகியவற்றைக் குறிப்பிடுக.	
9	பகுதி இறுதித் தொகை பெறுவதற்கு அனுமதியளிப்பதற்கான விதி அல்லது விதிகளை குறிப்பிடுக	
10	தொகை பெறுவதற்கான அனுமதி தகுதி வாய்ந்த அதிகாரியால் அளிக்கப்படுகிறதா? அதாவது பொது வருங்கால வைப்பு நிதியிலிருந்து தற்காலிக முன்பணம் பெற அனுமதிக்கும் தகுதி வாய்ந்த அதிகாரியே இதற்கும் அனுமதியளித்திருப்பின் அது குறித்து தனிக் காரணங்கள் தெரிவிக்கப்பட வேண்டும். இது தொடர்பாக அதிகாரத்தை அவருக்கு அளித்துள்ளது பற்றிய ஆணையைக் குறிப்பிடவும்	
11	பணம் பெற்று வழங்குவதற்கான அதிகாரம் எந்த அதிகாரிக்கு வழங்கப்பட வேண்டும் என்பது	
12	பணம் பெற்று வழங்கும் கருவூலம் அல்லது சார்நிலைக் கருவூலம்	
13	மேலே பத்தி 9ல் குறிப்பிட்ட விதி அல்லது விதிகளில் குறிப்பிட்ட நிபந்தனைகள் அனைத்தும் நிறைவு செய்யப்பட்டுள்ளன என சான்றளிக்கப்படுகிறது.	
14	அனுமதி வழங்கும் அதிகாரி	

திருவாரூர்.

பெறுநர்

திரு./திருமதி

.....,

....., திருவாரூர்.

நகல்: மாநில கணக்காயர், 361 அண்ணா சாலை, சென்னை 600 018

நகல்: கருவூல அலுவலர், மாவட்ட கருவூலம், திருவாரூர்.

நகல்: பட்டியல் பிரிவிற்கு.

PROCEEDINGS OF THE TREASURY OFFICER,

PRESENT : THIRU

Pro.R.C...../2015 / A1

Dated :

Sub :Public Services – Treasuries and Accounts Department – Thiru.

....., District Treasury, Retired from Govt. Service on Superannuation

– Sanction of E.L and UEL on P.A - Orders – issued

Ref : 1. Ruling 7 of Tamil Nadu leave Rule 1933

2. G.O.Ms.No.999 (P & A.R.) Department Dated 30-10-1987

3. G.O.Ms.No.345 (P & A.R.) Department Dated 31-07-1990

4. G.O.Ms.No.324 (P & A.R.) Department Dated 18-08-2004

5. Govt.Lr.No.61930 Fin(Pen)/2004-2 Dept Dated 07-10-2004

6.T.O,Thiruvapur Proc.Rc.No..... / 2015/A1, Dated

7. And other connected records.

ORDER :

In the reference 6th cited, Thiru, District Treasury, Thiruvapur has been permitted to retire from Government Service on Superannuation on the A.N of The Earned Leave Account of Thiru, District Treasury, Thiruvapur is closed and the balance is arrived at 240 days on the date of his retirement. (i.e.,). As per the instructions issued in the G.O. read in the references cited, he is entitled for encashment earned leave salary for 240 days.

The Un-earned Leave on Private Affairs Account of Thiru, District Treasury, Thiruvapur is closed and the balance is arrived at 180 days on the date of his retirement. As per the instructions issued in the G.O. read in the reference cited, he is entitled for encashment of private affairs leave salary for 50 % of the balance of 180 days which is equal to 90 days.

Therefore, under the powers delegated in the references 1 to 5 read above, Sanction is hereby accorded for encashment of Earned Leave salary for 240 days and Un-Earned Leave on Private Affairs leave salary 90 days (with full Pay). The Treasury Officer, District Treasury, Thiruvapur is authorized to draw and disburse the terminal Leave salary to Thiru, District Treasury, Thiruvapur who retired from Govt. Service on Superannuation on A.N. Certified that necessary entries have been made in the Service Register and leave account of the individual.

The expenditure is debitable to the following Head of Account :

2071 Pension and other retirement benefits 01 Civil

115 Leave on encashment benefits I Non - Plan -

AA - Encashment of leave salary to Govt.Servants

at the time of retirement (2071-00-115-AA-0005)

Treasury Officer,

Thiruvapur.

To

Thiru, District Treasury, Thiruvapur.

Bill

S.P.F 1984 SANCTION ORDER MODEL

PROCEEDINGS OF.....

PRESENT:

Proc. RC. /2015/ /

Dated:

ORDER:

Sub: T.N.G.E. – S.P.F. cum Gratuity Scheme 1984 – Final
Payment to Thiru/Tmt..... - Retired on
superannuation – sanctioned.

- Ref: 1) G.O.Ms.No.136, Fin(Pen) Dept. Dt.29.02.1984.
2) Govt.Fin.(Pen) Dept.Lr.No.64DS/(C)/84/Dt.20.03.1984.
3) Govt.Fin.(Pen) Dept.Lr.No.117735/Pen/85-1/Dt.18.11.1985.
4) G.O.Ms.No.429, Fin(Pen) Dated: 15.09.2000.
5) G.O.Ms.No.473, Fin(Pen) Dated: 17.10.2000.
6) G.O.Ms.No.334, Fin(Pen) Dated: 05.09.2001
7) G.O.Ms.No.268, Fin(Pen) Dept. Dt.31.07.2002.
8) G.O.Ms.No.280 Fin(Pen) Dated: 22.08.2003.
9) G.O.Ms.No.482 Fin(Pen) Dated: 10.09.2004.
10) Govt.Lr.No. 117735/Fin.(BGI)Dept./2005/2/Dt.01.10.2005.
11) G.O No.61/Fin(Pen)Dept., Dt.28.02.2013.

ORDER:-

Thiru..... has retired on superannuation on 30.06.2015A.N. He was admitted to the Scheme on He has been subscribing from 01.09.1984 to 31.12.1996. In exercise of the powers conferred in rule 13 of Tamil Nadu Government employees Special Provident Fund-Cum- Gratuity rules issued in the G.O cited, sanction is accorded to the payment of an aggregate amount of Rs35657-(Rupees Thirty Five Thousand Six Hundred and Fifty Seven Only) dues as follows:-

1) Subscription	=	Rs. 2960
2) Interest	=	Rs. 22697
3) Government Contribution	=	Rs. 10000

Total : Rs. 35657

The expenditure is debitable to the Head of Accounts noted below:

1) Govt.Servants-

Subscription :Rs.2,960/=

Debited to 8031 – 00 Other Saving Deposits – 102 State savings
Bank deposit - AB - T.N. Govt. Employees S.P.F-
Cum- Gratuity Scheme – Employees Subscription.
DPC: 8031 00 102 AB 0009.

2) Interest :Rs.22697/=

Debited to 8031 – 00 Other Saving Deposits – 102 State savings
Bank deposit - AC - T.N. Govt. Employees S.P.F-
Cum- Gratuity Scheme – Interest.
DPC: 8031 00 102 AC 0007

3) Government Contribution :Rs.10,000/=

Debited to 8031 – 00 Other Saving Deposits – 102 State savings
Bank deposit - AD - T.N. Govt. Employees S.P.F-
Cum- Gratuity Scheme – Govt.Contribution.
DPC: 8031 00 102 AD 0005

The above amounts are to be drawn in separate bills in TNTC-40.

Sanctioning Authority

To

The individual

The Treasury Officer,District Treasry, Thiruvavarur.

The Bill

Copy to

1. The Director of Treasuries and Accounts, Chennai-15.,
2. The Regional Joint Director of Treasuries and Accounts, Trichy.

ANNEXURE (Model)

1	Name and Designation	AAA , Asst.Director.
2	Office in which employed	BBB
3	Date of Birth	13.06.1957
4	Date of entry in to Govt.Service	20.10.1982 F.N
5	Date from which services were regularized	25.06.1984 F.N
6	Date from which the Govt.Servant opted for the scheme	01.09.1984
7	Date of Retirement	30.06.2015 A.N
8	Period and total amount of S.P.F recovered from the individual	01.09.1984 to 30.09.1996 (148 Inst.) 148X20= Rs.2960
9	Interest	Rs.22697
10	Govt.Contribution	Rs.10000
11	Total amount eligible	Rs.35657
12	In case of death, name and relationship of the nominee to whom paid	-
13	Sanction order No. and date	***** Dt.14.09.2015
14	Remarks	

Sanctioning Authority

S.P.F 1984 INTEREST CALCULATION SHEET (Model)

D.O.R : 30.06.2015

Subscription recovered from 09/1984 to 12/1996=148X20= Rs.2960

Interest upto 12/1996 = Rs.2061

Total amount as on 31.12.1996= Rs.5021

Period	Rate of Int.	Calculation	Amt. of Int.	Total
01/1997 to 07/1997	12%	5021X7/12X12/100	351	5372
08/1997 to 07/1998	12%	5372X12/100	645	6017
08/1998 to 07/1999	12%	6017X12/100	722	6739
08/1999 to 07/2000	12%	6739X12/100	809	7548
08/2000 to 07/2001	11%	7548X11/100	830	8378
08/2001 to 07/2002	9.5%	8378X9.5/100	796	9174
08/2002 to 07/2003	9%	9174X9/100	826	10000
08/2003 to 07/2004	8%	10000X8/100	800	10800
08/2004 to 07/2005	8%	10800X8/100	864	11664
08/2005 to 07/2006	8%	11664X8/100	933	12597
08/2006 to 07/2007	8%	12597X8/100	1008	13605
08/2007 to 07/2008	8%	13605X8/100	1088	14693
08/2008 to 07/2009	8%	14693X8/100	1175	15868
08/2009 to 07/2010	8%	15868X8/100	1269	17137
08/2010 to 07/2011	8%	17137X8/100	1371	18508
08/2011 to 11/2011	8%	18508X4/12X8/100	494	-
12/2011 to 03/2012	8.6%	18508X4/12X8.6/100	531	19533
04/2012 to 03/2013	8.8%	19533X8.8/100	1719	21252
04/2013 to 03/2014	8.7%	21252X8.7/100	1849	19533
04/2014 to 03/2015	8.7%	21252X8.7/100	2010	23101
04/2015 to 06/2015	8.7%	25111X3/12X8.7/100	546	25657

Subscription Rs. 2960

Interest Rs. 22697

Govt.Contribution Rs. 10000

Total Rs.35657

Rupees Thirty Five Thousand Six Hundred Fifty Seven Only.

Sanctioning Authority

S.P.F 2000 SANCTION ORDER MODEL

PROCEEDINGS OF

PRESENT:

Proc. RC. /2015/ /

Dated:

ORDER:

Sub : T.N.G.E. – S.P.F. cum Gratuity Scheme 2000 – Final
Payment to Thiru/Tmt...AAA..... - Retired on
superannuation – sanctioned.

Ref : 1. G.O.Ms.No.504, Fin(Pen) Dept. Dt.02.11.2000.
2.G.O.Ms.No.334, Fin(Pen) Dated: 05.09.2001
3.G.O.Ms.No.268, Fin(Pen) Dept. Dt.31.07.2002.
4.G.O.Ms.No.280 Fin(Pen) Dated: 22.08.2003.
5.G.O.Ms.No.482 Fin(Pen) Dated: 10.09.2004.
6.Govt.Lr.No. 117735/Fin.(BGI)Dept./2005/2/Dt.01.10.2005.
7.G.O No.61/Fin(Pen)Dept., Dt.28.02.2013.
8.G.O.Ms.No.62, Fin(Allowance) Dept. Dt.28.02.2013.

ORDER:-

Thiru...AAA..... has retired on superannuation on 30.06.2015A.N. He was admitted to the Scheme on 01.10.2000 . He has been subscribing from 01.10.2000 to 31.05.2015. In exercise of the powers conferred in Government order first cited, sanction is accorded to the payment of an aggregate amount of Rs15822 -(Rupees Fifteen Thousand Eight Hundred Twenty Two Only) dues as follows:-

1) Subscription	=	Rs. 8800
2) Interest	=	Rs.11185

Total	:	Rs.19985
-------	---	----------

The expenditure is debitable to the Head of Accounts noted below:

1) Govt.Servants-

Subscription :Rs.8800/=

Debited to 8031 – 00 Other Saving Deposits – 102 State savings
Bank deposit - BL - T.N. Govt. Employees S.P.F- Cum-
Gratuity Scheme 2000– Employees Subscription.
DPC: 8031 00 102 BL 0008.

2) Interest :Rs.11185

Debited to- 8031 – 00 Other Saving Deposits – 102 State savings
Bank deposit - BM - T.N. Govt. Employees S.P.F-
Cum- Gratuity Scheme 2000– Interest.
DPC: 8031 00 102 BM 0006.

The above amounts are to be drawn in separate bills in TNTC-40.

Sanctioning Authority

To

The individual

The Treasury Officer, District Treasury, Thiruvavur.

The Bill

Copy to

1. The Director of Pension, Chennai-18.,
2. The Regional Joint Director of Treasuries and Accounts, Trichy.

ANNEXURE (Model)

1	Name and Designation	AAA , Asst. Director.
2	Office in which employed	BBB
3	Date of Birth	13.06.1957
4	Date of entry in to Govt. Service	20.10.1982 F.N
5	Date from which services were regularized	25.06.1984 F.N
6	Date from which the Govt. Servant opted for the scheme	01.10.2000
7	Date of Retirement	30.06.2015 A.N
8	Period and total amount of S.P.F recovered from the individual	01.10.2000 to 31.05.2015 (Inst.)176X50 = Rs.8800
9	Interest	Rs.11185
11	Total amount eligible	Rs.19985
12	In case of death, name and relationship of the nominee to whom the amount to be paid	-
13	Sanction order No. and date	***** Dt.14.09.2015
14	Remarks	

Sanctioning Authority

S.P.F 2000 INTEREST CALCULATION SHEET (Model)

Name :				Designation :		D.O.R: 31.05.2015	
Period				Amount for which interest is calculated	Rate of Interest	Interest Amount	Total
From 01.10.2000 to 31.03.2013, 150 Months per month Rs.50= 150X50=7500				7500	From Table	7935	15435
No of Instalment	Month	Subscription	Amount	Total	Rate of Interest	Interest Amount	Total
151	Apr-13	50	15435	15485	8.7	112	15597
152	May-13	50	15597	15647	8.7	113	15760
153	Jun-13	50	15760	15810	8.7	115	15925
154	Jul-13	50	15925	15975	8.7	116	16091
155	Aug-13	50	16091	16141	8.7	117	16258
156	Sep-13	50	16258	16308	8.7	118	16426
157	Oct-13	50	16426	16476	8.7	119	16595
158	Nov-13	50	16595	16645	8.7	121	16766
159	Dec-13	50	16766	16816	8.7	122	16938
160	Jan-14	50	16938	16988	8.7	123	17111
161	Feb-14	50	17111	17161	8.7	124	17285
162	Mar-14	50	17285	17335	8.7	126	17461
163	Apr-14	50	17461	17511	8.7	127	17638
164	May-14	50	17638	17688	8.7	128	17816
165	Jun-14	50	17816	17866	8.7	130	17996
166	Jul-14	50	17996	18046	8.7	131	18177
167	Aug-14	50	18177	18227	8.7	132	18359
168	Sep-14	50	18359	18409	8.7	133	18542
169	Oct-14	50	18542	18592	8.7	135	18727
170	Nov-14	50	18727	18777	8.7	136	18913
171	Dec-14	50	18913	18963	8.7	137	19100
172	Jan-15	50	19100	19150	8.7	139	19289
173	Feb-15	50	19289	19339	8.7	140	19479
174	Mar-15	50	19479	19529	8.7	142	19671
175	Apr-15	50	19671	19721	8.7	143	19864
176	May-15	50	19864	19864	8.7	144	20008

Subscription Amount = Rs. 8750

Interest Amount = Rs. 11258

Total = Rs. 20008

(Rupees Twenty Thousand and Eight only)

Sanctioning Authority

மாசற்ற பணி

திருவாரூர் மாவட்ட கருவூல அலுவலர் அவர்களின் செயல்முறை ஆணைகள்
முன்னிலை :திரு.....

ந.க.எண்:...../2015/அ1

நாள்:.....2015

பொருள்: பரிசு -கருவூலம் மற்றும் கணக்குத்துறை - திருவாரூர் மாவட்ட
கருவூல அலகு -அரசுப்பணியில் 25 ஆண்டுகள் மாசற்ற
பணி புரிந்தமைக்கான ரொக்க விருது ரூ.2000/-
(ரூபாய் இரண்டாயிரம் மட்டும்) வழங்கி ஆணையிடல் -
தொடர்பாக.

- பார்வை: 1. அரசு ஆணை எண்:390 நிதித் (ஊதியக்குழு) துறை நாள்: 07.11.2012.
2. அரசு ஆணை எண்:222 நிதித் (ஊதியக்குழு) துறை நாள்: 01.07.2013.
3.
4. தொடர்புடையவரின் பணிப்பதிவேடு மற்றும் பதிவுருத்தாள்

ஆணை:

பார்வை 1-ல் காணும் அரசாணையின்படி தமிழ்நாடு அரசுப்பணியில் 25 ஆண்டுகள் மாசற்ற
பணிபுரிந்த பணியாளர்களுக்கு ரொக்க விருது ரூ.2000/- (ரூபாய் இரண்டாயிரம் மட்டும்) மற்றும் சான்றிதழ்
வழங்கிட ஆணையிடப்பட்டுள்ளது. பார்வை 2-ல் காணும் அரசாணையில் இப்பரிசினை வழங்கிடும்
அதிகாரப்பகிர்வானது தொடர்புடைய அலுவலகத்தின் மாவட்ட அலுவலர்க்கு வழங்கி ஆணையிடப்பட்டுள்ளது.

2)..... சார்நிலைக்கருவூலத்தில்ஆக பணிபுரியும்
திரு....., என்பவர் பார்வை 3-ல் காணும் கடிதத்தின்வழியாக இப்பரிசினை பெற
விண்ணப்பித்துள்ளார். தனியர் அரசுப்பணியில் முற்பகல் ஆக பணியேற்று
தொடர்ந்து பணிபுரிந்து வருகிறார். இவர் பிற்பகல் 25 ஆண்டுகள் மாசற்ற அரசுப்பணியினை
முடித்துள்ளார்.

3) தனியரின் பணிப்பதிவேடு மற்றும் பதிவுருத்தாள் கவனமுடன் பரிசீலிக்கப்பட்டதில்
, தனியர் அரசுப்பணியில் 25 ஆண்டுகள் மாசற்ற பணிபுரிந்துள்ளதின் தொடர்ச்சியாக அரசு வழங்கும்
ரொக்கவிருது ரூ.2000/- (ரூபாய் இரண்டாயிரம் மட்டும்) மற்றும் சான்றிதழ் பெற தகுதியானவர் என முடிவு
செய்யப்பட்டு, அதன்படியே ரூ.2000/- (ரூபாய் இரண்டாயிரம் மட்டும்) ரொக்க விருது மற்றும் சான்றிதழ் வழங்கி
இதன்மூலம் ஆணையிடப்படுகிறது.

4) இப்பரிசுத் தொகையானது “2054-00-096-AA-5908” என்ற கணக்கு தலைப்பின்கீழ்
பற்று செய்து ஆணையிடப்படுகிறது.

5) தனியர் இப்பரிசினை பெற தகுதியற்றவர் என பின்னாளில் தெரியவரும் நேர்வில்
தனியரிடமிருந்து ரொக்க விருதும் சான்றிதழும் திரும்ப பெறப்படும் எனவும் தெரிவிக்கலாகிறது.

கருவூல அலுவலர்,
திருவாரூர்.

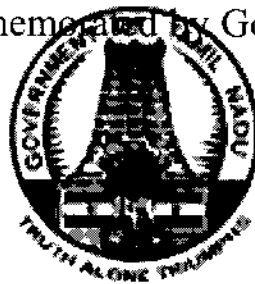
பெறுநர்

திரு.....,,,

நகல்: உதவி கருவூல அலுவலர், சார்நிலை கருவூலம்,

CERTIFICATE OF COMMEMORATION

Certified that Thiru, working as at Sub Treasury, in Treasuries and Accounts Department has completed 25 years of unblemished service on The unblemished services rendered by the above employee is commemorated by Government.



Dated :

Place :

Treasury Officer,
Thiruvavur.

FBF SANCTION ORDER MODEL

Proceeding of the
Present: Thiru.....
Proc.R.C.No. /2015/ A1/ Dt.....

SUB: Family Security Fund Scheme- Payment of Lumpsum benefit-ordered

REF: 1. G.O.Ms.No.1515/Fin.Dept., Dt.03.12.1973
2. G.O.Rt.No.75/Fin.(PenII) Dept., Dt.21.11.1975
3. G.O.Ms.No.265/Fin.(Pen) Dept., Dt.01.04.1985
4. G.O.Ms.No.704/Fin.(Pen) Dept., Dt.10.07.1989
5. G.O.Ms.No.531/Fin.(Pen) Dept., Dt.19.07.1991
6. G.O.Ms.No.131/Fin.(Pen) Dept., Dt.21.02.2006

ORDER:

Under the powers vested in rule 12 of the Tamil Nadu Government Servants Family Security Fund Scheme sanction is here by accorded for the payment of lumpsum benefit of Rs.150000- (Rupees One Lakh and Fifty Thousand Only) to Thiru/Tmt./Selvi..... wife/Husband/son/Daughter/Father/Mother legal heirs of Thiru/Tmt./Selvi of this office who expired on while in service.

Thiru/Tmt./Selvi was admitted in the scheme , with effect from and has been contributing Rs.1 every month from 01.01.1974, Rs.3 every month with effect from 01.04.1985, Rs.5 every month with effect from 01.07.1989, Rs.10 every month with effect from 01.07.1991, Rs.20 every month with effect from 01.09.1997 and Rs.30 every month with effect from 01.02.2006.

The amount is payable to the legal heirs through E.C.S in his/her bank account.

The amount is debitabale under the following head of account.

2235 Social Security and Welfare 60 Other Social Security and Welfare Programmes 200 Other Programmes I Non-Plan AY T.N.Govt. Servants Family Security Fund Scheme Ex-gratia payment to the the family of the deceased Govt.Employee. DPC :2235 60 200 AY 1008.

Sanctioning Authority

To

- 1.The Legal heirs of deceased Govt.Servant
- 2.The Treasury Officer, Thiruvavur.
- 3.The Bill

Copy to

- 1.The Director of Treasuries and Accounts, Chennai-15
- 2.The Rgional Joint Director of Treasuries and Accounts, Trichy.

ANNEXURE

1. Serial Number (as per register of sanction) :
2. Name of the deceased employee :
3. Sex :
4. Designation and Department :
5. Name and address of office :
6. Date of Birth (as per service book) :
7. Date of death :
8. Cause of death :
9. Date of sanction order :
10. Relationship of person to whom amount is paid :

Sanctioning Authority

IMMEDIATE RELIEF TO THE DECEASED EMPLOYEE's FAMILY SANCTION ORDER MODEL

Proceeding of the

Present: Thiru.....

Proc.R.C.No. /2015/ A1/ Dt.....

SUB: Family Security Fund Scheme- Payment of Immediate relief -
ordered

- REF: 1. G.O.Ms.No.217/Fin.(PENSION) Dept., Dt.24.07.1997
2. G.O.Ms.No.131/Fin.(PENSION) Dept., Dt.21.02.2015
3. G.O.Ms.No.282/Fin.(PENSION) Dept., Dt.26.10.2015

ORDER:

Under the powers vested in the Government orders cited in the reference, sanction is here by accorded for the payment of immediate relief of Rs.25000- (Rupees Twenty Five Thousand Only) to meeting the immediate requirement to Thiru/Tmt./Selvi..... wife/Husband/son/Daughter/Father/ Mother legal heirs of Thiru/Tmt./Selvi of this office who expired on while in service.

The amount is payable to the legal heirs through E.C.S in his/her bank account.

The amount is debitable under the following head of account

2235 Social Security and Welfare 60 Other Social Security and Welfare Programmes 200 Other Programmes I Non-Plan AY T.N.Govt. Servants Family Security Fund Scheme Ex-gratia payment to the the family of the deceased Govt.Employee. DPC :2235 60 200 AY 1008.

Sanctioning Authority

To

- 1.The Legal heirs of deceased Govt.Servant
- 2.The Treasury Officer, Thiruvavur.
- 3.The Bill

RIVISED PAY OF JUDICIAL OFFICERS W.E.F 01.01.2006

As per G.O.Ms.No.647, Home(Courts-I) Dept., Dt.19.07.2010

Sl.No	Designation	Existing ACP Scale of Pay	Revised ACP Scale
(i)	(ii)	(iii)	(iv)
i)	Civil Judge (Junior Division) I st Stage ACP Scale	Rs.10750-300-13150-350-14900	Rs.33090-920-40450-1080-45850 After 5 years of continuous service from the date of entry
ii)	Civil Judge (Junior Division) II nd Stage ACP Scale	Rs.12850-300-13150-350-15950-400-17550	Rs.39530-920-40450-1080-49090-1230-54010 After completion of another 5 years of continuous service
iii)	Civil Judge (Senior Division) I st Stage ACP Scale	Rs.14200-350-15950-400-18350	Rs. 43690-1080-49090-1230-56470 After completion of 5 years of continuous service
iv)	Civil Judge (Senior Division) II nd Stage ACP Scale	Rs.16750-400-19150-450-20500	51550-1230-58930-1380-63070 After completion of another 5 years of continuous service
v)	District Judge (Selection Grade)	Rs.18750-400-19150-450-21850-500-22850	Rs.57700-1230-58930-1380-67210-1540-70290 on merit cum seniority to available 25% of the cadre posts to those officers who have put in not less than 5 years of continuous service in the cadre.
vi)	District Judge (Super Time Scale)	Rs.22850-500-24850	Rs.70290-1540-76450on merit cum seniority to available 10% of the selection Grade to those officers who have put in not less than 3 years of continuous service as Selection Grade District Judge.

ACP – Assured Career Progressive Schemes

RIVISED PENSION ALLOWANCES OF RETIRED JUDICIAL OFFICERS

W.E.F 01.01.2006

As per G.O.Ms.No.864, Home(Courts-I) Dept., Dt.05.10.2010

DEARNESS ALLOWANCE

The Judicial officer shall be allowed Dearness Allowance from 01.01.2006 at the rates as applicable to the State, Central Government employees as per orders issued by the government from time to time.

i) **Date from which payable rate of Dearness Relief**

From 01.01.2006 -	No Dearness Allowance
From 01.07.2006 -	2% of Basic Pay
From 01.01.2007 -	6% of Basic Pay
From 01.07.2007 -	9% of Basic Pay
From 01.01.2008 -	12% of Basic Pay
From 01.07.2008 -	16% of Basic Pay
From 01.01.2009 -	22% of Basic Pay
From 01.07.2009 -	27% of Basic Pay
From 01.01.2010 -	35% of Basic Pay
From 01.07.2010 -	45% of Basic Pay

ii) **CITY COMPENSATORY ALLOWANCE**

The Judicial Officers are entitled to the City Compensatory Allowance at the rates as admissible to the State Government Employees.

iii) **SUMPTUARY ALLOWANCE**

CATEGORY	Rupees per month
(1) Civil Judges (Junior Division)-	Rs.1500/-
(2) Civil Judges (Senior Division) -	Rs.2300/-
(3) District Judges (All Levels) -	Rs.3100/-

iv) **REIMBURSEMENT OF ELECTRICITY AND WATER CHARGES**

50% of the Electricity and Water charges of the residences of the Judicial Officers shall be reimbursed by the State Government.

v) **MEDICAL ALLOWANCE**

Medical Allowance at the rate of Rs.1000/-p.m for all Judicial Officers.

vi) **NEWS PAPER AND MAGAZINE ALLOWANCE**

One National and Regional News Papers and One Magazine may be provided to each Judicial Officer at the State Expense.

vii) **HILL AREA / REMOTE AREA ALLOWANCE**

The Hill Area Allowance at the rate of Rs.1500/- p.m. to all Judicial Officers.

viii) **ROBE ALLOWANCE**

The Robe allowance at Rs.6000/- payable once in Three years.

ix) TELEPHONE FACILITY

Sl.No	Name of the category	Admissible free calls for two months	
		Office	Residence
i)	Principal District Judge / Sessions Judge/ Chief Metropolitan Magistrates (with STD facility both in Office and Residence)	3,000	2,000
ii)	Additional District Judge / Additional Sessions Judge (With STD facility both in Office and Residence)	2,000	1,000
iii)	Civil Judge (Senior Division) and Chief Judicial Magistrate (STD facility to CJM both in Office and Residence)	2,000	1,000
iv)	Civil Judge (Junior Division) / Magistrate	1,500	750

ii) CONVEYANCE ALLOWANCE

1. (a) The existing system of providing independent vehicles to every Principal District Judge / Chief Judicial Magistrate / Chief Metropolitan Magistrate as directed by the Supreme Court shall continue.
(b) The Principal Judge of City Civil Court in every city where City Civil Court has been constituted shall be provided an independent vehicle.
(c) The Chief Judges of Small Causes Courts, who are in the cadre of District Judges, shall also be provided with an independent vehicle.
(d) The First Additional District Judge and First Additional / Principal City Civil Court Judge shall also be provided with an independent vehicle,
2. One pool car for a maximum of four Officers or if there are less than 4 Officers also.
3. If there is a lady Judicial Officer to be ferried in the pool car, she should be provided the front seat of the car.

iii) LTC

- i) Judicial Officers concerned may be permitted to avail LTC on completion of two years of continuous service and after successful completion of the period of probation, while retaining the block period of 4 Years.
- ii) The Judicial Officers in the last year of his service may be allowed to avail LTC , if otherwise eligible to avail LTC.

iv) HOME TRAVEL CONCESSION

The existing procedure shall be continued with. Further "in case where a Judicial Officer is subject to two or more transfers in the same cadre from one end of the State to other, for administrative reasons, he may be allowed to avail one additional Home Travel Concession in addition to the HTC for which he is eligible"

i) CONCURRENT CHARGE ALLOWANCE

The Government sanction the Concurrent Charge Allowance to the Judicial Officer when he is placed in charge of another of another court continuously beyond the period of 10 working days and if he performs appreciable Judicial work of that Court and the Charge allowance be paid to such Judicial Officer at 10% of the minimum of the time scale of the additional post held.

ii) ENCASHMENT OF LEAVE

- (i) Benefit of availing encashment of leave be extended to all Judicial Officers without insisting on the availment of leave simultaneously.
- (ii) Judicial Officers be allowed to encash leave not exceeding one month in a block period of two years.

iii) TRANSFER GRANT / DISTURBANCE ALLOWANCE

As per Government of India rules for payment of transfer grant i.e. an amount equal to one month's basic pay in case of transfer involving change of stations located at a distance of more than 20kms from each other.

iv) HOUSING AND HOUSE RENT ALLOWANCE etc.,

- (1) The Government quarters shall be provided to the Judicial Officers according to their entitlement. If adequate Government quarters are not available at a time, on the requisition, the proper houses shall be provided to the Judicial Officers.
- (2) The Judicial Officer is requested to pay an amount not exceeding 12.5% of the basic pay as rent per month of the occupant of such accommodation.
- (3) All Judicial Officers are entitled to House Rent Allowance at the rates provided to the Government employees.
- (4) The Judicial Officers who occupy their own houses with the permission of the High Court are also entitled to HRA at the same rate as provided to the corresponding Government employees.
- (5) The Government quarters / requisitioned house shall be provided to judicial Officers must have separate space for "Home Library" and the necessary books and the furniture of the Home Library shall be at the cost of the High Court, which shall be administered and managed by the Principal District Judge of the District.
- (6) The Drawing Room of each such quarters / houses shall be furnished with a reasonable sofa set, carpet, teapoy and one or two side tables and chairs at the cost of the High Court / State which shall be administered and managed by the Principal District Judge. The upholstery of every sofa-set shall be changed once in three years.

- (1) Of the Home Library and sofa set, carpet, teapoy and one or two side tables and chairs, the expenditure norms will be issued separately on receipt of the proposal from the Registrar General, High Court of Madras.
- (2) The Government quarters allotted to Judicial Officers shall be maintained by the public Works Department.
- (3) The First National Judicial Pay Commission has recommended that a certain percentage of sites / house. Wherever they are available for allocations allotted by the housing Board / City improvement / Development Authorities etc., should be earmarked for allotment to Judicial Officers. Since, the Government have accepted the above recommendation, necessary orders will be issued separately as to the percentage of sites etc, in consultation with the Government in Housing and Urban Development Department and the Registrar General, High Court, Chennai.

i) FUEL ALLOWANCE

The Judicial Officer who owns Car be given the following litres of petrol / diesel or equivalent price thereof in the type of city or location as mentioned herein below:-

Type of City / Location	Ceiling limit of petrol / diesel (in litres)
A' and 'A-1' District Centre	7550

The classification of cities on the basis of population criteria adopted by the respective States best suited to their local conditions referred to in the case of CCA / be adopted for the purpose of conveyance allowance.

The Judicial Officer who owns Scooter be given 25 litres of petrol or equivalent price thereof.

6. In respect of allowances, 60% of the arrear will be paid within 3 months and 40% of the arrears will be paid within nine months thereafter.

7. The Expenditure shall be debited to the following detailed and sub-detailed heads of relevant heads of account:-

For Dearness Allowance:-

03. Dearness Allowances

City Compensatory Allowance:-

01 Salaries. 08 City Compensatory Allowance

Conveyance allowance and Hill allowance:-

01 Salaries 04. Other allowances

House Rent allowance:-

01 Salaries 06 – House Rent allowance

Supply of News paper / Magazine:-

05 Office Expenses – 02 Other contingencies

Encashment of Leave:-

01 Salaries – 01 Pay

Robe Allowance:-

01 Salaries – 04 Other allowances

Hill Area / Remote Area allowance:-

01 Salaries – 04 Other allowances

Transfer Grant / Disturbance Allowance:-

04 Travel Expenses -02 Transfer Travelling Allowances

For Sumptuary Allowance:-

14.00 Sumptuary Allowance

For Medical Allowances

01 Salaries – 02 Medical Allowances

LTC / HTC

01 Salaries – 07 Travel Concession

Telephone Charges

05 Office Expenses – 01 Telephone Charges

Electricity Charges

05 Office Expenses – 03 Electricity Charges

Water Charges

06 Rent, Rates and Taxes – 03. Water Charges.

RIVISED PENSION OF JUDICIAL OFFICERS W.E.F 01.01.2006**As per G.O.Ms.No.648, Home(Courts-I) Dept., Dt.19.07.2010**

Sl.No	Designation	Existing Scale of Pay as per PNJPC	Revised Scale of Pay now recommended by One Member Committee
(i)	(ii)	(iii)	(iv)
i)	Civil Judge (Junior Division) (Entry Level)	Rs.9000-250-10750-300-13150-350-14550	Rs.27700-700-33090-920-40450-1080-44770
ii)	Civil Judge (Junior Division) Ist Stage ACP Scale	Rs.10750-300-13150-350-14900	Rs.33090-920-40450-1080-45850
iii)	Civil Judge (Junior Division) IInd Stage ACP Scale	Rs.12850-300-13150-350-15950-400-17550	Rs.39530-920-40450-1080-49090-1230-54010
iv)	Civil Judge (Senior Division) (Entry Level)	Rs.12850-300-16150-350-15950-400-17550	Rs.39530-920-40450-1080-49090-1230-54010
v)	Civil Judge (Senior Division) Ist Stage ACP Scale	Rs.14200-350-15950-400-18350	43690-1080-49090-1230-56470
vi)	Civil Judge (Senior Division) IInd Stage ACP Scale	Rs.16750-400-19150-450-20500	51550-1230-58930-1380-63070
vii)	District Judge (Entry Level)	Rs.16750-400-19150-450-20500	Rs.51550-1230-58930-1380-63070
viii)	District Judge (Selection Grade)	Rs.18750-400-19150-450-21850-500-22850	Rs.57700-1230-58930-1380-67210-1540-70290
ix)	District Judge (Super Time Scale)	Rs.22850-500-24850	Rs.70290-1540-76450

MEDICAL ALLOWANCE TO PENSIONERS**Rs. 15 WEF 1.9.1986 / For F.P. Rs. 15 WEF 1.6.1989 at their option****Rs. 30 WEF 1.4.1994****Rs. 50 WEF 1.12.1995****Rs. 100 WEF 1.6.2009****MEDICAL ALLOWANCE AND DOMESTIC HELP ALLOWANCE TO
RETIRED JUDICIAL OFFICERS****M.A to Retired Judicial Officers - Rs. 1500****M.A to Family Pensioners - Rs. 750****D.H.A to Retired Judicial - Rs. 2500****D.H.A to Family Pensioners - Rs. 1000****(As per G.O (Ms) No.56, Home (Courts - 1) Dept., Dt.19.01.2011)**

REVISED SCALE OF PAY AND ALLOWANCES OF UNIVERSITIES, AND
COLLEGES TEACHERS

As per G.O (Ms)No. 350/ Higher Education (H1) Department/ Dt.09.09.2009

DISIGNATION OF TEACHING POST UNDER AICTE SCALES OF PAY

Sl. No	Existing designation of the Post	Existing Scale of Pay	Revised designation of the Post as per the AICTE revised Scales of Pay 2010	Revised Scales of Pay
1	2	3	4	5
1	Principal or equivalent post	16400-450-20900-500-22400	Principal	37400-67000 + AGP 10000 + Spl. Allowance 3000
2	Professor	16400-450-20900-500-22400	Professor	37400-67000 + AGP 10000
3	Assistant Professor (more than three years)	12000-420-18300	Associate Professor	37400-67000 + AGP 9000
4	Assistant Professor (less than three years)	12000-420-18300	Assistant Professor	15600-39100 + AGP 8000
5	Lecturer (Selection Grade) (More than 3 years)	12000-420-18300	Associate Professor	37400-67000 + AGP 9000
6	Lecturer (Selection Grade) (Less than 3 years)	12000-420-18300	Lecturer (Selection Grade)	15600-39100 + AGP 8000
7	Lecturer (Sr.Grade) (By Upgradation)	10000-325-15200	Assistant Professor (Senior Grade)	15600-39100 + AGP 7000
8	Lecturer	8000-275-13500	Assistant Professor	15600-39100 + AGP 6000
9	Librarian / Physical Director (PG qualification)	8000-275-13500	Librarian / Physical Director	AGP 6000
10	Librarian / Physical Director (Senior Grade) (By Upgradation)	10000-325-15200	Librarian / Physical Director (Senior Grade)	15600-39100 + AGP 7000
11	Librarian / Physical Director (S G) (By Upgradation) less than 3 years	12000-420-18300	Librarian / Physical Director (Selection Grade)	15600-39100 + AGP 8000
12	Librarian / Physical Director (S G) (By Upgradation) more than 3 years	12000-420-18300	Librarian / Physical Director (Selection Grade)	37400-67000 + AGP 9000

APPENDIX -1

Revised Pay Scale Service Conditions and Career Advancement Scheme for teachers and equivalent Positions :

- (1) Assistant Professor / Associate Professors / Professors in colleges & Universities
- i. Persons entering the teaching profession in Universities and Colleges shall be designated as Assistant Professors and shall be placed in the pay Band of Rs.15600 – 39100 with AGP of Rs.6000, Lecturers already in service in the Pre- revised scale of pay of Rs.6000 – 13500, shall be re – designated as Assistant Professors with the said AGP of Rs.6000.
 - ii. An Assistant Professors with completed service of 14 years, Professors PhD Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs.7000 subject to the condition that PhD is in a discipline which is relevant to the Department in which they are Assistant Professors.
 - iii. Assistant Professors possessing M.Phil degree or Post - graduate degree in professional courses approved by the relevant statutory Body, such as LL.M/M.Tech etc. shall be eligible for the AGP of Rs.7000 After completion of 5 years service as Assistant Professor subject to the condition that the M.Phil degree or Post - graduate degree in professional courses is in a subject relevant to the teaching discipline.
 - iv. Assistant Professors who do not have PhD or M.Phil or a Master's degree in the relevant Professional course shall be eligible for the AGP of Rs.7,000 only after completion of 6 years service as Assistant Professor.
 - v. The upward movement from AGP of Rs.6000 to AGP of Rs.7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC and should also satisfy and additional condition being laid down by University or the State Government.
 - vi. The Pay of the incumbents to the posts of Lecturer (senior Scale) (ie. the pre - revised scale of pay of Rs.10,000 -15,200) shall be re- designated as Assistant Professor, and shall be fixed at the appropriate stage in pay Band of Rs.15600 – 39100 based on their present pay, with AGP of Rs.7000.
 - vii. Assistant Professors with completed service of 5 years at the AGP of Rs.7000 shall be eligible, subject to their requirement laid down by the UGC and any other conditions laid down by University or State Government, to move up to the AGP of Rs.8000
- Posts of Associate Professor shall be in the pay Band of Rs.37400 – 67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed at the minimum of the above pay band with the AGP of Rs.9000.

- ix. Incumbent Readers and Lectures (selection Grade) who have completed 3 years in the current pay scale of Rs.12000 – 18300 on 01.01.2006 shall be placed in pay Band of Rs.37400 – 67000 with AGP Rs..9000 and shall be re- designated as Associate Professor.
- x. Incumbent Readers and Lecturers (selection Grade) who had not completed three years in the pay scale of Rs.12000 – 18300 on 01.01.2006 shall be placed at the appropriate stage in the pay Band of Rs.15600 – 39100 with AGP of Rs.8000 till they complete 3 years of service in the grade of lecturer (Selection Grade) Reader, and the thereafter shall be placed in the higher pay Band of Rs.37400 – 67000 and according re –designated as Associate Professor.
- xi. Readers/ Lecturers (selection Grade) in service at present shall continue to be designated as Lecturer (selection Grade) or Readers, as the case may be until they are placed in the pay Band of Rs.37400 – 67000 and re – designated as Associate Professor in the manner described in (x) above.
- xii. Assistant Professors completing 3 years of teaching in the AGP of RS.8000 shall be eligible, subject to other conditions that may be prescribed by the UGC and the university to move to the pay Band of Rs.37400 – 67000 with AGP of Rs. 9000 and to be designed as Associate Professor.
- xiii. Associate professor completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.d , degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the UGC and, if any, by the university or the State Government. No teacher other than those with a Ph.D shall be promoted, appointed or designated as Professor. The pay Band for the post of Professors shall be Rs.37400 – 67000 with AAGP of Rs.10000.
- xiv. The pay of a directly recruited Professor shall be fixed at Rs.43000 in the pay Band of Rs.37400 – 67000, with the applicable AGP of Rs.10000.Ten Percent of the posts of Professors in a University shall be in the higher AGP of Rs.12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the UGC, and such eligibility conditions shall, inter alia, include Publications in peer reviewed/ refereed Research journals, and the requirements of at least 10 years of teaching as professor and post – doctoral work of a high standard and subject to additional conditions laid down by University/ state Government. The Pay of directly recruited Professors in AGs of Rs. 12,000/- shall be fixed at Rs. 48,000/- along with AGP.

- xv. for initial direct recruitment at the level of associate Professors and professors the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the UGC through Regulations and as may be laid down by the university and any conditions laid down by State Government.
2. Pay Scales of Pro – Vice Chancellor / Vice Chancellor of Universities:
- i. Pro Vice – Chancellor:
- The posts of Pro- Vice Chancellor shall be in the Pay Band of Rs.37400 – 67000 with AGP of Rs. 10000 or Rs.12000, as the case may be, along with a special allowance of Rs.4000 per month, subject to the conditions that the sum total of pay in the pay band, the Academic Grade Pay and the special allowance shall not exceed Rs.80,000.
- ii. Vice Chancellor :
- The Posts of Vice Chancellor shall carry a fixed pay of Rs.75000 along with a special allowance of Rs.5000 per month.
3. Pay Scale of Principals in Colleges:
- i. Principal of Under Graduate colleges
- The posts of Principal in Under Graduate colleges shall be in the Pay Band of Rs.37400 – 67000 with AGP of Rs.10000, plus a Special Allowance of Rs.2000 per month. all Principal in service shall be appropriately fixed in the pay Band with the AGP of Rs.10000.
- ii. Principals of Post Graduate Colleges.
- Posts of Principal in Post Graduate Colleges *shall also be in the Pay Band of Rs. 37400 - 67000 with AGP of Rs. 10,000, plus a Special Allowance of TRs.3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000.*
4. Pay Scale and Career Advancement Scheme for Librarians etc:
- a. Assistant Librarian / College Librarian:
- i. Assistant Librarian / College Librarian in the pre – revised scale of Pay of Rs.8000 – 13500 shall be placed in the pay Band of Rs.15600 – 39100 with AGP of Rs. 6000.
- ii. All existing Conditions of eligibility and academic qualifications laid down by the UGC/ State Government shall continue to be applicable for direct recruitment of Assistant Librarian/ Colleges Librarian.

- b. Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale)
 - i. The posts of Assistant Librarian (Sr. Scale) / college Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000 – 15200 shall be placed in the Pay Band of Rs.15600 – 39100 with AGP of Rs.7000.
 - ii. Assistant Librarian/ Librarian / College Librarian possessing PhD in library Science at the entry level, after completing serviced of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the UGC and any other condition laid down by State Government, shall be eligible for the higher AGP of Rs. 7000 within the Pay Band of Rs.15600 – 39100.
 - iii. Assistant Librarian / College Librarian not possessing PhD but only M.Phil in Library Science at the entry level after completing service of 5 years in this AGP of Rs.5000, if otherwise eligible as per guidelines laid down by the UGC and any other condition laid down by state Government shall become eligible for the higher AGP of Rs.7000.
 - iv. After completing service of 6 years in the AGP of Rs.5000 Assistant Librarian / College Librarian without the relevant Ph.D. and M.Phil shall, if otherwise eligible as per guidelines laid down by the UGC and as per any other condition laid down by State government move to this higher AGP of Rs.7000.
 - v. The pay of existing Assistant Librarian (Sr. scale)/College Librarian (Sr. scale) in the pre revised scale of pay of Rs.1000-15200 shall be fixed in the pay Band of Rs.15600-39100 with AGP of Rs.7000 at an appropriate stage based on their present pay.
- (c). **Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)**
- (i). Deputy Librarians who are directly recruited at present shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.8000 initially at the time of recruitment.
 - (ii). On completion of service of 5 years, Assistant Librarian (Sr Scale), College Librarian (Sr Scale) shall be eligible for the post of Deputy Librarian / equivalent posts in Pay band of Rs.15600-39100, with Academic Grade Pay of Rs.8000, subject to their fulfilling other conditions of eligibility (sub as Ph.D. degree or equivalent published work etc. for Deputy Librarian as laid down by the UGC and as per any other condition laid down by State Government. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection /grade), as the case may be.
 - (iii) The existing process of selection by a selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.
 - (iv). After completing 3 years in the Pay Band of Rs. 15600-39100 with AGP of Rs.8000, Deputy Librarian / equivalent positions shall move to the Pay Band of Rs.37400-7000 and AGP of Rs.9000, Subject to fulfilling other conditions of eligibility laid down by the UGC / university and as per any other condition laid down by State Government.
 - (v). Assistant Librarian (Senior Scale) in universities / College Librarian (Senior Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the UGC / University and as per any other condition laid down by State Government shall also be eligible for being placed in the AGP of Rs.6000.

- (vi). Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs.12000-18300 on 1.1.2006 shall be fixed at an appropriate stage in the Pay Band of Rs.37400-67000 with an AGP of Rs.9000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade).
- (vii). Incumbents to the posts of Deputy Librarian / Assistant Librarian (selection Grade) / College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12000-18300, for being eligible to be placed in the higher pay Band of Rs.37400-67000, shall be placed at an appropriate stage with Academic Grade Pay Rs.8000 till they complete three years of service as Deputy Librarian / Assistant Librarian (Selection Grade) / college Librarian (Selection Grade).
- (viii). Pay in regard to the directly recruited Deputy Librarian shall be initially fixed in pay Band Rs.15600-39100 with AGP of Rs.8000. They shall move to the Pay band of Rs.37400-67000 with AGP Rs.9000 after completing three years of service in the AGP of Rs.8000.
- (ix). The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be application for direct recruitment to the post of Deputy Librarian. Further, any other condition laid down by State Government shall also be applicable.

(d). Librarian (University)

- (i). The post of Librarian shall be in the Pay Band of Rs.37400-67000 with the Academic Grade Pay of Rs.10000.
- (ii). The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for appointment to the post of Librarian (University) and also should be eligible as per any other condition laid down by State Government.
- (iii). Deputy Librarian completing service of three years in the AGP of Rs.9000 and otherwise eligible as per conditions prescribed by the UGC and if any by the University / State Government shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- (iv). Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' as stated in **para2 (c)** of this order in the Pay Band of Rs.37400-67000 with AGP of Rs.10000.

(5). Pay Scale and Career Advancement Scheme for Physical Education Personnel :

(a). Assistant Director of physical Education (Assistant DPE) / college Director of Physical Education (College DPE).

- (i). The assistant Director of Physical Education / College DPE in the pre revised pay scale of Rs.8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000.
- (ii). Pay of incumbent Assistant Directors of Physical Education / College DPE shall be fixed at an appropriate stage in the Pay Band of Rs.15600-39100 with the AGP of Rs.6000 in accordance with the fixation formula as stated in **para2 (c)** of this order.
- (iii). All existing condition of eligibility and academic qualifications laid down by the UGC and any other condition laid down by State Government shall continue to be applicable for direct recruitment of Assistant Director of Physical Education / College DPE.

(b). Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale)

- (i). Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale) in the pre revised Scale of Pay Rs.10000-15200 shall be placed in the scale of Pay Rs.15600-39100 with AGP Rs.7000.
- (ii). Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE / College DPE in the AGP of Rs.6000 shall after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per guidelines prescribed by the UGC / University and any other condition laid down by State Government move to higher AGP of Rs.7000 in the Pay Band of Rs.15600-39100.
- (iii). Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE / College DPE in the AGP of Rs.6000 shall after completing service of five years in the AGP of Rs.5000, be eligible for the higher AGP of Rs.7000.
- (iv). Assistant Director of Physical Education / College DPEs without the relevant Ph.D. and M.Phil shall after completing service of six years as Assistant Director of physical Education / College DPE in the AGP of Rs.6000, and if otherwise eligible as per guidelines prescribed by the UGC/ University and any other condition laid down by State Government be eligible for being placed in the AGP of Rs.7000
- (v). Pay of incumbent Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale) shall be fixed in Pay Band of Rs.15600-39100 at an appropriate stage of the AGP of Rs.7000 as per the 'fixation formula' as stated in Para 2 (c) of this order.

(c). Deputy Director of Physical Education / Assistant Director Physical Education (Selection Grade) / college Director of Physical Education (Selection Grade)

- (i). After completing service of five years in the Pay Band of Rs.145600-39100 with the AGP of Rs.7000 and subject to satisfying other eligibility condition laid down by the UGC/university and any other conditions laid down by State Government. Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale) shall move to AGP of Rs.8000 in the Pay Band Rs.15600-39100. They shall be designated as Deputy Director of Physical Education / Assistant DPE (Selection Grade) / College DPE (Selection Grade) as the case may be.
- (ii). After completing service of Three years in the Pay Band or Rs.15600-39100 and the AGP of Rs. 8000 and subject to eligibility conditions laid down by UGC/ University / and any other condition laid down by State Government. Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) shall move to the Pay Band of Rs.37400-67000 with the AGP of Rs.9000. They shall continue to be designated as Deputy DPE / Assistant DPE (Selection Grade) / College DPR (Selection Grade).
- (iii). All incumbents to the post of Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) who have completed service of at least three years in pre-revised pay Scale of Rs.12000-18300 as on 1.1.2006 shall be eligible to be fixed in the Pay Band of Rs.37400-67000 with AGP of Rs.9000.

(iv). All incumbents to the post of Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) whose services in the pre-revised Pay Scale of Rs.12000-16300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs.8000 in the Pay Band of Rs.15600-39100 till they complete the required service of three years as Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) in the pre-revised Pay Scale.

(v). Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs.8000 in the Pay Band of Rs.15600-39100 and after completing three years of service directly recruited Deputy DPE and equivalents shall move to Pay Band of Rs.37400-67000 with AGP of Rs.9000.

(d). Director of Physical Education (University)

(i). Post of Director of Physical Education in Universities shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000.

(ii). Post of Director of Physical Education (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility i.e. the minimum qualification number of years of relevant experience and other conditions prescribed by the UGC / state Government shall continue to be the eligibility for recruitment.

(iii). Pay of the incumbents shall be fixed at the appropriate stage in the Pay Band of Rs.34700-67000 as per 'fixation formula' as stated in para 2 (c) of this order.

(6). Registrar / Finance Officer / Controller of Examinations :-

The Pay of Registrar / Controller of Examination shall be fixed with reference to their pay in their primary cadre. Finance Officer who is a deputation is shall be paid pay and allowances as applicable to him in the parent department.

(7). Deputy Registrar / Deputy Finance Officer / Deputy Controller of Examinations / Assistant Registrar / Assistant Finance Officer / Assistant Controller of Examination :

The above post belong to the ministerial categories and hence, the pay scales and other allowances and all other entitlement as applicable to State Government employees shall be allowed.

Appendix – II

Incentives for Ph.D / M.Phil and other higher qualifications of the teacher in Universities / Government colleges / Aided Colleges

(i) Five non compounded advance increment shall be admissible at the entry level of recruitment as assistant professor to persons possessing the degree of Ph.D. awarded in the relevant discipline as an additional qualification by a university following the process of registration, coursework and external evaluation as prescribed by the UGC. If Ph.D. is prescribed as an essential qualification for the post, no incentive increment shall be given. Further, incentive increments shall be given only for one Ph.d. Additional Ph.d would not entitle a person for additional incentive increments.

(ii) M.Phil degree holder at the time of recruitment to the post of Assistant professor shall be entitled to two non compounded advance increment subject to the condition that the M.Phil awarded is in the relevant discipline and is an additional qualification. If, M.Phil is prescribed as an essential qualification for the post no incentive increment shall be given. If any person is also a Ph.d. degree holder for which he is eligible for incentive increment as in (i) above, then he would not be eligible for incentive increment for possessing M.Phil. Further, incentive increment would be restricted for one M.Phil. Additional M.Phils would not entitle a person to claim additional incentive increments.

- (iii) Those possessing Post Graduate degree in a professional course such as LL. MM.Tech etc, recognized by the relevant Statutorily Body/Council shall also be entitled to two non compounded advance increment at the entry level subject to the condition that the professional Course is prescribed as an essential qualification for the post no incentive increment shall be given. Further the person should not have claimed any incentive increment due to his possessing a Ph.d. or M.Phil. for claiming incentive for the Professional Course.
- (iv) Teachers who complete their Ph.d. degree with a service shall be entitled to three non compounded increments if such Ph.d. is in the relevant discipline awarded by an University which has been notified by UGC and is an additional qualification. If Ph.d. is prescribed as an essential qualification for the post no incentive increment shall be given. This would not be eligible if a person has got incentive increments for Ph.d. in any other relevant discipline.
- (v) Teachers in service who have been awarded Ph.d. at the time of coming into force of this scheme shall be eligible for incentive only if the Ph.d. has been awarded by an university which has been notified by UGC.
- (vi) Only on award of Ph.d. the teacher are entitled for three non compounded increments.
- (vii) Teachers in service who have not enrolled for Ph.d. shall therefore derive the benefit of three non compounded increment. only on award of Ph.d. by a university notified. by the UGC.
- (viii) Teachers who acquired M.Phil degree or a post graduate degree in professional course recognized by the relevant Statutory Body / Council , while in service, shall be entitled to one advance increment. if post graduate qualification in a particular subject is not a mandatory requirement at the entry level of recruitment, acquisition of such a qualification for in service candidate shall also entitle them to advance increment. Further incentive increment would be eligible only once and multiple incentive increments for different M.Phil / Professional degrees in relevant disciplines are not permitted.
- (ix) Five non compounded advance increment shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university notified any the UGC for the award of Ph.D. in library science. Further, incentive increments would be eligible for only one Ph.D. and not for multiple PhDs.
- (x) Assistant Librarian / College librarian and other Library personnel acquiring the degree of PhD at any time while in service, in the discipline of library sciences from a university notified by the UGC shall be entitled to three non compounded advance increments. Further incentive increment would be eligible for only one PhD and not for multiple PhDs
- (xi) Persons in posts of Assistant Librarian / College Librarian or higher position who have been awarded PhD would be eligible for incentive only if the PhD is from universities notified by UGC.
- (xii) In respect of persons in the posts of Assistant Librarian/College Librarian or higher positions, who are already enrolled for Ph.D shall avail the benefit of three non-compounded increments only on the award of Ph.D shall and only if the university awarding the Ph.D which has been notified by the U.G.C.
- (xiii) Assistant Librarian / College librarian and other in higher library positions in service who have not yet enrolled for Assistant Librarian / College librarian shall derive the benefit of these non compounded increments, only on award of Assistant Librarian / College librarian from a university notified by UGC.
- (xiv) Two non-compounded advance increment shall be admissible for Assistant Librarian / College librarian with M.Phil degree in library Science at the entry level. Assistant Librarian / College librarian and those in higher position acquiring M.Phil degree in library Science at any time

during the course of their service, shall be entitled to one advance increment subject to the condition that the incentive increments shall be for only one M.Phil and not multiple M.Phil and provided they have not availed incentive increments to having Ph.D.

- (xv) Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education / College Director of Physical Education who are recruited at entry level with PhD degree in the discipline of Physical Education from a university notified by the UGC for the award of PhD in Physical Education subject to the condition that the incentive increments shall be limited only one PhD and will not be availed once for multiple Ph.Ds.
- (xvi) Persons in post of Assistant Director of Physical Education / College DPE or higher position acquiring the degree of Ph.D in the discipline of Physical Education, at any time while in service from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments subject to the condition that incentive would be limited to only one Ph.D and not multiple Ph.Ds.
- (xvii) Persons in posts of Assistant Director of Physical Education/college DPE or higher positions who have been awarded Ph.D. would be eligible for incentive only if the Ph.D. is awarded by a University notified by UGC.
- (xviii) In respect of Persons in the posts of Assistant Director of Physical Education/ college DPE or higher position who are already enrolled for Ph.D. in Physical Education shall avail the benefit of three non-compounded increments only on the award of Ph.D and only if the University awarding the Ph.D. has been notified by the UGC.
- (xix) Assistant Director of Physical Education / College DPE and others in higher Physical Education positions in service who have not yet enrolled for Ph.D. shall derive the benefit of three non-compounded increments only on award of Ph.D. from a University notified by the UGC.
- (xx) Two non-compounded advance increments shall be admissible for Assistant Director of Physical Education / College DPE with M.Phil degree in Physical Education at the entry level. Assistant Director of Physical Education/ College DPE and those in higher positions acquiring MPhil degree in Physical Education at any time during the course of their service, shall be entitled to one advance increment subject to the condition that incentive shall be limited to only one M.Phil and not multiple M.phils, and provided they have not availed the incentive increment for having Ph.D qualification.
- (xxi) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D./ M.Phil. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this scheme.
- (xxii) For posts at the entry level where no such advance increments were admissible for possessing Ph.D/M.Pil. under the earlier scheme, the benefit of five advance increments for possessing Ph.D/M.Pil. shall be available to only those appointments which have been made on or after the coming into force of this Scheme.
- (xxiii) Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph.D./ M.Pil while in service, would not be entitled to benefits under this Scheme.

NATURAL CALAMITIES

**FINANCIAL POWERS TO REVENUE OFFICIALS FOR GRANT OF RELIEF TO VICTIMS OF
NATURAL CALAMITIES AS PER G.O Ms.No.153/Rev(NC.II) Dept., Dt.26.03.1999.**

Sl.No.	Competent Authority Emergency Relief	Monetary limit
1	C.R.A	Upto Rs.50 Lakhs
2	Collector	Upto Rs.20 Lakhs
3	Sub Collector/ R.D.O	Upto Rs.3 Lakhs
4	Tahsildar	Upto Rs.2 Lakhs

**As per G.O (Ms) No.380/ Revenue (DM.III(2) Dept., Dt.27.10.2015 and
G.O (Ms) No. / Revenue (DM.III(2) Dept., Dt.**

Sl.No	Items	Norms Assistance
1	Ex-gratia payment to families of deceased persons	Rs.4,00,000
2	Ex-gratia payment for loss of a limb or eye(s)	Rs.59,100 per person, when the disability is between 40% and 60%
		Rs.2,00,000 per person, , when the disability is more than 60%
3	Grievous injury requiring hospitalization	Rs.12,700 per person requiring hospitalization more than a week
	Rs.4,300 per person requiring hospitalization	more than a week
4	Clothing and utensils/ house hold goods for families whose houses have been washed away/fully damaged/severely inundated for more than two days due to a Natural Calamity	Rs.1800 per family for loss of clothing Rs.2000 per family for loss of utensils/ household goods
5	Gratuitous Relief for families whose livelihood is seriously affected	Rs.60 per adult and Rs.45 per child, not housed in relief camps.
6	Relief measures	A package of 10 KG rice, one saree and dhoti, one litre of kerosene and Rs.1000 to the families
7	Agriculture	
	Desilting of agricultural land	Rs.12,200 per hectare
	Loss of substantial portion of land caused by landslide, avalanche change of course of rivers	Rs.37,500 per hectare

8	Animal Husbandry	
	Repacament of milch animals, draught animals or animals used for haulage	Milch Animals Rs. 30,000 – Buffalo/Cow/ Yak/Mithun etc.,Rs.3000 Sheep/Goat/ Pig Draught Animals Rs.25,000 Camel/ Horse/Bullock etc.,Rs.16,000 Calf/ Donkey/Pony/Mule Poultry Poultry at Rs.100 per head
9	Provision of fodder/ feed concentrate including water supply and medicines in cattle camps	Large Animals Rs.70 per day Small Animals Rs.35 per day
10	Housing	
	Fully damaged/destroyed houses/severely damaged Pucca House	Rs.95,100 per house in plai areas Rs.1,01,900 per house in hilly areas including integrated Action Plan(IAP) Districts
	Partially damaged HousesPucca (Other than huts)	Rs.5200
	where the damage is at least 15%	
	Damaged/ destroyed huts	Fully damaged Hut Rs.5000 per Hut Partially damaged Hut Rs.4100 per Hut and 10 KG rice for each case of damaged huts This has been revised as per G.O Ms.No.424/ Rev (DM.2)Dept., Dt.07.12.2015 as Fully and partially damaged Hut Rs.5000 and Special relief amount for Clothes, Utensils and Household goods Rs.5000 total amount Rs.10000 to be paid.
	Cattle shed attached with house	Rs.2100 per shed

More details please refer the above G.Os

SANCTION OF OUT OF POCKET EXPENSES TO THE STAFF ENGAGED IN RELIEF WORK.

As per G.O. Ms.No.1/ Fin(All.-II) Dept., Dt.02.01.1986.

- Out of pocket allowance could be given but its payment should be limited only to such of the person who are actually drafted for the purpose of and who worked beyond office hours under orders of the Collectors.
- Out of pocket allowance equal to half the daily allowance of at ordinary rate for working more than 9 hours a day shall be given but the grant of this allowance shall be limited only to such of the persons who are actually for the eligible for any travelling allowance shall not be eligible for out of pocket allowance.

PART III PENSION

Pension is eligible those who were appointed before 01.04.2003 only.

KINDS OF PENSION

- | | |
|-------------------------|---|
| 1. Superannuation | - 58 for superior and 60 for Basic service |
| 2. Retiring Pension | - V.R.S – 20 Years service or Age completed 50 years |
| 3. Compensating Pension | - Due to retrenchment/Post abolished
(பதவி குறைக்கப்படுவதால் உபரியாகும் அரசுப் பணியாளருக்கு வழங்கப்படுவது) |
| 4. Invalid Pension | - இயலாமை காரணமாக (அ) மனநிலை பாதிக்கப்பட்டால் மருத்துவக் குழு பரிந்துரையின் பேரில் வழங்கப்படுவது |

CATEGORY OF PENSION

- | | |
|----------------------|---------------------------------------|
| 1. All India Service | - Civil Services(IAS,IPS,IFS etc.,) |
| 2. Civil | - All Govt.Employees and Teachers |
| 3. Civil Family | - The spouse of the above |
| 4. Teacher | - Aided school , College, Polytechnic |
| 5. Teacher Family | - The spouse of the above |

Retirement Age for superior service : 58 Years

Retirement Age for Basic service : 60 Years

- | | |
|--|--|
| - When the year alone is given | : The DOB is 1 st July of that year |
| - When the year and month are given: | The DOB is 16 th of the month and year |
| - If the DOB is 1 st day of the month | : The DOR is the last date of previous month |
| - If the DOJ is AN | : Calculation WEF the next day |
| - If the year is Leap Year | : 29 Days for February |

For Half Year Calculation

- | | |
|------------------------|--------------------------|
| - 15 Days and above | = 1 Month |
| - 2 Months and 15 Days | = 3 Month ie 1 Half Year |
| - 3 Months and above | = 1 Half Year |

Non Qualifying Service for Pension (ஒய்வுதியத்திற்கு சேராத காலம்:)

1. Boy service (rpwhh; gzp upto 18 Yrs)
2. EOL/LLP without M.C (மருத்துவ சான்றில்லா அசாதாரண விடுப்பு /மருத்துவ சான்றில்லா சம்பளமில்லா விடுப்பு)
3. Suspension treated as specific penalty (பணி நீக்கம் தண்டனையாக கருதப்பட்டது)
4. Overstayal of Joining Time (மிகையாக துய்க்கப்பட்ட பணியேற்பு இடைக்காலம்)
5. Apprentice service (பயிற்சி காலம்)
6. Break in service (பணி முறிவு)

CONTINGENT SERVICE

Half of the Contingent Service such as Non-Provincialised Service , (வரையறுக்கப்படாத பணி) Consolidated Pay, (தொகுப்பூதியம்) Honorarium (மதிப்பூதியம்) and Daily Wages (தினக்கூலி) shall be taken for pension calculation.

(அரசு ஆணை எண்: 408/ நிதித்(ஒய்வுதியம்) துறை, நாள்: 25.08.2009)

From 01.07.1996

Minimum service required for pension : 10 years(9Years+9Months or 20 Half years)

Maximum service required for full pension: 30 years(60 Half Years)

Pension = $\frac{LPD \times \text{service in H.Y}}{2 \times 60}$ (Limited to 60 H.Y)

[LPD = B.P+G.P+P.P)

Reduced Pension = Pension – Commutation (1/3 of pension)

PAY COMMISSION AND REVISION OF PENSION ORDERS

II nd Pay Commission- **G.O.Ms.No.228/ Dt.08.02.1971/ W.E.F.02.10.1970**

III rd Pay Commission- **G.O.Ms.No.1058/Dt.05.10.1978/W.E.F.01.10.1979**

IV th Pay Commission- **G.O.Ms.No.562 /Dt.10.06.1985/ W.E.F.01.10.1984**

V th Pay Commission- **G.O.Ms.No.810 /Dt.09.08.1989/ W.E.F.01.06.1988**

VI th Pay Commission- **G.O.Ms.No.174/ Dt.21.04.1998/ W.E.F.01.01.1996**

Revision - **G.O.No.271/Fin(Pension)Dept.,/ Dt.15.06.1998**

Eligible to the pensioners and family pensioners of Ambasamudram pensioner's association those who retired/died after 01.06.1960 till 31.05.1988

- Whose pension/ family pension plus DA at 608 points p.m does not exceed Rs.500 shall be refixed with effect from 01.06.1988 by increasing the sum total of basic pension and the related DA at 608 points with 60%
- whose pension/family pension plus DA at 608 points exceeds Rs.500 shall be refixed with effect from 01.06.1988 by increasing the sum total of basic pension and related DA 608 points with 50%

Revision - **G.O.No.200**/Fin(Pension)Dept.,/ Dt.18.05.1999 (Dept.,revision)

- Revision of pension to the pensioners pre – 1996
- Min.50% of the PLD to the pensioners
- Min.30% of the PLD to the family pensioners
- Revised pension with effect from 01.04.1999

Revision - **G.O.No.449**/Fin(Pension)Dept.,/ Dt.12.10.1999 (Dept., Revision)

- Treatment of D.A as Dearness pay for the purpose of pensionary benefits
- In respect of retirees between 01.04.1979 and 30.06.1988

Revision - **G.O.No.579**/Fin(Pension)Dept.,/ Dt.15.09.2006

- Eligible to the pensioners and family pensioners those who retired/died after 01.06.1960 till 31.05.1988
- Whose pension/ family pension plus DA at 608 points p.m does not exceed Rs.500 shall be refixed with effect from 01.06.1988 by increasing the sum total of basic pension and the related DA at 608 points with 60%
- whose pension/family pension plus DA at 608 points exceeds Rs.500 shall be refixed with effect from 01.06.1988 by increasing the sum total of basic pension and related DA 608 points with 50%

Revision - **G.O.No.127/Fin(Pension)Dept.,/ Dt.11.04.2007**

- Maximum qualifying service was reduced from 33 yrs to 30 yrs for full pension W.E.F 31.07.2006 as per G.O 496/Dt.01.08.2006
- Extend the orders issued in the above G.O with retrospective effect from 01.04.2003 (ie retired/died between 01.04.2003 to 30.07.2006)

Pay Commission 2009 - **G.O.No.235/Fin(Pension)Dept.,/ Dt.01.06.2009**

Para 2 IV of G.O 235 (Dept., Revision)

- Min.50% of the PLD to the pensioners
- Min.50%/30% of the PLD to the family pensioners

Revision – **G.O No.363/Fin(PGC) Dept., Dt.23.08.2013**

Treatment of Dearness Allowance as Dearness Pay for the purpose of pension revision to those retired between 01.06.1988 to 31.12.1995.

INTERIM RELIEF

I.R I at the flat rate of Rs.50 P.M W.E.F.01.04.1995

G.O Ms.No.763/Fin.(Pens)Dept., Dt.27.09.1995

I.R.II at the rate of 10 % of basic pension / family pension subject to a minimum of Rs.50 P.M. W.E.F.01.04.1995

G.O Ms.No.462/Fin.(Pens)Dept., Dt.31.07.1996

I.R.III at the rate of 10 % of basic pension / family pension subject to a minimum of Rs.100 P.M. W.E.F.01.04.1996

Fraction of rupee shall be rounded off to the next higher rupee.

G.O 656/Fin.(Pen.) Dept.,/Dt.14.10.1996.

SERVICE PENSION

Period	Min. Pension Rs.	Max. Pension Rs.
From 01.04.1978	100	1500
From 01.04.1982	125	1500
From 01.10.1984	235	-
From 01.04.1988	245	-
From 01.06.1988	375	-
From 01.01.1996	1275	-
From 01.01.2006	3050	38500

FAMILY PENSION

Minimum Service required

- ❖ For regular employees (Services regularized), no minimum service is required. Family pension is allowed if death occurs even on the day of joining.
- ❖ In the case of Temporary Employees, they should complete one year.

Enhanced Family Pension (Conditional Pension)

$$(EFP) = LPD \times 50/100$$

(7 years from the next date of death (or) 65 years completed of the deceased, which ever is earlier.)

$$\text{Normal Family Pension (NFP)} = LPD \times 30/100$$

- When a pensioner expired after the date of retirement, but before receiving the first payment within one year from the date of issue of P.P.O, if the Joint PPO have been issued by the A.G, the Family Pension may commence to the spouse from the date following the date of death of the pensioner, provided the Family Pensioner appear before the Treasury Officer within one year from the date of issue of PPO.

FAMILY PENSION ELIGIBLE TO

Spouse of the Govt.servant up to the date of death of the Family pensioner or to the date of remarriage whichever is earlier.

- Family pension admissible to son or daughter till upto the age 25 years or got married whichever is earlier.
- Children is eligible in age seniority (Elder is first)
- If twins each 50%
- If the pensioner got two wife, the family pension will be 50 % each wife.
- If the pensioner got two wife, one wife expired and another wife live, the full family pension to the living wife when the another wife having no legal heir. If the another wife having legal heir, the 50% of family pension to the legal heir of the deceased wife subject to the condition.
- If no wife, children, parent is eligible only NFP
- Physically handicapped , Mentally retarded son,daughter and adpted child also eligible till life

FAMILY PENSION TO THE PHYSYCALLY DISABLED AND MENTALLY RETARDED SON/DAUGHTER TILL LIFE EVEN GOT MARRIED.

The disabled including mentally retarded son or daughter is eligible for family pension for life time even they got married as per proviso to Rule 49(6) (iii) of T.N.pension Rules 1978. However the wife of the mentally disabled son is not eligible for family pension.

(Govt.Lr.No.17109/Finance (Pension)Dept., Dt.24.06.2010.)

FAMILY PENSION TO THE GOVERNMENT EMPLOYEE'S UNMARRIED AND WIDOW DAUGHTERS TILL LIFE.

- Family pension to the Govt.employee's unmarried and widow daughters till life beyond the age 25
- Minimum Pension Rs.3050
- Pension proposal will be sent by the head of office where the Govt. employee worked lastly.

- If there was no eligible family pensioner in their family
- The pension will be stopped if she got married
- Non marriage/remarriage certificate should be obtained for every year
- This pension also paid according to seniority of the age
- The income certificate for Rs.2550 PM should be produced for every year

1.G.O. 325 FIN. (PEN)Dept., Dt.28.11.2011.

2.G.O. 165 FIN. (PEN)Dept., Dt.21.05.2012.

3.G.O. 29 FIN. (PEN) Dept., Dt.31.01.2013.

4. Govt.Lr.No.43105/Fin(Pen) Dept.,/2013/Dt.02.12.2013

(Min.Rs. 3050+DA+MA)

Two Family Pension

The Family pension (ordinary) from Military side in addition to the Family Pension, if any authorized by the re-employer for re-employed civil service subject to fulfillment of other prescribed conditions as hiethertofore.

FAMILY PENSION

Period	Min.Family Pension Rs.	Max.Family Pension Rs.
From 01.04.1979	100	-
From 01.04.1982	125	500
From 01.10.1984	235	800
From 14.12.1987	-	1000
From 01.04.1988	245	1000
From 01.06.1988	375	1250
From 01.01.1996	1275	9000
From 01.01.2006	3050	23100

PENSION FIXATION
IMPORTANT POINTS FOR PENSION FIXATION

I. As per G.O 562/ Dt.10.06.1985 (IV th Pay Commission W.E.F.01.10.1984)

Retired	Before 01.06.1960	01.06.1960 to 01.10.1970	02.10.1970 to 31.03.1978	After 01.04.1978
Enhancement of pension (Min.Rs.10)	30%	15%	10%	7%

D.A 528 Points

Pension Rs.	Up to Rs. 300	301-400	401- 500	501- 600	601- 800	801- 900	901- 1000	1001- 1100	1101- 1200	1201- 1300	1301- 1400	1401- 1500
D.A.528 Points	78	104	130	156	169	176	195	214	234	254	273	292

- Fifty paise and above shall be rounded to next rupee and less than fifty paise shall be ignored.
- Min.Pension Rs.235.

II.As per G.O 810/ Dt.09.08.1989 (V th Pay Commission W.E.F.01.06.1988)

Total of pension/ Family pension plus dearness allowance at 608 points p.m			To those retired		
	Prior to 01.06.1960	01.06.1960 to 01.10.1970	02.10.1970 to 31.03.1978	01.04.1978 to 30.09.1984	01.10.1984 to 31.09.1987
Upto Rs.500	60%	50%	40%	35%	20%
Above Rs.500	50%(Min. Rs.300)	40%(Min. Rs.250)	30%(Min. Rs.200)	25%(Min. Rs.175)	15%(Min. Rs.100)

Fraction of a rupee should be rounded off to the next higher rupee.

D.A 608 Points

Pension upto Rs.550 – 15% Min.Rs.40

Pension above Rs.550 – 12% Min.Rs.83

III. As per G.O 200/Dt.18.05.1999 / W.E.F.01.04.1999

Revised pension is 50% of the Min.pay

Revised Family pension is 30% of the Min.pay

Ex. Revised scale of pay = 5300-150-8300

Pension = $5300 \times 50 / 100 = \text{Rs.}2650$

Family Pension = $5300 \times 30 / 100 = \text{Rs.}1590$

IV. As per G.O 271/ Dt.15.06.1998 and G.O 579/ Dt. 15.09.2006

Pension plus DA 608 points does not exceeds Rs.500 - 60 %Increase in pension+ DA

Pension plus DA 608 points exceeds Rs.500 - 50 %Increase in pension+ DA

PENSION FIXATION**TYPE 1** (G.O 562,810,174 & 235)**D.O.R : 01.06.1982****As per G.O 562/ Dt.10.06.1985 (IV th Pay Commission W.E.F.01.10.1984)**

Pension as on 30.09.1984	162
D.A 528%	78
Increase in pension 7%	11
Adhoc Relief (Fixed)	20

Revised Pension as on 01.10.1984

271

As per G.O 810/ Dt.09.08.1989 (V th Pay Commission W.E.F.01.06.1988)

Pension as on 31.05.1988	271
D.A 608 points	41

312

Percentage increase	(35%)	110
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Revised Pension on 01.06.1988

422

As per G.O 174/ Dt.21.04.1998 (VI th Pay Commission W.E.F.01.01.1996)

Pension as on 01.01.1996	422
D.A 148% as on 01.01.1996	625
Interim Relief I	50
Interim Relief II	50
40 % increase	169

Revised Pension as on 01.01.1996

1316

As per G.O 235/ Dt.01.06.2009 / W.E.F.01.01.2006

Pension as on 01.01.2006	1316
Dearness Pension as on 01.01.2006 50%	658
D.A 24% as on 01.01.2006	474
40 % increase	527

Revised Pension as on 01.01.2006

2975

PENSION FIXATION**TYPE 2 (G.O 562,810,271,174 & 235)****D.O.R : 30.11.1983****As per G.O 562/ Dt.10.06.1985 (IV th Pay Commission W.E.F.01.10.1984)**

Pension as on 30.09.1984 306

D.A 528% 104

Increase in pension 7% 22

Adhoc Relief (Fixed) 20

Revised Pension as on 01.10.1984 452

As per G.O 810/ Dt.09.08.1989

	Old	G.O 271/579
Pension as on 31.05.1988	452	452
D.A 608 points	68	68

	520	520
Percentage increase	(25%) 175	300 (50%)

Revised Pension on 01.06.1988 695 820
As per G.O 174/ Dt.21.04.1998

Pension as on 01.01.1996	695	820
D.A 148% as on 01.01.1996	1029	1214
Interim Relief I	50	50
Interim Relief II	70	82
40 % increase	278	328

Revised Pension as on 01.01.1996 2122 2494
As per G.O 235/ Dt.01.06.2009

Pension as on 01.01.2006	2122	2494
Dearness Pension as on 01.01.2006 50%	1061	1247
D.A 24% as on 01.01.2006	764	898
40 % increase	849	998

Revised Pension as on 01.01.2006 4796 5637

PENSION FIXATION**TYPE 3 (G.O 562,810,200, 174 & 235)****D.O.R : 31.01.1988****Revised Pension as on 01.10.1984****As per G.O 810/ Dt.09.08.1989 (V th Pay Commission W.E.F.01.06.1988)**

Pension as on 31.05.1988	574	
D.A 608 points	83	
		<hr/>
	657	
Percentage increase	(0%)	-
		<hr/>
Revised Pension on 01.06.1988	657	
		<hr/>

As per G.O 174/ Dt.21.04.1998/ W.E.F 01.01.1996

Pension as on 01.01.1996	657	
D.A 148% as on 01.01.1996	973	
Interim Relief I	50	
Interim Relief II	66	
40 % increase	263	
		<hr/>
Revised Pension as on 01.01.1996	2009	
		<hr/>

As per G.O 200/Dt.18.05.1999 / W.E.F.01.04.1999**Revised scale of pay = 5300-150-8300****Revised pension is 50% of the Min.pay = Rs.2650 W.E.F.01.04.1999****As per G.O 235/ Dt.01.06.2009**

Pension as on 01.01.2006	2009	2650
Dearness Pension as on 01.01.2006 50%	1005	1325
D.A 24% as on 01.01.2006	724	954
40 % increase	804	1060
	<hr/>	<hr/>
Revised Pension as on 01.01.2006	4542	5989
	<hr/>	<hr/>

PENSION FIXATION**TYPE 4 (G.O 562,810,271, 174 & 235)****D.O.R : 01.06.1982****As per G.O 562/ Dt.10.06.1985 (IV th Pay Commission W.E.F.01.10.1984)**

Pension as on 30.09.1984	162
D.A 528%	78
Increase in pension 7%	11
Adhoc Relief (Fixed)	20

Revised Pension as on 01.10.1984	271
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As per G.O 810/ Dt.09.08.1989 (V th Pay Commission W.E.F.01.06.1988)

	Old	G.O 271/579
Pension as on 31.05.1988	271	271
D.A 608 points	41	41

	312	312
Percentage increase (35%)	110	188 (60%)

Revised Pension on 01.06.1988	422	500
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As per G.O 174/ Dt.21.04.1998/ (VI th Pay Commission W.E.F.01.01.1996)

Pension as on 01.01.1996	422	500
D.A 148% as on 01.01.1996	625	740
Interim Relief I	50	50
Interim Relief II	50	50
40 % increase	169	200

Revised Pension as on 01.01.1996	1316	1540
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As per G.O 235/ Dt.01.06.2009/W.E.F.01.01.2006

Pension as on 01.01.2006	1316	1540
Dearness Pension as on 01.01.2006 50%	658	770
D.A 24% as on 01.01.2006	474	555
40 % increase	527	616

Revised Pension as on 01.01.2006	2975	3481
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PENSION FIXATION TYPE 5 (G.O 562,810,449,271,174 & 235)**D.O.R : 31.08.1987****As per G.O 810/ Dt.09.08.1989 (V th Pay Commission W.E.F.01.06.1988)**

Pension as on 31.05.1988	396	
D.A 608 points	59	
		455
Percentage increase	(20%)	91
Revised Pension on 01.06.1988		546

Pension re-fixation statement as per G.O.Ms.449 Fin.Dept.,Dt.12.10.1999

(w.r.t BDO Kilvelur Rc.No.667/2001/A1 Dt.12.02.2001) in respect of XXXX

D.O.R.31.08.1987 NQS 26 Y – 04 M -13 D (or) 53 Half Years

Existing Service Pension		Revised Service Pension	
Original Pension Rs.396 W.E.F 1.9.1987		Revised pension Rs.484 W.E.F.1.9.1987 (As per dept.revision, see next page)	
Revision as per G.O.1030 Fin.Dept., Dt.14.12.1987			
No Change		Revised Pension Rs.493 W.E.F. 14.12.1987(For AE 1226/2x53/66) = 492.25 or Rs.493	
V PC- Revision as per G.O.Ms.810 Fin.Dept., Dt.09.08.1989			
Pension as on 31.05.1988	= Rs.396	Pension as on 31.05.1988	= Rs.493
DA as on 01.05.1986	= 59	DA as on 01.05.1986	= Rs 74
<hr/>		<hr/>	
Total	= Rs. 455	Total	= Rs.567
Percentage Increase 20%	91	Percentage Increase 15%	100
<hr/>		<hr/>	
Pension re-fixed at Rs.546 w.e.f 01.06.1988		Pension revised to Rs.667 w.e.f 01.06.1988	
VI PC – Revision as per G.O.Ms.174 Fin Dt.21.04.1998			
For Pension Rs.546/- as on 31.12.1995 Pension re-fixed at Rs.1679 w.e.f 01.01.1996 (As per table)		For Pension Rs.667/- as on 31.12.1995 Pension revised to Rs.2039 w.e.f 01.01.1996 (As per table)	
009 P.C As per G.O.239/ Dt.01.06.2009			
<u>Pension revised at Rs.3796 as per table.</u>		<u>Pension revised at Rs.4610 as per table.</u>	
<u>Existing Family Pension Rs.296 W.E.F</u>		<u>Revised Family Pension</u>	
Rs.296 W.E.F 01.09.1987		Rs.384 W.E.F 01.09.1987	
Rs.408 W.E.F 01.06.1988		Rs.531 W.E.F 01.06.1988	
Rs.1276 W.E.F 01.01.1996		Rs.1634 W.E.F 01.01.1996	
Rs.3050 W.E.F 01.01.2006		Rs.3694 W.E.F 01.01.2006	

(Format to be given by the concerned department.)

Date of Retirement : 31.08.1987
Date of Joining : 19.04.1961
13.04.0026

53 Half Years.

Pay from	11/1986 to 08/1997 at Rs.985/-	985x10 = 9850
DA	12/1986 to 08/1987	148x10 = 1480
ADA for	11/1986 to 12/1986	45x 2 = 90
ADA for	01/1987 to 06/1987	91x 6 = 546
DA for	07/1987 to 08/1987	147x 2 = 294
		<hr/>
		12260

A.E. = 12260/10 = 1226/-

For First 1000 50% : 500.00

Next 226x45% : 101.70

601.70

601.70x53/66 =483.18 or Rs.484

Revised Pension of Rs.484 W.E.F.01.09.1987

Revised DCRG

Pay Last Drawn : 985
DA as on 31.08.1987 : 295
Difference is DCRG Rs. 295x53/4 : 3909/-

Family Pension

Pay last Drawn Rs. : 985
D.A. as on 31.08.1987 Rs. : 295

1280

Normal Family Pension: 1280x30/100 = 384/-

ADDITIONAL PENSION

As per

1. G.O No.42/Fin.(Pen)Dept.,Dt. 07.02.2011
2. Govt.Lr.No.44093/Fin.(Pen)Dept.,/2011-1/Dt. 24.02.2012.
3. Govt.Lr.No.15082/Fin.(Pen)Dept.,/2012/Dt. 24.04.2012.
4. Govt.Lr.No.43105/Fin.(Pen)Dept.,/2013/Dt. 02.12.2013.

Age 80-84	20 % in Basic Pension	Plus D.A
Age 85-89	30 % in Basic Pension	Plus D.A
Age 90-94	40 % in Basic Pension	Plus D.A
Age 95-99	50 % in Basic Pension	Plus D.A
Age 100 & above	100 % in Basic Pension	Plus D.A

D.O.B not available in PPO or Form 14, Documents produced for age proof as follows

1. PAN Card
2. SSLC Certificate
3. Passport
4. Driving Licence
5. EPIC card

Provisional Pension

The retired employee to whom the Accountant General's authorisation is not received in time due to administrative reason, shall be sanctioned provisional pension and gratuity. (Pension Rule 66). This can be allowed in the following cases also :

- i) In respect of officers who are permitted to retire without prejudice to the pending disciplinary proceedings.
- ii) Cases where pension could not be assessed for want of details of qualifying services and other particulars.

100% of pension admissible will normally be allowed as provisional pension. It can be sanctioned by Government in respect of head of department, by Head of department in respect of self drawing officers and by heads of offices in respect of other employees (G.O. 14 Fin 05.01.1996) In addition to the Provisional pension, D.A. Medical allowance shall also be paid to the retired official. (G.O.575 Fin 07.07.1994, 326 Fin 28.04.1995). The head of office shall draw provisional pension for a period of 12 months in the first instance and thereafter as extended by the Accountant General (Pension Rule 66). In respect of self drawing Gazetted Officers, the A.G. shall authorise anticipatory pension pending finalisation of pension proposals. (Pension Rule 59).

COMMUTED VALUE OF PENSION

If the retirement age is 58

$$\text{CVP} = \frac{1}{3} \times \text{pension} \times 12 \times 8.371$$

(8.371 is age at next birthday - as per table)

Reduction in the amount of pension on account of commutation shall be commenced from the date of payment of C.V.P (or) at the end of three months from the date of issue of authorisation, whichever ever is earlier.

Restoration of Commutation

1. C.V.P was paid before 7.12.1990 - 15 years from the date of retirement
2. C.V.P was paid after 7.12.1990 – 15 years from the date of payment.
3. Commutation paid after 15 years from the date of retirement cannot be restored

DCRG

- Retirement Gratuity - For retirement
- Death Gratuity – For death while in service
- Service Gratuity

This is granted in lieu of pension to those who has put in less than 10 years of qualifying service (Up to 19 Half years).

After 14.12.1987 at ½ a month pay rate for each half year of service.

For DCRG

- Minimum service required 5 years
- Maximum service required 33 Years (66 H.Y)
- Interest should be paid for the delayed payment
- Govt.pending dues may be recovered from the DCRG

$$\text{DCRG} = \frac{\text{LPD} \times \text{Service in H.Y}(\text{Max 66 H.Y})}{4}$$

$$[\text{LPD} = \text{B.P} + \text{G.P} + \text{SPL.PAY} + \text{P.P} + \text{D.A}]$$

Max. Rs.10,00,000-

WEIGHTAGE AS PER F.R. 56(3)

SUPERIOR SERVICE

Qualifying Service	Weightage in Year	AGE
25 Yrs and below	5	53 Yrs. Completed and below
26 Yrs	4	54 Yrs. Completed
27 Yrs	3	55 Yrs. Completed
28 Yrs	2	56 Yrs. Completed
29 Yrs	1	57 Yrs. Completed and running 58 Yrs.

BASIC SERVICE

AGE	WEIGHTAGE
55 Yrs.Completed	5 Yrs.
56 Yrs.Completed	4 Yrs.
57 Yrs.Completed	3 Yrs.
58 Yrs.Completed	2 Yrs.
59 Yrs.Completed and running 60 Yrs.	1 Yrs.

Rounded off the Fraction

Pension	} The fraction always rounded to next Rupee.
EFP	
NFP	
DCRG	
CVP	

1/3 rd of Pension – Ignore the fraction

Period	Max.DCRG Rs.
From 01.07.1960	24,000
From 01.01.1973	30,000
From 31.05.1982	36,000
From 01.10.1984	50,000
From 14.12.1987	1,00,000
From 01.04.1995	2,50,000
From 01.01.1996	3,50,000
From 01.01.2006	10,00,000

▪ **GPF/DCRG to Minor**

GPF/DCRG amount in respect of deceased employee by means of a crossed Account Payee Cheque in the name of Minor beneficiary and handed over to the guardian/de-facto guardian with instruction to deposit the amount in any scheduled bank for such period till the minor attains legal majority.

- **AG'S GPF authorisation valid for 6 months only**
- **AG'S DCRG authorisation valid for 1 year only**
- **AG'S PPO authorisation valid for 1 year only**

FESTIVAL ADVANCE TO PENSIONERS

Rs. 500 /- G.O.782/ Fin (Pen) Dept.,Dt.12.10.1992

Rs.1000 /- G.O.460/ Fin (Pen) Dept.,Dt.24.09.2007

Rs.2000/- G.O. 75/ Fin (Pen) Dept., Dt.14.03.2013

DEARNESS ALLOWANCE

D.A.TO SERVICE PENSIONS:

No DA allowed up to 31.03.1972

	Retired before	Retired after
	01.02.1975	01.02.1975
01.04.1972	Rs.5	Flat rate for all ranges
01.04.1973	Rs.10	„
01.10.1973	Rs.15	„
01.04.1974	Rs.20	„
01.02.1975	Rs.28	Rs.8
01.02.1976	Rs.32	Rs.12
01.01.1977	10% of pension subject to a minimum of Rs.5/- and Maximum of Rs.15/-	
15.09.1977	Increase in pension Rs.5/- for those who retired after 01.06.1961 and Rs.10/- before 01.06.1961.	
01.04.1978	5% of pension subject to a minimum of Rs.10/- and a maximum of Rs.25	

D. A TO FAMILY PENSIONERS : PRIOR TO III PAY COMMISSION

No. DA on Family Pension allowed up to 31.03.1974.

01.04.1974	Rs.20
01.04.1975	Rs.28
01.02.1976	Rs.32
01.01.1977	10% on original family pension minimum Rs.5 and maximum of Rs.15
15.09.1977	Increase in Fly pension Rs.5

REVISED RATES OF DA AFTER III PC (FLAT RATES)

Period	Up to Rs.300/-	Rs.301/- to Rs.400/-	Rs.401/- to Rs.500/-	Rs.501/- to Rs.600/-	Rs.601/- to Rs.800/-
04/1979	3	4	5	6	7
10/1979	6	8	10	12	14
02/1980	9	12	15	18	20
05/1980	12	16	20	24	26
07/1980	18	24	30	36	39
12/1980	21	28	35	42	46
03/1981	24	32	40	48	52
06/1981	27	36	45	54	58
08/1981	30	40	50	60	64
10/1981	33	44	55	66	70
12/1981	36	48	60	72	78
02/1982	39	52	65	78	84
03/1982	42	56	70	84	91
05/1982	45	60	75	90	98
08/1982	48	64	80	96	104
10/1982	51	68	85	102	110
01/1983	54	72	90	108	117
04/1983	57	76	95	114	124
07/1983	60	80	100	120	130
09/1983	63	84	105	126	136
11/1983	66	88	110	132	143
12/1983	69	92	115	138	150
02/1984	72	96	120	144	156
03/1984	75	100	125	150	162
05/1984	78	104	130	156	169
06/1984	81	108	135	162	176
08/1984	84	112	140	168	182

Note : DA upto 31.12.1986 – rounded to the nearest Rupee after 01.01.1987 to the next Rupee.

D.A. AFTER IV PC

	Up to Rs.549/-	Rs.550/- and above
10/1984	4.5%(Min Rs.12)	3.6% (Min Rs.25)
12/1984	6%(Min Rs.16)	4.8% (Min Rs.33)
03/1985	7.5%(Min Rs.20)	6% (Min Rs.41)
05/1985	9%(Min Rs.24)	7.2% (Min Rs.50)
09/1985	10.5%(Min Rs.28)	8.4% (Min Rs.58)
12/1985	12%(Min Rs.32)	9.6% (Min Rs.66)
03/1986	13.5%(Min Rs.36)	10.8% (Min Rs.75)
05/86-05/88	15%(Min Rs.40)	12%(Min Rs.83)

DA RATES AFTER 01.06.1988 : V.P.C.REVISION

	Up to Rs.1750/-	Rs.1751/- to Rs.3000/-		Rs.3001/- & above	
		% AGE	Min.Rs	% AGE	Min.Rs
06/1988	18%	13%	315	11%	390
07/1988	23%	17%	403	15%	510
01/1989	29%	22%	508	19%	660
07/1989	34%	25%	595	22%	750
01/1990	38%	28%	665	25%	840
07/1990	43%	32%	753	28%	960
01/1991	51%	38%	893	33%	1140
07/1991	60%	45%	1050	39%	1350
01/1992	71%	53%	1243	46%	1590
07/1992	83%	62%	1453	54%	1860
01/1993	92%	69%	1610	59%	2070
07/1993	97%	73%	1698	63%	2190
01/1994	104%	78%	1820	67%	2340
07/1994	114%	85%	1995	74%	2550
01/1995	125%	94%	2188	81%	2820
07/1995	136%	102%	2380	88%	3060
01/1996	148%	111%	2590	96%	3330
07/1996	159%	119%	2783	103%	3570
01/1997	170%	128%	2975	No Change	Rs.3570/-
07/1997	182%	137%	3185	No Change	Rs.3570/-

DA AFTER VI PC W.E.F.01.01.1996

01/1996	NIL
07/1996	4%
01/1997	8%
07/1997	13%
01/1998	16%
07/1998	22%
01/1999	32%
07/1999	37%
01/2000	38%
07/2000	41%
01/2001	43%
07/2001	45%
10/2002	49%
07/2003	52%
02/2004	55%

07/2004	59%
01/2005	61%
04/2005	64%
07/2005	67%
From 01.01.2006 DA 50% Marged with original pension as D.P. (DA on OP+DP)	
01/2006	24%
07/2006	29%
01/2007	35%
07/2007	41%
01/2008	47%
07/2008	54%

**DA RATES W.E.F 01/2006 AS PER G.O.Ms.235/01.06.2009
(Monetary Benefit from 01.01.2007)**

01/2006	0%
07/2006	2%
01/2007	6%
07/2007	9%
01/2008	12%
07/2008	16%
01/2009	22%
07/2009	27%
01/2010	35%
07/2010	41%
01/2011	58%
01/2012	65%
07/2012	72%

Note :-

1. Even a single paise in fraction, should be rounded to next rupee till 30.06.2009.
2. Below 50 paise should be ignore and above 50 paise should be rounded off to the next rupee WEF 01.07.2009
3. D.A shall be paid separately on service pension and family pension W.E.F.01.11.2009 as per CTA's, Ch.R.C No.40862/09/E2?Dt.03.11.2009
4. D.A and D.P are admissible to employed family pensioners W.E.F 18.07.1997 as per G.O Ms.No.112/Fin(Pension) Dept., Dt.24.03.2008 and G.O Ms.No.49/Fin(Pension) Dept., Dt.11.02.2009

ADA From 07/1986 to 05/1988

ADA to be calculated on Pension + DA as on 01.05.1986

ADA to be rounded off to Higher Rupee

	Upto Rs.1750/-	Exceeding Rs.1750/-
07/1986	4%	3% Min 70
01/1987	8%	6% Min 140
07/1987	13%	9% Min 228
01/1988 to 05/1988	18%	13% Min 315

MEDICAL ALLOWANCE TO PENSIONERS

Rs.15 WEF 1.9.1986 / For F.P Rs.15 WEF 1.6.1989 at their option.

Rs.30 WEF 1.4.1994

Rs.50 WEF 1.12.1995

Rs.100 WEF 1.6.2009

MEDICAL ALLOWANCE AND DOMESTIC HELP ALLOWANCE TO RETIRED JUDICIAL OFFICERS

M.A to Retired Judicial Officers - Rs.1500

M.A to Family Pensioners - Rs. 750

D.H.A to Retired Judicial Officers - Rs.2500

D.H.A to Family Pensioners - Rs.1000

(As per G.O (Ms) No.56, Home (Courts-I) Dept., Dt.19.01.2011)

F.S.F. SCHEME

Rs.25,000 – WEF 1.1.1998

Rs.35,000 – WEF 1.6.2012 (G.O.No.184/Fin(Pen)Dept., Dt.01.06.2012)

Rs.50,000- WEF 07.06.2013 (G.O.No.189/Fin(Pen)Dept., Dt.07.06.2013)

F.S.F RECOVERY (OPTIONAL)

Rs.20 WEF 1.1.1997

Rs.40 WEF 1.4.1999

Rs.50 WEF 1.6.2000

Rs.70 WEF 1.11.2001

Rs.80 WEF 01.06.2013

1. This is optional one, a letter should be obtained from the pensioner whether willing or not at the time of payment of first pension .
2. Eligible only for service pensioners
3. Once option is not willing, no change
4. Whenever a pensioner will withdraw from the scheme, the amount should be refund to him.
5. If any refund, the proposal should be sent to DOP
6. If wrongly recovered, (not willing cases) the refund proposal should be sent to DOP
7. FSF is eligible even a single month subscription was recovered as per G.O 416/ Fin(Pension) Dept., Dt.18.11.2010.

H.F RECOVERY (COMPULSORY)

- Rs.5 – per year From 1.7.1995
- Rs.10 – per year From 1.8.1997
- Rs.5 Per month WEF 1.10.1998
- Rs.10 Per month WEF 1.10.2001
- Rs.50 Per month WEF 1.4.2008
- Rs.100 Per month WEF 1.9.2009
- Rs.150 Per month WEF 1.1.2012

H.F TO FAMILY PENSIONERS

- Rs.75 Per month WEF 1.9.2009
- Rs.100 Per month WEF 1.1.2012

P.N.H.I.S

As per G.O Ms.No.171/Finance(Pension) Dept., Dt.26.06.2014

- Monthly recovery Rs.150 W.E.F 01.07.2014
- Eligible for Civil,Civil Family, Teacher, Teacher Family and AIS (T.N) pensioners
- Block Year 01.07.2014 to 30.06.2018

PONGAL PRIZE TO PENSIONERS

S.No	Year	G.O.No. and Date	Amount Sanction
1.	1990	Go. 2 FIN (PEN) dated 02.01.1990	100
2.	1991	Go. 17 FIN (PEN) dated 07.01.1991	100
3.	1992	Go. 3 FIN (PEN) dated 04.01.1992	100
4.	1993	Go. 18 FIN (PEN) dated 07.01.1993	100
5.	1994	Go. 28 FIN (PEN) dated 10.01.1994	100
6.	1995	Go. 14 FIN (PEN) dated 07.01.1995	100
7.	1996	Go. 39 FIN (PEN) dated 11.01.1996	100
8.	1997	Go. 1 FIN (PEN) dated 02.01.1997	100
9.	1998	Go. 644 FIN (PEN) dated 29.12.1997	150
10.	1999	Go. 745 FIN (PEN) dated 30.12.1998	150
11.	2000	Go. 4 FIN (PEN) dated 05.01.2000	150
12.	2001	Go. 5 FIN (PEN) dated 03.01.2001	150
13.	2007	Go. 691 FIN (PEN) dated 28.12.2006	150
14.	2008	Go. 4 FIN (PEN) dated 05.01.2008	300
15.	2009	Go. 557 FIN (PEN) dated 31.12.2008	300
16.	2010	Go. 2 FIN (PEN) dated 02.01.2010	500
17.	2011	Go. 2 FIN (PEN) dated 03.01.2011	500
18.	2012	Go. 2 FIN (PEN) dated 02.02.2012	500
19.	2013	Go. 6 FIN (PEN) dated 09.01.2013	500
20.	2014	Go. 5 FIN (PEN) dated 06.01.2014	500
21.	2015	Go. 10 FIN (PEN) dated 08.01.2015	500
22.	2016	Go. 2 FIN (PEN) dated 04.01.2016	500

Life Time Arrears

LTA over one year claim should be sanctioned by the T.O only

LTA over three years claim , first the PPO should be revalidated by the A.G and the claim will be sanctioned as follows.

LTA Sanctioned by

- T.O** - Up to Rs.1,50,000-
CTA - Up to Rs. 3,00,000- (Proposal sent to CTA/Govt. in the prescribed format)
Government - Above Rs.3,00,000-

(G.O.432/Fin(T&AIII)Dept.,Dt.17.12.2012.)

First Pension payment.

The following documents wanting for first Pension payment.

1. Pension sanction order
2. Permitted to Retirement order
3. Certificate obtained from the competent authority for no provisional pension was paid and no D.P.cases pending
4. Bank Pass Book.Xerox copy
5. Passport size joint photo -8 (If Family Pension not authorised in PPO, single photo)

First Family Pension

1. If death while in service, the family pension will be sanctioned by the A.G and paid by the treasury.
2. If death after retirement, the family pension and L.T.A will be sanctioned and paid by the treasury

The following documents wanting for Family Pension First payment
(i.e Sanctioned by the A.G)

3. Pension sanction order
4. Certificate obtained from the competent authority for non remarriage and non employment .
5. Bank Pass Book Xerox copy
6. Passport size photo -2

If death after retirement

1. L.T.A
2. Family Pension
3. F.S.F
4. T.S.No.

When Death of a pensioner .

1. When death of a pensioner, a death intimation should be obtained from the authorized person in the pensioner family
2. The death intimation should be pasted in the audit register and details noted in the same and death register
3. If any undrawn pension from the bank, it should be refunded immediately from the bank and credited in the Govt.Account
And the copy of challan should be pasted in the audit register
4. If Family pension is eligible , the family pensioner may be addressed to receive the L.T.A, family pension and F.S.F
5. If Family pension is not eligible , the legal heir may be addressed to receive the L.T.A and F.S.F
6. If the proposal received for LTA , F.P and FSF, LTA and F.P may be sanctioned and paid to the pensioner and FSF may be sanctioned and sent to the DOP
7. If F.P not eligible, the LTA only may be sanctioned and paid to the legal heir and FSF may be sanctioned and sent to DOP and the both halves should be sent to A.G for PPO cancellation and the fact noted in the audit register

The following documents wanting for sanction for the LTA and Family Pension by Treasury

1. Pension payment order (pensioner's half)
2. Form 14
3. Death certificate
4. Legal heir certificate if the name of the family pensioner not noted in the PPO
5. No objection certificate from the other legal heirs in the above case
6. Identification details
7. Bank Pass Book Xerox copy
8. Passport size photo -2

MUSTER

1. Every year in the month of April, May or June, the pensioner neither appear for mustering nor produce the Life Certificate at the concerned treasury
2. At the time of mustering, the correct address, PAN No., phone no., mobile no. email id. Core banking account no., recent photo, signature in the audit register may be obtained from the pensioner
3. If not appeared for mustering till June , the pensioner may be reminded to appear for mustering by SMS, Phone, email or letter on July
4. If the pensioner neither appear for annual mustering nor produce the Life Certificate, Non Employment Certificate and Non –remarriage Certificate/Non Marriage Certificate till July the pension will be stopped WEF August
5. The concerned Bank Manager may be addressed to hold the Account
6. The status of the pensioner may be ascertained from the revenue authority
7. If the pensioner was already dead, the date of death should be confirmed and the pension amount which was sent after the date of death should be refunded from the bank and credited in the Govt.Account and the copy of challan should be pasted in the audit register

8. When the status of the pensioner was not known, the pension amount which was sent from the next month of last muster should be refunded from the bank and credited in the Govt. Account and the copy of challan should be pasted in the audit register

LIFE CERTIFICATE

If the pensioner not able to appear for the mustering, a life certificate may be furnished from the pensioner.

Life certificate may be obtained from the following officers

1. Revenue Inspector of the area where the pensioner resides
2. Tahsildars and Deputy Tahsildars
3. Gazetted Officers of the State Govt.
4. Gazetted Officers of the Central Govt.
5. Bank Managers of the Branch where the pensioners receive the pension
6. Pensioners staying abroad are permitted to produce this certificate with Identification details duly signed by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India

Income Tax to the Pensioners

- PAN number should be obtained, if not having PAN No., higher rate if I.T ie 20% should be recovered.
- Probable statement should be obtained from the pensioners at March in every year with deductions under chapter VI A (proof should be enclosed)
- If not obtained, I.T should be calculated as per current year slab, and the I.T should be recovered for every months
- Monthly Filing 24G and Quarterly Filing 24Q
- Form 16 should be issued before 31st March to the pensioner
- No I.T for the Family Pension

Excess Pension Payment Recovery

- If any arrear payment, a declaration should be obtained from the pensioner
- Full D.A should be recovered without the concern of the pensioner, however a prior intimation should be given by R.P to the pensioner with a proceeding order
- If D.A raised, recovery amount should also raised and No. of instalement should be reduced
- If Court stay, counter affidavit for vacate the stay order

Pension Comparison

- The sub treasury pension check registers with latest monthly schedule should be compared with District Treasury T.S registers in every year (ie October).
- The latest rate of monthly pension should be noted in the T.S registers
- If death, the date of death should be noted and the details of the Family pension should also be noted in the Family pension T.S register

DUPLICATE PPO

1. Pensioners need not be insisted to obtain "non traceable/detectable" certificate from police station
2. An undertaking from the pensioner is enough
3. Duplicate PPO shall be issued from the concerned ST/DT/PPO without refer to AG
4. A note of the issue of duplicate PPO in the register of PPO
(As per G.O No.30/Fin(pension) Dept., Dt.01.02.2010)
 - Duplicate PPO need not be insisted for LTA only.

Loan to the Pensioners

- Treasury authority should not given any undertaken to the pensioners for availing personal loans from Banks
- Bank should not be adjusted towards any personal loan availed by the pensioner from the Bank
- Entire amount with interest should be obtained from the Bank

- **Conditional Pension**
- **Undrawn pension** (Non mustered and Death case)
- **Stray Payment**
- **Cage Entry**
- **Money Column**

List of registers to be maintained for pension

1. PPO Watching Register
2. Restoration Register
3. Addl.Pension Register
4. Conditional Pensioners Register
5. Muster Register
6. F.S.F. Sanction Register
7. H.F. Forwarding Register
8. Cash Recovery Register
9. F.A. Sanction and Recovery Register
10. Plus and Minus Memo Register

1. LTA & Family Pension Sanction Register
2. List of Expired Pensioners Register
3. List of Transferred Pensioners Register
4. List of Double Pensioners Register
5. List of Re-employment Pensioners Register
6. PPO Cancellation Register
7. Court cases Register
8. Pensioners attendance Register
9. Pensioners Association Address Register with contact No.

PUBLIC SECTOR BANK SCHEMES (P.S.B)

G.O.Ms.No.456, Fin.(Pen) Dt.30.06.1988

- In respect of New pensioners, the AG while issuing PPO to the Treasury will also mention on the PPO itself the particular branch of the PSB from which the pensioner has opted to draw pension. The T.O. will forward both halves of the Pension payment order to the link branch of that Bank after indicating the eligibility or other-wise of the medical allowance of Rs.15 per mensem to the particular pensioners.
- Pensioners who are receiving payment through the Banks under the Pilot Scheme will also exercise their option to draw their pensions from the banks under the pilot scheme or PSB Scheme.
- The Paying Branch will maintain the detailed record of pension payments made by it from time to time in the form prescribed in Annexure C
- Each paying Branch will send advice of pension payments made by it to its link Branch by the 10th of the month.
- On receipts of advice and scrolls along with the supporting documents from the paying branches, in triplicate the link branch will consolidate them.
- Two copies of the scroll along with summary sheet will be sent by the RBI/SBI its subsidiary banks transacting State Government business at the District Headquarters by the 15th of the succeeding month.

ANNEXURE – A

(See paragraph 6.3)

Application for drawal of pension through public Sector Banks as laid down in G.O. Ms. No. 456, Finance, Dt.30.06.1988.

(To be submitted in duplicate)

To

The Pension Pay Officer,
The District Treasury Officer/Sub-Treasury Officer
.....(place)

Sir,

I opt to draw my pension through Bank and give below necessary particulars to enable you to make arrangement in this regard.

Pensioner's particulars:

- a) Name :
- b) PPO No. :
- c) Present Address :

Bank's particulars :

- a) Name :
- b) Branch where payment desired :
 - pensioners Savings Bank/Current Account No.....at the Branch to which pension is to be credited.

Yours faithfully,

Place :

Date :

(Signature)

Pensioner's Specimen Signature

Not "Joint" or "Either or Survivor's" account.

For the use in the Sub-Treasury

Forwarded to the Treasury Officer along with Disburser's half of Thiru/Tmt/Selvi.....
The pension has been paid for the period upto the month of

Sub-Treasury Officer.

For use in Treasury

Forwarded to the Manager/Agent(link branch of the bank) the Disburser's half/ both halves of Thiru/Tmt./Selvi..... bearing P.P.O.No..... is sent herewith.

The pensioner has been paid pension for the period upto the month of Pension due from the month of is to be arranged by the Bank.

Treasury Officer,

(with his seal)

Station :

Date :

PENSION HEAD OF ACCOUNT

PROVISIONAL PENSION

2071 Pension and Other Retirement Benefits

01 Civil 101 Superannuation and Retirement Allowances

I Non Plan AA payment to Tamilnadu Government Pensioners.

DPC: 2071 01 101 AA

CIVIL

2071 Pension and Other Retirement Benefits

01 Civil 101 Superannuation and Retirement Allowances

I Non Plan AA payment to Tamilnadu Government Pensioners.

DPC: 2071 01 101 AA

COMMUTATION (CIVIL)

2071 Pension and Other Retirement Benefits

01 Civil 102 Commuted value of pensions

I Non plan AA Commuted value of pensions

27 Pensions 02 Commutation

DPC: 2071 01 102 AA 2726

CIVIL FAMILY

2071 Pension and Other Retirement Benefits

01 Civil 105 Family Pension I Non Plan

AA Family pension to TamilNadu Government Pensioners.

DPC: 2071 01 105 AA

TEACHER

2071 Pension and Other Retirement Benefits 01 Civil

109 Pensions to Employees of State Aided Educational Institutions.

I Non plan AB pensions to Teachers of Aided schools, schools of local bodies, Aided colleges and non – teaching staff of Aided schools.

DPC: 2071 01 109 AB

COMMUTATION (TEACHER)

2071 Pension and Other Retirement Benefits 01 Civil

109 Pensions to Employees of State Aided Educational Institutions.

I Non plan AF commuted value of pensions to Teachers of Aided schools and schools of local Bodies 27 Pension 02 Commutation.

DPC: 2071 01 109 AF 2722

TEACHER FAMILY

2071 Pension and Other Retirement Benefits 01 Civil

109 Pensions to Employees of State Aided Educational Institutions.

I Non plan AD Family Pension

2071 01 109 AD

EX.VILLAGE OFFICERS

2071 Pension and Other Retirement Benefits

01 Civil 101 Superannuation and Retirement Allowances

I Non Plan AL payment of pension to ex.village officers 27 pensions 01 Basic pension.

DPC: 2071 01 101 AL 2717

EX.VILLAGE OFFICERS FAMILY

2071 Pension and Other Retirement Benefits

06 Civil 105 Family Pension I Non Plan

AG payment of family pension to Ex.village officers

27 pensions of family pension

DPC: 2071 06 105 AG 2764

EX – GRATIA PAYMENT

2071 Pension and Other Retirement Benefits 01 Civil

800 Other Expenditure I Non plan AH Ex-gratia payment

to families of deceased – Non – provincialised Employees –
contributory provident fund 27 pensions

DPC: 2071 01 800 AH 2704

ALL INDIA SERVICE

2071 Pension and Other Retirement Benefits 01 Civil

101 Superannuation and Retirement Allowances

I Non Plan AH Relief to All – India Service Pensioners

27 pensions 01 Basic pension

DPC: 2071 01 101 AH 2715

PONGAL PRIZE

2071 Pension and Other Retirement Benefits 01 Civil

800 Other Expenditure I Non plan AF pongal prize to
pensioners and family pensioners 27 pensioners 09 others.

DPC: 2071 01 800 AF 2799

PONGAL PRIZE TO Ex – VILLAGE OFFICERS

2071 Pension and Other Retirement Benefits 01 Civil

800 Other Expenditure I Non plan AK Other Expenditure –
pongal prize to Ex – village officers – 27 pensions 09 others.

DPC: 2071 01 800 AK 2799

SPECIAL PENSIONS

1. Village Assistant

i.Service 10 years and above Rs.2050 + D.A

ii.Service above 5 years
and below 10 years Rs. 460 + D.A

2. Village Assistant Family Pension Rs. 560 only.
(Below 10 years Service)

3. Ex.Village Officers Rs. 1500 + D.A

4. Ex. Village Officers Family Rs. 1000 only

5. State Freedom Fighter Rs.9000 + 500 M.A

6. State Freedom Fighter Family Rs.4500 + 500 M.A

7. State Fund to C.F.F Pensioners Rs. 500

8. Indigent Artist Rs.1500 only

1. அகவை முதிர்ந்த தமிழறிஞர்; Rs.2000
2. தமிழுக்காக பணியாற்றிய தமிழறிஞர்; Rs.3000+15
3. தமிழுக்காக பணியாற்றிய தமிழ் அறிஞர்களின் மரபுரிமையர் Rs.1500+15
4. எல்லைக் காவலர் Rs. 4000+15
5. எல்லைக் காவலர்களின் மரபுரிமையர் Rs.2000+15
6. Ulema Rs.1000
7. Sports Rs.3000
8. Journalist Rs.7500
9. Journalist Family Pension Rs.4500
10. Other State Pension (Pondy,Bihar,Kerala etc.,) Rate as per the concern state.

கிராம உதவியாளர் ஓய்வூதியம்

அ.ஆ.(நி) எண்.168/வருவாய்(பணி)-(8(1))துறை,நாள்.07.04.2010 – ன் படி

1. 10 ஆண்டுகள் மற்றும் அதற்கு மேல் பணி முடித்தவர்கள் -ரூ. 2050
2. 5 ஆண்டுகளுக்கு மேல் 10 ஆண்டுகளுக்கும் குறைவாக -ரூ. 460
3. 10 ஆண்டுகளுக்கும் குறைவாக பணிபுரிந்து இறக்கும் கிராம உதவியாளர் குடும்பங்களுக்கு பிற படிகளின்றி -ரூ. 560

(1.1.2006 முதல் கருத்தியல், 24.1.2008 முதல் பணப்பயன்)

முன்னாள் கிராம அலுவலர் ஓய்வூதியம்

அ.ஆ.(நி)எண்.396/வருவாய் (பணி - (8(1)) துறை, நாள்.12.11.2012 –ன் படி 12.11.2012 முதல்

முன்னாள் கிராம அலுவலர் ஓய்வூதியம் ரூ.1500

முன்னாள் கிராம அலுவலர் குடும்ப ஓய்வூதியம் ரூ.1000 (பிற படிகளின்றி)

No arrears for the Re-employment period.

Pension

From 05.12.1986 to 21.07.1998 Rs.175 (G.O.828/Dt.23.08.1996)

From 22.07.1998 to 23.01.2008 Rs. 250 (G.O.629/Dt.22.07.1998)

From 24.01.2008 Rs.1140 G.O.168/Dt.07.04.2010)

From 12.11.2012 Rs.1500 (G.O.396/Dt.12.11.2012)

Dearness Pension

From 24.01.2008 Rs.720

Fixed D.A

From 05.12.1986 to 21.07.1998 same as the regular pension D.A

(ie. 4% to 203%)

From 22.07.1998 to 23.01.2008 Rs.455 (182 % of Rs.250)

From 22.07.1998 to Till date Rs.455

D.A W.E.F.01.01.1999

From 01.01.1999 10% (Regular Pension DA 32%)

From 01.07.1999 15%

From 01.01.2000 16%

From 01.07.2000 19%

From 01.01.2001 21%

From 01.07.2001 23%

From 01.10.2002 27%

From 01.07.2003 30%

From 01.02.2004 33%

From 01.07.2004 37%

From 01.01.2005 39%

From 01.04.2005 42%

From 01.07.2005 45%

From 01.01.2006 49%

From 01.07.2006 54%

From 01.01.2007 60%

From 01.07.2007 66%

From 01.01.2008 72%

From 24.01.2008 same as the regular pension D.A

Ex.V.O Family

No D.A

From 05.12.1986 to 21.07.1998 Rs.100 (G.O.828/Dt.23.08.1996)

From 22.07.1998 to 23.01.2008 Rs. 150 (G.O.629/Dt.22.07.1998)

From 24.01.2008 Rs.560 (G.O.168/Dt.07.04.2010)

From 12.11.2012 Rs.1000 (G.O.396/Dt.12.11.2012)

மாநில சுதந்திரப் போராட்ட வீரர்கள் ஓய்வூதியம்

(அ.ஆ.(நி)எண்.893/நாள்.19.08.2013-ன் படி 15.08.2012 முதல்)

ஓய்வூதியம் ரூ.9000+ ரூ.500 மருத்துவப் படி

குடும்ப ஓய்வூதியம் ரூ.4500+ ரூ.500 மருத்துவப் படி

தலைப்பு

2235 சமூக பாதுகாப்பும் நலனும் - 60 ஏனைய சமூகப்பாதுகாப்பு நலத்திட்டங்கள் - 102 சமூகப்பாதுகாப்புத் திட்டங்களின் கீழ் வழங்கப்படும் ஓய்வூதியம் - I திட்டத்தில் சேராதது AF விடுதலை வீரர்கள், அவர்களைச் சார்ந்திருப்பவர்களுக்கு கொடுக்கப்படும் ஓய்வூதியங்கள் -27 ஓய்வூதியங்கள்- 05 சமூகப்பாதுகாப்பு ஓய்வூதியங்கள் த.தொ.கு.2235 60 102 AF 2754.

மாநில விடுதலைப் போராட்ட வீரர் ஓய்வூதிய விதிகளின்படி மைய அரசின் விடுதலைப் போராட்ட வீரர் ஓய்வூதியம் பெறும் அனைத்து தியாகிகள்/வாரிசுதாரர்கள் அனைவருக்கும் மாநில அரசு நிதியிலிருந்து இதே தலைப்பில் ரூ.500 வழங்க வேண்டும்.

(அ.ஆ.(நி)எண்.491/நாள்.28.04.1997)

நலிந்த கலைஞர் (INDINGENT ARTIST)

2205 - 00 கலையும் பண்பாடும் - 102 கலை பண்பாட்டை வளர்த்தல் - I திட்டத்தில் சேராதது - AA கலைஞர்களுக்கும் சிறந்த எழுத்தாளர்களுக்கும் ஊக்கமளித்தல் - 09 உதவி மானியங்கள் - 01 நடப்பு செலவிற்கான மானியங்கள்

த.தொ.கு.2205 00 102 AA 0914.

(01.04.2013 முதல் ரூ.1500 அ.ஆ.(நிலை)எண் 81/நாள்.26.04.2013)

அ. எல்லைக்காவலர்

ரூ.4000 +15 மருத்துவப்படி

ஆ .எல்லைக்காவலர்களின் மரபுரிமையர்

ரூ.2000 +15 மருத்துவப்படி

இ. தமிழுக்காக பணியாற்றிய தமிழறிஞர்

ரூ.3000 +15 மருத்துவப்படி

ஈ. தமிழுக்காக பணியாற்றிய தமிழறிஞரின்

ரூ.1500 +15 மருத்துவப்படி

மரபுரிமையர்

தலைப்பு

2202 பொதுக்கல்வி - 05 மொழி வளர்ச்சி - 800 ஏனைய செலவு I திட்டத்தில் சேராதது - AH தமிழ் இலக்கியத்தையும் பண்பாட்டையும் பாதுகாத்து வளர்க்கச் சிறந்த முறையில் தொண்டாற்றியவர்களுக்கு ஓய்வூதியம் - 27 ஓய்வூதியங்கள் - 05 சமூகப் பாதுகாப்பு ஓய்வூதியங்கள். த.தொ.கு.2202 05 800 AH 2756

(அ.ஆ(நிலை)எண்.10, தமிழ் வளர்ச்சி, அறநிலையங்கள் மற்றும் செய்தி(தவ 1.2)த்துறை, நாள்.11.01.2011 - ன் படி 01.07.2010 முதல்)

தமிழ் அறிஞர்

2202 பொதுக் கல்வி - 05 மொழி வளர்ச்சி 800 ஏனைய செலவு I திட்டத்தில் மேலதது - AB
தமிழ் அறிஞர்களுக்கு ஓய்வூதியம் -27 ஓய்வூதியங்கள் - 05 சமூகப் பாதுகாப்பு ஓய்வூதியங்கள்.
த.தொ.கு.2202 05 800 AB 2758
(01.12.2011 முதல் ரூ.2000 அ.ஆ.311/நாள்.02.12.2011)

BIHAR PENSION

8793 - 00 - Inter State Suspense Account
101 Inter State Suspense Account
AO Bihar Pension
DPC: 8793 00 101 AO 0004

ANDHRA PRADESH PENSION

8793 - 00 - Inter State Suspense Account
101 Inter State Suspense Account
AY Andhra Pradesh Pension
DPC: 8793 00 101 AY 0004

சத்துணவு பணியாளர்களுக்கு சிறப்பு ஓய்வூதியம்

அ.ஆ.எண் நிலை எண் 146./ச.ந (ம) ச.தி.து / நாள் 16.11.2009

சத்துணவு அமைப்பாளர்
அங்கன்வாடி பணியாளர் ரூ.700
குறு அங்கன்வாடி பணியாளர்

சத்துணவு சமையலர் ரூ.600
அங்கன்வாடி உதவியாளர் நிலை I

சமையல் உதவியாளர்
அங்கன்வாடி உதவியாளர் நிலை II ரூ.500

EX-GRATIA PENSION

The Ex-gratia payment paid to the widows and dependent children of the deceased Contributory Provident Fund/non-pensionable establishment beneficiaries as follows.

Prior to 01.11.1997 - The Basic Ex-gratia Rs.150

From 01.11.1997 - The Basic Ex-gratia Rs.605

(G.O Ms.No.202,Fin. (P.C)Dept., Dt.08.05.1998)

From 04.06.2013 - The Basic Ex-gratia Rs.645

(G.O Ms.No.41,Fin.(Pension) Dept., Dt.14.02.2014)

D.A Rates for Ex-gratia Pension.

From	Percentage	G.O No.
01.11.1997	31	G.O Ms.No.202,Fin.(P.C)Dept., Dt.08.05.1998
01.01.2008	39	G.O Ms.No.109,Fin.(Pen)Dept., Dt.22.03.2008
01.07.2008	46	G.O Ms.No.493,Fin.(Pen)Dept., Dt.13.11.2008
01.01.2009	56	G.O Ms.No.113,Fin.(Pen)Dept., Dt.21.03.2009
01.07.2009	65	G.O No.232,Fin.(Pen)Dept., Dt.10.07.2013
01.01.2010	79	-Do-
01.07.2010	95	-Do-
01.01.2011	107	-Do-
01.07.2011	119	-Do-
01.01.2012	131	-Do-
01.07.2012	143	-Do-
01.01.2013	158	-Do-
01.07.2013	175	G.O No.42,Fin.(Pen)Dept., Dt.14.02.2014
01.01.2014	192	G.O No.171,Fin.(Pen)Dept., Dt.10.06.2015
01.07.2014	204	-Do-
01.01.2015	215	-Do-

CONTRIBUTORY PENSION SCHEME

1. C.P.S subscription should be recovered those who are appointed on or after 1.4.2003.
2. Apply for Account number within three days from the appointment to the GDC, Chennai.
3. Contribution at 10% of B.P+G.P+P.P+D.A.
(1. G.O.No.259/Fin.(Pen) Dept., Dated 06.08.2003
2. G.O.No.430/Fin.(Pen) Dept., Dated 06.08.2004.)

PENSION MODEL FORMAT AND SANCTION ORDERS

ஓய்வூதியர் இறந்த விவரம் கருவூலத்திற்கு தெரிவித்தல்

P.P.O.No.....

அனுப்புவோர் :

அடைவோர் :

உதவி கருவூல அலுவலர்/ கருவூல அலுவலர்,
சார் நிலை கருவூலம்/ மாவட்ட கருவூலம்
.....

அய்யா,

பொருள் : ஓய்வூதியம் - எனது கணவர்/மனைவி.....
அவர்கள்அன்று இறந்த விவரம்
தெரியப்படுத்துதல்.

எனது கணவர்/மனைவி அவர்கள் சார்/
மாவட்ட கருவூலம் வழியாக வங்கியில் ஓய்வூதியம் பெற்று
வந்தனர். அவருடைய ஓய்வூதிய கொடுவை எண் ஆகும். அவரது வங்கி
கணக்கு எண் அவர் அன்று இறந்து விட்டார் என்ற விவரத்தை
பணிபுடன் தெரிவித்துக் கொள்கிறேன்.

இடம் :

தங்கள் உண்மையுள்ள

நாள் :

LETTER TO BANK FOR UNDRAWN (Model)

Treasuries and Accounts Department

From

Thiru.....,

Assistant Treasury Officer,

Thiruthuraipoondi.

To The Branch Manager, State Bank of
India, Thiruthuraipoondi.

To

The Branch Manager,

State Bank of India,

Thiruthuraipoondi.

PDL No.../2015/B/Dated:.....

Sir,

Sub : Civil Pension – Thiru/Tmt.....- PPO No..... - and S.B.A/C
No..... - Expired on – Refund of Undrawn Pension amount – requested –
reg.

Ref : Application received from Thiru/Tmt..... Dt.....

Thiru/Tmt..... holder of PPO No..... drawing civil pension
through your bank in S.B. Account No. The above pensioner expired on
..... Hence, I request that the pension for the month of to
amounting Rs..... may be refunded to this office at an early date by means of bankers
cheque. This is very urgent.

Assistant Treasury Officer,

Thiruthuraipoondi

NOTE ORDER Model 1

R.C.No /2015/8

O.N.Submitted

Thiru/Tmt.....holder of PPO No.....who was drawing pension from this office expired on2015. He has been lastly paid up to2015. There was no undelivered amount due to be recovered.

Now Thiru/Tmt.....Wife/Husband of the deceased has applied for sanction of L.T.A and Family Pension infavour of her/him and the documents produced by the applicant are verified and found to be in order. Hence L.T.A may be sanctioned as detailed below.

L.T.A. Details for to.....

Original pension	=	.00
------------------	---	-----

CVP(-)	=	.00
--------	---	-----

Red.Pension	=	.00	X	=	.00
-------------	---	-----	---	---	-----

D.A()	=	.00	X	=	.00
--------	---	-----	---	---	-----

D.A. Arrear	=	.00	X	=	.00
-------------	---	-----	---	---	-----

MA	=	100.00	X	=	.00
----	---	--------	---	---	-----

GA Rs.	=	.00
--------	---	-----

PFSF (-)	=	.00
----------	---	-----

PNHIS (-)	=	.00
-----------	---	-----

FA (-)	=	.00
--------	---	-----

Net Amount	Rs.	=	.00
------------	-----	---	-----

For Order

NOTE ORDER Model 2

R.C.No..../2015/B

O.N.Submitted

Thiru/Tmt.....holder of PPO No.....who was drawing pension from this office expired on2015. He has been lastly paid up to2015. The undelivered pension from /2015 amounting Rs.....00 only has been withdrawn from the bank and remitted into Govt. Account by challan dated on2015.

Now Thiru/Tmt.....Wife/Husband of the deceased has applied for sanction of L.T.A and Family Pension in favour of her/him and the documents produced by the applicant are verified and found to be in order. Hence the L.T.A may be sanctioned as detailed below.

L.T.A. Details from to.....

Original pension	=		.00
------------------	---	--	-----

CVP(-)	=		.00
--------	---	--	-----

Red.Pension	=	.00	X	=	.00
-------------	---	-----	---	---	-----

Short drawn PFSF (-)	=			=	.00
-----------------------------	---	--	--	---	-----

PNHIS (-)	=			=	.00
-----------	---	--	--	---	-----

FA (-)	=			=	.00
--------	---	--	--	---	-----

Pension	=			=	.00
---------	---	--	--	---	-----

D.A()	=	.00	X	=	.00
--------	---	-----	---	---	-----

D.A. Arrear	=	.00	X	=	.00
-------------	---	-----	---	---	-----

MA	=	.00	X	=	.00
----	---	-----	---	---	-----

GA & Net Amount	Rs.	=		.00
-----------------	-----	---	--	-----

For Order

L.T.A SANCTION ORDER Model 1

PROCEEDING OF THE ASSISTANT TREASURY OFFICER, THIRUTHURAIPOONDI

Present : Thiru.....

R.C.No. /2015/B/

Dated :

Sub : Pension – Civil Pension – Thiru/Tmt..... holder of PPO No..... – expired on - Life time Arrears of pension Sanction – ordered – reg.

Ref : 1. G.O.Ms.No.562/Fin.(P)Dept., Dt.26.06.1987
2. G.O.Ms.No.223/Fin.(Pen) Dept., / Dated:10.03.1994.
3. Govt.Lr.No.54928-A/Pension/91-9,Fin.(P)Dept., Dt.27.02.1992
4. Govt.Lr.No.104654/A/Pen/92-4/Fin.(P)Dept., Dt.14.10.1992.
5. Application received from the Thiru/Tmt..... Dt..

ORDER:

Sanction is hereby accorded for the payment of Life Time Arrears of Rs. (.....) for the period fromtoas per details furnished below to Tmt..... wife and legal heir of Late Thiru..... holder of PPO No.....

Tmt. is requested to appear before the Asst.Treasury Officer, Thiruthuraipoondi to receive the payment.

Assistant Treasury Officer,
Thiruthuraipoondi

To

1. Tmt.....W/o late
2. The Bill.

L.T.A. Details

Pension at Rs.....pm from to = Rs.....
D.A at Rs..... pm fromto = Rs.....
M.A at Rs..... pm from to = Rs.....
Short drawn FSF Rs. + P.H.F Rs. + F.A Rs. = Rs.....

Gross Amount	= Rs.
Less FSF	= Rs.
PHF	= Rs.

Net Amount	Rs.
------------	-----

L.T.A SANCTION ORDER Model 2

PROCEEDING OF THE ASSISTANT TREASURY OFFICER, THIRUTHURAIPOONDI

Present : Thiru.....

R.C.No...../2015/B/

Dated :

Sub : Pension – Civil Pension – Thiru/Tmt..... holder of PPO No..... –
expired on - Life time Arrears of pension Sanction – ordered – reg.

Ref : 1. G.O.Ms.No.562/Fin.(P)Dept., Dt.26.06.1987
2. G.O.Ms.No.223/Fin.(Pen) Dept.,Dated:10.03.1994.
3. Govt.Lr.No.54928-A/Pension/91-9,Fin.(P)Dept., Dt.27.02.1992
4. Govt.Lr.No.104654/A/Pen/92-4/Fin.(P)Dept., Dt.14.10.1992.
5. Applicaion received from the Thiru/Tmt..... Dt..

ORDER

Sanction is hereby accorded for the payment of Life Time Arrears of Rs.
(.....) for the period fromtoas
per details furnished below to Tmt..... wife and legal heir of Late Thiru.....
holder of PPO No.....

Tmt. is requested to appear before the Asst.Treasury Officer, Thiruthuraipoondi
to receive the payment.

Assistant Treasury Officer,
Thiruthuraipoondi

To

1. Tmt.....W/o late

2. The Bill.

copy to

1. The Accountant General (A&E) , Chennai – 18.

2. The Treasury Officer, Thiruvarur.

L.T.A. Details for to.....

Original pension	=	.00			
CVP(-)	=	.00			
Red.Pension	=	.00	X	=	.00
D.A()	=	.00	X	=	.00
D.A. Arrear	=	.00	X	=	.00
MA	=	.00	X	=	.00

GA Rs.

FSF (-)	=	.00
HF (-)	=	.00
FA (-)	=	.00

Net Amount	Rs.	=	.00
------------	-----	---	-----

NORMAL FAMILY PENSION SANCTION ORDER (Model)

PROCEEDING OF THE ASSISTANT TREASURY OFFICER, THIRUTHURAIPOONDI

Present : Thiru.....

R.C.No...../2015/B/

Dated :

Sub : Civil Pension – Thiru/Tmt..... - holder of PPO No..... - Expired on
..... – Sanctioned of family Pension to Thiru/Tmt..... – Ordered – reg.

Ref : 1.Govt.Lr.No.104654/A/Pen/92-4/Fin.(P)Dept., Dt.14.10.1992.

2. G.O.Ms.No.196/Fin.(Pen) Dept., Dated:16.03.1993.

3. G.O.Ms.No.223/Fin.(Pen) Dept., Dated:10.03.1994.

4. Application received from the Deceased Pensioners wife/husband.

ORDER

Sanction is hereby accorded as per rule 89(c) under T.N.T.C.Volume I FOR
The Payment of family pensionThiru/Tmt.....holder PPO No.....at the
rate of Rs...../- pm w.e.f.....2015 as admissible allowances.

She/He is requested to appear before the Assistant Treasury Officer, Sub Treasury,
Thiruthuraipoondi to receive his/her family pension.

Assistant Treasury Officer,
Thiruthuraipoondi

To

1. Deceased Pensioner wife/Husband.
2. The Bill

Copy to

The Treasury Officer, Thiruvavur.

ENHANCED AND NORMAL FAMILY PENSION SANCTION ORDER (Model)

PROCEEDING OF THE ASSISTANT TREASURY OFFICER, THIRUTHURAIPOONDI

Present : Thiru.....

R.C.No...../2015/B/

Dated :

Sub : Civil Pension – Thiru/Tmt.....- holder of PPO No..... - Expired on
..... – Sanctioned of family Pension to Thiru/Tmt..... – Ordered – reg.

Ref : 1. Govt.Lr.No.104654/A/Pen/92-4/Fin.(P)Dept., Dt.14.10.1992.

2. G.O.Ms.No.196/Fin.(Pen) Dept., Dated:16.03.1993.

3. G.O.Ms.No.223/Fin.(Pen) Dept., Dated:10.03.1994.

4. Application received from the Deceased Pensioners wife/husband.

ORDER

Sanction is hereby accorded as per rule 89(c) under T.R.16 of T.N.T.C.Volume I for the Payment of Enhanced family pension to Thiru/Tmt.....holder PPO No.....at the rate of Rs...../- pm uptoand normal family pension at the rate of Rs...../- there after and admissible allowances.

She/He is requested to appear before the Assistant Treasury Officer, Sub Treasury, Thiruthuraipoondi to receive her/him family pension.

Assistant Treasury Officer,
Thiruthuraipoondi

To

1. Deceased Pensioner wife/Husband.
2. The Bill

Copy to

1. The Treasury Officer, Thiruvavur.

F.S.F SANCTION ORDER (Model)

PROCEEDING OF THE ASSISTANT TREASURY OFFICER, THIRUTHURAIPOONDI

Present : Thiru.....

R.C.No...../2015/B/

Dated :.....

Sub : Tamilnadu Government Pensioners Family Security Fund Scheme – Payment of Lumpsum Amount of Rs.50000/- only to Thiru/Tmt..... - sanction – regarding.

- Ref :
1. G.O.Ms.No.762/Fin.(Pen) Dept., Dated:31.12.1996.
 2. Govt. Lr. No.14602/Pen/97-1/Fin. (Pen)Dept..Dt.27.02.1997.
 3. G.O.Ms.No.315/Fin.(Pen) Dept., Dated:12.06.1997
 4. G.O.Ms.No.639/Fin.(Pen) Dept., Dated 26.12.1997
 5. Govt.Lr.No.22991/Fin(PGC)/98-1/Fin.Dept., Dt.15.07.1998
 6. Govt.Lr.No.47652/Fin(PGC)/98-1/Fin.(Pen)Dept., Dt.13.11.1998
 7. Govt.Lr.No.61267Pension/99-2/Dept., Dt.08.09.1999
 8. G.O.Ms.No.184/Fin.(Pen) Dept., Dated:01.06.2012.
 9. G.O.Ms.No.189/Fin/(Pen) Dept., Dt.07.06.2013
 10. Application received from Thiru/Tmt.....

ORDER:

In exercise of the powers delegated vide reference 5th cited sanction is hereby accorded for the payment of financial Assistance Rupees (50000/-) Fifty Thousands only to Thiru/Tmt..... wife/Husband/son/daughter and Legal heir of Late Thiru/Tmt..... deceased pensioner holder of PPO No.

He/She was admitted to the scheme on 01.01.1997 and subscription continuously recovered towards the Tamil Nadu Government Pensioner Family Security Fund Scheme at Rs.20/- P.M with effect from 01.01.1997 to 31.03.1999, Rs.40/- P.M with effect from 01.04.1999 to 31.05.2000, Rs.50/-P.M with effect from 01.06.2000 to 31.10.2001, Rs.70/- P.M with effect from 01.11.2001 to 31.05.2013 and Rs.80/- P.M with effect from 01.06.2013 to till the death of the pensioner ie.....

Certified that the claims satisfy with all the conditions stipulated by the Government for the scheme from time to time.

Certified that no sanction was accorded previously in respect of this pensioner.

This cheque will be issued by the Director of Pension. Chennai to Thiru/Tmt..... Husband/wife/Son/Daughter/Legal heir Thiru/Tmt..... deceased pensioner.

Assistant Treasury Officer,
Thiruthuraipoondi

To
Thiru/Tmt.....
W/o(Late).....

RESTORATION ORDER Model

PROCEEDING OF THE ASSISTANT TREASURY OFFICER, THIRUTHURAIPOONDI

Present : Thiru.....

PdI.No...../2015/B/

Dated :

Sub : Civil Pension – Thiru/Tmt.....- PPO No..... -

Restoration of the Commuted portion of pension – reg.

- Ref :
1. G.O.Ms.No.302/ Fin.(Pen) Dept., Dt.04.05.1981
 2. G.O.Ms.No.41/Fin.(Pen) Dept., / Dated:13.01.1987.
 3. Govt. Lr. No.91806/A/Pen/923/Dt.07.12.1990.
 4. Govt. Lr. No.80447/Pen/92-1/Dt.03.07.1992.
 5. Govt. Lr. No.108043/ Pen/92-1/Dt.30.12.1992.
 6. Govt. Lr. No.130388/ DPG/92-1/Dt.08.12.1992.
 7. DTA Memo R.C./86837/92/D3/Dt.26.12.1992.
 8. AG's TMI/G1/119/92-93/Dt.02.04.1993.
 9. Govt. Lr. No.72119/Pen/92-9/Dt..07.1992.
 10. G.O Ms.No.68, Fin.(Pen) Dept., Dt.25.01.1996

ORDER

Sanction is accorded for the restoration of commuted portion of pension of Rs.....00 (Rupees.....only) to Thiru/Tmt.....holder of PPO No..... with effect from

The particulars of the pensioner are furnished below.

- | | | | |
|--|---|-----|---------------------------|
| 1. Name of the pensioner | : | | |
| 2. Dept.from which retired | : | | |
| 3. Pension Payment Order No. | : | | |
| 4. Amount of original pension | : | Rs. | .00 |
| 5. Revised pension | : | Rs. | .00 As per G.O.No.235/Dt. |
| 6. Amount Commuted | : | Rs. | w.e.f |
| | | Rs. | w.e.f |
| | | Rs. | w.e.f |
| 7. Date of Birth | : | | |
| 8. Date of Retirement | : | | |
| 9. Date of completes of 15 years from the date of retirement | : | | |
| 10. Amount of pension fixed after restoration | : | Rs. | .00 |
| 11. Date of commencement of restored pension | : | | |

Assistant Treasury Officer,
Thiruthuraipoondi

To

1. Deceased Pensioner wife/Husband.

Copy to

1. The Treasury Officer, Thiruvavur.

2. The Accountant General, Chennai – 18

TRANSFER APPLICATION Model

Treasuries and Accounts Department

From

Thiru.....,

Assistant Treasury Officer,

Thiruthuraipoondi.

To

The Treasury Officer,

Thiruvarur..

K.Dis No. / / /Dated:.....

Sir,

Sub : Pension – Civil Pension – Thiru/Tmt.....- Holder of PPO
 No..... / - T.S.No..... - Transfer to Sub/District
 Treasury,..... – Both Halves submitted - reg.

Ref : Application received from the individual Thiru/Tmt..... Dt.....

Thiru/Tmt..... holder of PPO No...../ wishes to draw
his/her pension through the Sub/District Treasuryon transfer from this Sub Treasury
Thiruthuraipoondi. The following records are submitted here with with the Last Payment Certificate
for necessary action.

Assistant Treasury Officer,

Thiruthuraipoondi

Encl :

1. Extract of the check register with photo
2. Both halves of PPO No...../FA.

Copy to the pensioner.

EXTRACT OF AUDIT REGISTER

1.	PPO No.	:	T.S.No.
2.	Name of the Pensioner	:
3.	Date of retirement	:
4.	Class of Pension	:
5.	<u>Rate of Pension</u>		
	Original Pension	:	.00
	Less Commutation	:	.00
	Net Pension	:	.00
	D.A.	:	.00
	M.A.	:	.00
	Total	:	.00
	Less FSF	:	.00
	HF	:	.00
	FA	:	.00
	NET	:	.00
6.	Residencial Address	:	
7.	Identification Marks	:	1. 2.
8.	Last date of Payment	:	Lastly paid upto and inclusive of and further payment may be made from
9.	Remarks	:	

Assistant Treasury Officer,
Thiruthuraipoondi

LETTER TO T.O FOR ALLOTTED T.S No.

Treasuries and Accounts Department

From

Thiru.....,

Assistant Treasury Officer,

Thiruthuraipoondi.

To The Treasury Officer, Thiruvarur..

To

The Treasury Officer,

Thiruvarur..

R.C. No. / / /Dated:.....

Sir,

Sub : Pension – Civil Pension – Thiru/Tmt..... holder of PPO No..... –
expired on - Sanction of Family pension to his/her wife/Husband
Thiru/Tmt. – T.S.No. – requested – reg.

Ref : This office Proc.No.R.C.No. /2015 / B/ Dt.

Thiru/Tmt.....holder of PPO No.....who was drawing
pension from this office expired on2015. He has been lastly paid up to2015. The
undelivered pension from /2015 to /2015 amounting Rs.....00 only has been withdrawn
from the bank and remitted into Govt. Account by challan dated on2015. The Life Time
Arrears and Family Pension was sanctioned and paid to the spouse of the deceased pensioner.

Hence I submit that the Disbursers half of the PPO No..... of Thiru/
Tmt..... for allotting the T.S.Number.

Assistant Treasury Officer,

Thiruthuraipoondi

Encl :

D.H. of the PPO.No.....

PPO SENT TO A.G FOR CANCELLATION

DEPARTMENT OF TREASURIES AND ACCOUNTS

From To
Thiru The Accountant General (A&E),
Treasury Officer, Chennai -600 018.
Thiruvavarur.

K.Dis:/2015/ Dated.....

Sub: Civil Pension - PPO No..... Thiru/Tmt.
Expired on - PPO Sent for cancellation - reg.

Ref : 1. The AG(A&E) Lr No.
2. This office / A.T.O, S.T..... Lr. No.....

I am to state that Thiru Holder of PPO No..... was
drawing pension through this office/ Sub Treasury, He/She expired on
..... He/She has been lastly paid up to The Life Time Arrears has been paid on
..... to Thiru

Son/daughter and legal heir of the deceased pensioner. No eligible legal heir to be paid the family
Pension. Hence the both halves of PPO are sent here with for cancellation.

Additional Treasury Officer,
Thiruvavarur.

Encl: Both Halves of PPO No.

Copy to:

NOMINATION FOR PFSE

PENSIONER'S NAME AND ADDRESS PPO No. :
of bank from which pension is drawn :

Name

G.O.No.762, FINANCE (PENSION) DEPARTMENT Dt.31.12.1996

ANNEXURE II

NOMINATION FOR TAMIL NADU GOVERNMENT PENSIONER'S FAMILY SECURITY FUND

SCHEME:

Name and Address	Relationship
of Nominee	with
	pensioner :

Dated this
day of2015

Signature of Pensioner :

P.P.O.No.

Witness

(1)

(2)

Assistant Treasury Officer,

Note : If the spouse is not alive, the amount will be paid to the nominee. If no nomination is filed, the amount will be paid to all legal heirs in equal shares.

Application through PSB

ANNEXURE A

(See paragraph 6.3)

Application for drawal of pension through Public Sector Banks as laid down in G.O.Ms.No.456,
Finance (Pension), dated 30th June 1988
(To be submitted in duplicate)

To,
The Pension Pay Officer,
The District Treasury Officer/Assistant Treasury Officer,
.....(Place)

Sir,

I opt to draw my pension through Bank and give below necessary particulars to enable you to make arrangement in this regard.

Pensioner's particulars

- (a) Name
- (b) P.P.O.No.
- (c) Present Address

Bank's particulars

- (a) Name
- (b) Branch where payment desired.

Pensioner's S.B/Current Account No.....at the Branch to which pension is to be credited.

Place :

Yours faithfully,

Date :

(Signature)

Pensioner's Specimen Signature

Not "Joint" or "Either or Survivor's" account.

Note : Name of the Banks implementing the scheme:

- I. Madras City :- (1) Branches of the State Bank of India (2) Subsidiaries of the State Bank of India (3) All Nationalised Banks.
- II. (1) Branches of the State Bank of India, (2) Canara Bank, (3) Syndicate Bank, (4) Union Bank of India, (5) Indian Overseas Bank, (6) Indian Bank, (7) Bank of Baroda, (8) Central Bank of India and (9) Corporation Bank.

FOR USE IN THE SUB-TREASURY

Forwarded to the Treasury Officer along with Disburser's half of Thiru/Tmt/Selvi

..... The Pension has been paid for the period up to the month of

FOR USE IN TREASURY

Forwarded to the Manager/Agent..... the

Disburser's half (link branch of the bank) both halves of Thiru./Tmt./Selvi hearing P.P.O.No..... is/are sent herewith.

The Pensioner has been paid pension for the period up to the month of Pension due from the month of is to be arranged by Bank.

Station :

Date :

FORM 14**(See Rules 72(4); 74(3) and 76(2))****Form of Application for the Grant of Family Pension on The Death of Government Servant /Pensioner
(Introduced in G.O.Ms.No.830 Finance, dated 3.12.93)**

1. Name of the applicant :
 (i) Widow/Widower :
 (ii) Guardian if the deceased Government Servant/Pensioner is survived by Minor child:
2. Name and age of surviving widow/widower and children of the deceased Government Servant/Pensioner

Serial Number	Name	Relationship with deceased person	Date of birthby Christianera.
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			

3. Name of the deceased Government Servant/Pensioner :
4. Pension Pay Order No. of the deceased Pensioner, if any :
5. Date of death of the deceased Government Servant/Pensioner :
6. Office/Department in which deceased Government Servant/pensioner served last. In the case of Educational Institution whether it is Government/ Aided/ Panchayat/ Municipal School and the District in which the Institution falls may also be stated. :
7. If the applicant is guardian, his date of birth and relationship with the deceased Government Servant / Pensioner :
8. i) If the applicant is widow/widower the details of the amount of service pension, if any which she/he may be in receipt on the date of death of the husband/wife. :
 (ii) If the widow/widower or the son/daughter is employed the details of such employment. :
9. Full address of the applicant :
10. Name of the Treasury or Sub Treasury at which payment is desired. :

11. Indicate whether Family Pension is admissible from any other source`
(Military/Government of India /Local Body) :
12. Signature or left hand thumb impression of the applicant** :
13. Enclosures:
 - (a) Two specimen signatures of the applicant duly attested (to be furnished in two separate sheets)
 - (b) Two copies of passport size photograph of the applicant duly attested.
 - (c) Two slips each bearing left hand thumb and finger impressions of the applicant, duly attested
 - (d) Descriptive Roll of the applicant duly attested indicating
 - (i) height and
 - (ii) personal marks if any, on the hand, face, etc., (to be furnished in duplicate).
 - (e) Certificate (s) of age (in original with two attested copies) showing the date of birth of the children. The certificate should be from the Municipal Authorities or from the Local Panchayat or from The Head of a recognised school if the child is studying in such school.
14. Attested by:***

Name	Full address
Signature	
15. Witnesses:
 - 1.
 - 2.

NOTE:

- 1.Proof for Death (Original or attested copy) should be attached
- 2.Heir ship Certificate (original or attested copy) issued by Tahsildar/Court of Law should be furnished
- 3.Where claim is made by guardian, a guardianship certificate issued by Court of Law should be furnished
4. In case of claim by a widow who happened to be the second wife of the deceased, the information whether the first wife is alive or not, whether the second marriage had taken place after the demise of the first wife, whether the children are through the first wife or second wife etc., should be furnished against column 2.
- 5.In case where a passport size of Joint Photograph of the pensioner with wife or husband, as the case may be is already available, there is no need to obtain the photograph of the wife or husband as the case may be, again while applying for family pension on the death of the pensioner.
(Introduced in G.O. Ms.No.838, Finance, dated 7.10.94)

**To be furnished in case the applicant is not literate enough to sign his name.

*** Attestation should be done by one Gazetted Government Servant or one or more persons of respectability

in the town or village in which the applicant resides.

DESCRIPTIVE ROLL

SLIP SHOWING PERSONAL MARKS OF IDENTIFICATION AND OTHER DETAILS OF

Thiru / Tmt.

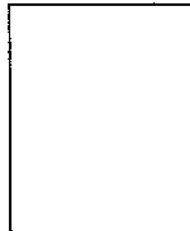
Husbund / Wife / legal heir of

1. Height :
2. Personal Marks of Identification :
(i)
(ii)
3. Specimen Signature (s) (i)
(ii)
(iii)

ATTESTED

4. Passport size photo graph of Thiru / Tmt

Photo



ATTESTED

5. Thumb and finger impression of Thiru / Tmt

Thumb	First Finger	Second Finger	Fourth Finger	Small Finger

ATTESTED

TAMILNADU GOVERNMENT FAMILY SECURITY FUND SCHEME

ADVANCED STAMPED RECEIPT

Received From the Director of Pension, Chennai – 6 , a Cheque bearing No:

Dated: for Rs.50000/- (Rupees Fifty thousand only) drawn on Indian Overseas Bank, Teynampet, Chennai-6 being the lump sum grant payable to me.



Signature of Pensioner
PPO No

Address:

TAMILNADU GOVERNMENT FAMILY SECURITY FUND SCHEME

ADVANCED STAMPED RECEIPT

Received From the Director of Pension, Chennai – 6 , a Cheque bearing No:

Dated: for Rs.50000/- (Rupees Fifty thousand only) drawn on Indian Overseas Bank, Teynampet, Chennai-6 being the lump sum grant payable to me.



Signature of Pensioner
PPO No

Address:

PENSIONER BANK DETAILS FORM

Name of the Pensioner/Spouse / legal heir	
Pensioner's PPO NO	
Address with Mobile or Landline No	
Name of the Bank and Branch	
Pensioners Bank Account No	
Type of Account	S.B A/C Current A/C
Bank Code	M.I.C.R. No:
Bank Branch Code	
Core Banking system	Yes NO
NEFT Code	
Bank Phone No. with STD Code	
Amount Claimed	
Name of the District/Sub Treasury	

I am willing to get the assistance under the Health Fund Scheme/Family Security Fund Scheme through ECS under above said bank Account

Attested

**Pensioner/Family Pensioner
Signature**

**Addl.Treasury Officer
Thiruvapur**

.....

For use in Directorate of Pension

Amount sanctioned RS.

Signature of

Acct

Supdt

Officer

COMPUTER SHEET – PENSIONER DATA BASE

(To be furnished by the Pension Disbursing Officer and enclosed to the Sanction of TN Pensioners
Family Security Fund Scheme)

TAMILNADU GOVT PENSIONER'S FAMILY SECURITY FUND SCHEME 1995

1. Pension Pay Order No.

--	--	--	--	--	--	--	--	--	--

2. Pensioner Name (in capital)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Address for communication (in capital)

4. Date of Retirement

4.A. a. CLAIM b. REFUND.

--	--	--	--	--	--	--	--

5. If Claim, Date of Death of the Pensioner :

--	--	--	--	--	--	--	--

6. If Claim, Date of Death of the Pensioner :

--	--	--	--	--	--	--	--

7. Details of Pension Disbursing Officer:

8. Details of Spouse / Nominee

9. Date of Admittance:

--	--	--	--	--	--	--	--

10. Recovery Made upto:

--	--	--	--	--	--	--	--

Treasury Officer
Thiruvavur

Nomination for LTA

FORM - A

To

The Pension Disbursing Authority/Head of Office

(Name of Bank / Treasury / Post Officer / Account's Officer etc.)

Place:

I _____ nominate the person named

(Name of the Pensioner in Capital) below for receiving lifetime arrear of pension.

1. Name and Address of the Nominee :
2. Relationship with Pensioner :
3. Date of Birth :
4. If nominee is minor, name and address of person
Who may receive the said pension during the
Nominee's minority :
5. Name and address of other Nominee in case
the nominee Under column(1) above
predeceases the pensioner :
6. Relation with Pensioner :
7. Date of Birth if the other Nominee is minor :
8. Name and address of the person who may receive
the Pension During the other Nominee is minority :
9. Contingency on happening of when nomination
shall become In valid :
10. PPO NO :
11. Name of the Bank and Address :
12. SB Account No :

Place :

Signature

Date :

(or thump impression If Illiterate) and Name of Pensioner

Witness: 1(Signature, Name & Address)

Witness: 2(Signature, Name & Address)

Thiru/Tmt.....has nominated

Thiru/Tmt/Selvi..... His/her
Son/Daughter to receive LTA.

Additional Treasury Officer
Thiruvarur

DUPLICATE PPO D.H

Appeared in person on
C.S.R.27 Chargeable to

T & A. (Pen.) 38 -171, 863 - 23 - 11 - 53

Voted

Central -

Non-voted

Voted - Before 1st October 1953

State

Charged to Revenues - After 1st October 1953

DISBURSER'S HALF

Place for signature of Pensioner
on the first payment made hereon

HEAD OF CHARGE -55 - SUPERANNUATION ALLOWANCES AND PENSIONERS									
Class of pension and date of order sanctioning it.	Date or approximate Date of birth.	Height.		Date of approximate date of birth	Sect	Residence showing village and pergunnah	Amount of monthly pension		
		FEET	INCH		Rs		Rs	Amount	P.

OFFICE OF THE

No.

the

Sir,

UNTIL FURTHER NOTICE, and on the expiration of every month, be pleased to pay to the sum of Rupees (less income-tax) being the amount of PENSION, as.....

upon the production of the counterpart, hereof, taking from the claimant a receipt for the amount according to usual form. The payment should commence from

In the event of the death of Shri/Smt.....Family Pension of Rs..... per month, may be paid Shri/Smt from the day following the date of death of Shri/Smt..... till the date of his/her re-marriage or death whichever is earlier (on receipt of death certificate and form of application from widow / widower)

(Signature) (Designation)

NOTE: (1) Payment under this order is to be made only to the Pensioner in person, with the following exceptions :- (a) To persons specially exempted by the Local Government. (b) To females unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity. Payment in both classes (a) and (b) is made on production of a Life Certificate signed by a responsible officer of Government, or other well-know and trustworthy person (Articles 944m to 947). (c) To any person sending a Life Certificate signed by some person exercising the powers of a magistrate of any class under the Criminal Procedure Code or by any Registrar or Sub-Registrar under the Registration Act, or by any Gazetted Officer of Government (Articles 944 to 947)				
Thumb.	1 st finger	2 nd finger	3 rd finger Little or	4 th finger.

Certified that the above finger prints have been taken in my presence and under my personal superintendence from the left hand of
late

STATIONS

Date

Signature

REVERSE OF DISBURSER'S HALF

T & A. (Pen.) 85

Amount of pension Rs..... (in words).....

This Document is to be retained by the Disbursing Officer so long the authority remains in force in such manner that the pensioner shall have no access to it. Every separate payment is to be recorded below.

Month for which pension is due	19-19		19-19		19-19		19-19		19-19		Remarks
	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	
March..											
April..											
May..											
June..											
July..											
August..											
September..											
October..											
November..											
December..											
January..											
February..											

Month for which pension is due	19-19		19-19		19-19		19-19		19-19		Remarks
	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	
March..											
April..											
May..											
June..											
July..											
August..											
September..											
October..											
November..											
December..											
January..											
February..											

C.S.R.27.

DUPLICATE PPO P.H

Appeared in person on
C.S.R.27 Chargeable to

T & A. (Pen.) 38 -171, 863 - 23 - 11 - 53
Voted

Central -

DISBURSER'S HALF

	Voted	Non-voted
State	—	Before 1 st October 1953
	Charged to Revenues — After 1 st October 1953	

Place for signature of Pensioner
on the first payment made hereon

HEAD OF CHARGE - 55 - SUPERANNUATION ALLOWANCES AND PENSIONERS						
Class of pension and date of order sanctioning it.	Date or approximate Date of birth.	Sect	Residence showing village and pergunnah	Amount of monthly pension		
				Rs	Amount	P.

OFFICE OF THE

No. _____ the
Sir,

UNTIL FURTHER NOTICE, and on the expiration of every month be pleased to pay to the sum of Rupees (less income-tax) being the amount ofPENSION, as..... upon the production of this order and a receipt according to usual form. The payment should commence from..... In the event of the death of Shri/Smt..... Family Pension of Rs..... per month, may be paid Shri/Smt..... from the day following the date of death of Shri/Smt..... till the date of his/her re-marriage or death whichever is earlier (on receipt of death certificate and form of application from widow / widower)

(Signature) (Designation)

To THE TREASURY OFFICER.

- Notes:- (1) No pension shall be liable to seizure, attachment or sequestration by process of any court in India at the instance of a creditor for any demand against the pensioner (Section 11, Act XXIII of 1871).
- (2) Payment under this order is to be made only to the pensioner in person with the following exceptions:-
- (a) To persons specially exempted by the Local Government.
- (b) To females unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity.
- payment in both classes (a) and (b) is made on production of a Life Certificate signed by a responsible officer of Government , or other well-known and trustworthy person. (Article 945, C.S.R.)
- (c) To any person sending a Life Certificate signed by some person exercising the powers of a Magistrate of any class under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer, who before retirement, exercised the powers of a Magistrate, or by a Chaplain or any Gazetted Officers of Government or by a Munsif or a Judicial Myook in Burma, or by any person holding a Government title (Article 96,C.S.R).
- (d) In all cases referred to in clauses (a),(b) and (c), the Disbursing Officer must, at least once a year, require proof, independent of that furnished by the Life Certificate, of the continued existence of the pensioner (Article 947 (a),C.S.R).
- (3) On the decease of the pensioner, this order should be immediately returned by his family to the District Officer, with report of the date of his decease.

REVERSE OF DISBURSER'S HALF

T & A. (Pen.) 85

Amount of pension Rs..... (in words)

.....

Every separate payment is to be recorded below.

Month for which pension is due	19-19		19-19		19-19		19-19		19-19		Remarks
	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	
March..											
April..											

BLACK SPACE FOR FOLDING

May..											
June..											
July..											
August.											
September.											
October..											
November..											
December..											
January..											
February..											

BLACK SPACE FOR FOLDING

Month for which pension is due	19-19		19-19		19-19		19-19		19-19		Remarks
	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	Date of payment	Disbursing Officer's initials.	
March..											
April..											
May..											
June..											
July..											
August..											

BLACK SPACE FOR FOLDING

September.											
October..											
November..											
December..											
January..											
February..											

PENSION DP CODE

CIVIL	
PENSION	2071 01 101 AA 2719
DA	2071 01 101 AC 0315
DP	2071 01 101 AA 2773
ADDL PEN	2071 01 101 AO 2711
MA	2071 01 101 AD 2795
R	2071 01 101 AA 2728
CVP	2071 01 102 AA 2726
DCRG	2071 01 104 AB 2800
FA +	2071 01 101 AA 4913
FA -	2071 01 101 AA 4922
CR	2071 01 101 AA 7723
PONGAL GIFT	2071 01 800 AF 2799

CIVIL FAMILY	
PENSION	2071 01 105 AA 2711
DA	2071 01 105 AC 0317
DP	2071 01 105 AA 2775
MA	2071 01 105 AE 2795
ADDL PENSION	2071 01 105 AH 2717
IR	2071 01 105 AA 2720
CR	2071 01 105 AA 7725

TEACHER	
PENSION	2071 01 109 AB 2711
DA	2071 01 109 AA 0313
DP	2071 01 101 AA 2775
MA	2071 01 109 AG 2793
ADDL PENSION	2071 01 101 AO 2720
IR	2071 01 109 AB 2720
CVP	2071 01 109 AF 2722
DCRG	2071 01 109 AC 2808
FA +	2071 01 109 AB 4915
FA -	2071 01 109 AB 4924
CR	2071 01 109 AB 7725

TEACHER FAMILY	
PENSION	2071 01 109 AD 2762
DA	2071 01 109 AG 2784
DP	2071 01 101 AA 2775
MA	2071 01 109 AG 2784
ADDL PENSION	2071 01 105 AH 2726
IR	2071 01 109 AB 2720
FA +	2071 01 109 AD 4911
FA -	2071 01 109 ad 4920

OTHER PENSION	
Ex.V.O PENSION	2071 01 101 AL 2717
Ex.V.O FAMILY	2701 01 105 AG 2764
EX-GRATIA	2071 01 800 AH 2704
SFF	2235 60 102 AF 2754
SFF Family	2235 60 102 AG 0549
Intingent Artist	2205 00 102 AA 0914
TAMIL SCHOLOR	2202 05 800 JE 0906
TAMIL DEVELOP	2202 05 800 AH 2701
ART & CULTURE	2205 00 102 JD 2703
ULEMA	2202 05 102 AA 2750
Sports	2204 00 104 AD 2799
Journalist Pension	2235 60 102 AH 2750
Journalist Family Pension	2235 60 102 AM 2769

MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE

Signature of applicant :

I Dr. _____ after careful personal examination of the case hereby certify that Thiru/Selvi/Thirumathi _____ whose signature is given above _____ is/was suffering from _____ based on clinical condition and investigation done as is given _____ and I consider that a period of absence from duty for _____ with effect from _____ is absolutely necessary for the restoration of his/her health.

Station:

Authorised Medical Attendant

Date:

Reg.No.

MEDICAL HISTORY

(The nature and probable duration of illness should be specified)

Clinical condition:

(per Seal)

Authorised Medical Attendant

Reg.No.

CERTIFICATE OF FITNESS TO RETURN TO DUTY

Signature of the Applicant: _____

I Registered Medical Practitioner, _____ Assistant Surgeon do hereby certify that I have carefully examined _____ of the _____ department whose signature is given above and find that he/she has recovered from his/her illness and is now fit to resume his/her duties in Government Service.

I, also certify that before arriving at this decision I have examined the original Medical Certificate(s) and Statement(s) of the case (or certified copies thereof) on which leave was granted or extended and these have been taken into consideration in arriving at my decision.

Station:

Medical Practitioner with seal

Date:

Reg.No.

Form T.A.IX

(See Local Ruling 8 under Articles 95-99 in Chapter IV)

ALTERATION MEMORANDUM

Treasury Account of District Treasury,

What Month's Account	Vr.No	Amount to be adjusted		To the debit of	Original amount		To the debit of	Original amount		Reasons for adjustment
		Rs.	P.		Rs.	P.		Rs.	P.	

I have personally satisfied myself that the alterations proposed are necessary

To
**THE PRINCIPAL ACCOUNTANT GENERAL,
 CHENNAI-18.**

Treasury Officer
 Thiruvavur

சிறப்பு ஓய்வூதியம் வழங்கப்படும் விவரம்

வ. எ.	சிறப்புஓய்வூதியம் வகை.	எந்த தேதி முதல்	மாத ஓய்வூதியம்	அ.ப.ச	ம.ப.ச	தகவல் குறிப்பிட எண்	அரசாணை எண்
01	மாநில அரசு விடுதலைப் போராட்ட வீரர் ஓய்வூதியம்	01-08-2013	9000	---	500	2235-60-102-AF-2754	அ.ஆ.893/பொது/அ.ஒ.2)த்துறைநாள் 19-08-2013
02	மாநில அரசு விடுதலை போராட்ட வீரர் குடும்ப ஓய்வூதியம்	01-08-2013	4500	---	500	2235-60-102-AG-0549	அஇத
03	மைய அரசின் விடுதலை போராட்ட வீரர் ஓய்வூதியம்/ குடும்ப ஓய்வூதியம் பெறுபவர்களுக்கு மாநில அரசு நிதி	---	500	---	500	---	அ.ஆ.நிலைஎண். 491/பொது(அ.ஒ.2) துறைநாள் 28-4-97
04	முன்னாள் கிராமஅலுவலர் ஓய்வூதியம்	12-11-2012	1500 1-1-13முதல்	80%	---	2071 01 101 AL 2717	அ.ஆ.நிலைஎண். 396 வருவாய் (பணி8(1)துறைநாள் 12-11-12
05	முன்னாள் கிராமஅலுவலர் குடும்ப ஓய்வூதியம்	12-11-2012	1000	---	---	2071 06 105 AG 2764	அ.ஆ.நிலைஎண்.
06	நலிந்த கலைஞர்	01-04-2013	1500	---	---	2205-00-102-AA-0914	396வருவாய் (பணி8(1)துறைநாள் 12-11-12
07	அகவை முதிர்ந்த தமிழறிஞர்கள் நிதியுதவி	01-12-2011	2000	---	---	2202-05-800-AB-2758	அ.ஆ.நிலைஎண். 81/த.வ.ப.(ம) அ.நி. (பணி- 2)த்துறைநாள் 26-04-2013
08	எல்லை காவலர் ஓய்வூதியம்	01-07-2010	4000	---	15	2202-05-800-AH-2756	அ.ஆ.நிலைஎண். 311த.வ.அ.நி.(ம) செ(த.வ.1-2) த்துறைநாள் 02-12-2011
09	எல்லை காவலர்களின் மரபரிமைப் ஓய்வூதியம்	01-07-2010	2000	---	15	2202-05-800-AH-2756	அ.ஆ.நிலைஎண். 10 த.வ.அ.நி.(ம) செ(த.வ.1-2) த்துறைநாள் 11-01-2011
10	தமிழுக்காக பணியாற்றிய தமிழறிஞர்கள் ஓய்வூதியம்	01-07-2010	3000	---	15	2202-05-800-AH-2756	அ.ஆ.நிலைஎண். 10த.வ.அ.நி.(ம) செ (த.வ.1-2) த்துறைநாள் 11-01-2011
11	தமிழுக்காக பணியாற்றிய தமிழறிஞர்களின் மரபரிமைப் ஓய்வூதியம்	01-07-2010	1500	---	15	2202-05-800-AH-2756	அ.ஆ.நிலைஎண். 10த.வ.அ.நி.(ம) செ(த.வ.1-2) த்துறைநாள் 11-01-2011
12	உலிமா ஓய்வூதியம்	13-12-2011	1000	---	---	2202-05-102-AA-2750	அ.ஆ.நிலைஎண். 10த.வ.அ.நி.(ம) செ(த.வ.1-2) த்துறைநாள் 11-01-2011
13	விளையாட்டு ஓய்வூதியம்	21.12.2011	3000	---	---	2204 00 104 AD 2799	அ.ஆ.எண்.109/பி.வ.பி. பி. வ. (எ-1) துறைநாள் 13-12-2011
14	பத்திரிகையாளர் ஓய்வூதியம்	07.10.2013	7500	---	---	2235 60 102 AH 2750	அ.ஆ.எண்.42/இளைஞர் நலன் மற்றும் விளையாட்டுவளாச்சித்(ச1)துறைநாள் 21-12-2011
15	பத்திரிகையாளர் குடும்ப ஓய்வூதியம்	07.10.2013	4500	---	---	2235 60 102 AM 2769	அ.ஆ.நிலைஎண். 246 த.வ.(ம) செ(நிர்.4) த்துறைநாள் 07.10.2013.

TEACHERS SCALE OF PAY W.E.F 01.06.1988

POST	GRADE	V.PC	PC REVISION 1996	ONE MAN COMM	PC REVISION 2009	ONE MAN COMM
		WEF 1.6.1988	WEF 1.1.1996	WEF 1.1.96 M.B W.1.9.98	WEF 1.1.2006	WEF1.1.2006/M.B 1.1.2011
SECONDARY GRADE	ORD GR	1200-30-1560-40-2040	4000-100-6000	4500-125-7000	5200-20200+2800	-
	SEL GR	1400-50-2300-60-2600	5000-150-8000	5300-150-8300	9300-34800+4300	-
	SPL GR	1640-60-2600-75-2900	5500-175-9000	5900-200-9900	9300-34800+4500	-
BT/TP/PHY DIR(HS)	ORD GR	1400-50-2300-60-2600	5000-150-8000	5500-175-9000	9300-34800+4400	9300-4800 + 4600
	SEL GR	1640-60-2600-75-2900	5500-175-9000	6500-200-10500	9300-34800+4600	15600-39100 + 4800
	SPL GR	2000-60-2300-75-3200	6500-200-10500	8000-275-13500	15600-39100+5400	15600-39100 + 5700
ELE HM	ORD GR	1400-50-2300-60-2600	5000-150-8000	5300-150-8300	9300-34800+4300	9300-34800 + 4500
	SEL GR	1640-60-2600-75-2900	5500-175-9000	6500-200-10500	9300-34800+4600	15600-39100 + 5400
	SPL GR	2000-60-2300-75-3200	6500-200-10500	8000-275-13500	15600-39100+5400	15600-39100 + 5700
PG/PHY DIR(HSS)	ORD GR	1820-60-2300-75-3200	5900-200-9900	6500-200-10500	9300-34800+4600	9300-34800 + 4800
	SEL GR	2200-75-2800-100-4000	8000-275-13500	8000-275-13500	15600-39100+5400	15600-39100 + 5700
	SPL GR	2500-75-2800-100-4200	9100-275-14050	9100-275-14050	15600-39100+5700	15600-39100 + 5700
MIDDLE HM	ORD GR	1640-60-2600-75-2900	5500-175-9000	5900-200-9900	9300-34800+4500	9300-34800 + 4700
	SEL GR	2000-60-2300-75-3200	6500-200-10500	8000-275-13500	15600-39100+5400	15600-39100 + 5700
	SPL GR	2200-75-2800-100-4000	8000-275-13500	9100-275-14050	15600-39100+5700	15600-39100 + 6600

தணிக்கை அட்டவணை

ஆண்டு

மாதம்	தணிக்கை நாள்		தணிக்கைக்கு வைத்த நாள்		சுருக்கொப்பம்.	
	க.கா	க.அ/கூ.க.அ/ உ.க.அ.	க.கா	க.அ/கூ.க.அ/ உ.க.அ.	க.கா	க.அ/கூ.க.அ/ உ.க.அ.
ஜனவரி						
பிப்ரவரி						
மார்ச்						
ஏப்ரல்						
மே						
ஜூன்						
ஜூலை						
ஆகஸ்டு						
செப்டம்பர்						
அக்டோபர்						
நவம்பர்						
டிசம்பர்						

2015 - 2016 நிலுவைப்பட்டியல்

[illegible]

MEASURES

MEASURES OF LENGTH	MEASURES OF CAPACITY
METRIC SYSTEM	METRIC SYSTEM
10 Millimetres = 1 Centimetre 10 Centimetres = 1 Decimetre 10 Decimetres = 1 Metre 10 Metres = 1 Decametre 10 Decametres = 1 Hectometre 10 Hectometres = 1 Kilometre 100 Centimetres = 1 Metre 1000 Metres = 1 Kilometre	10 Millilitres = 1 Centilitre 10 Centilitres = 1 Decilitre 10 Decilitres = 1 Litre 10 Litres = 1 Decalitre 10 Decalitres = 1 Hectolitre 10 Hectolitres = 1 Kilolitre 1000 Millilitres = 1 Litre 1000 Litres = 1 Kilolitre
BRITISH SYSTEM	BRITISH SYSTEM
12 Inches (12") = 1 Foot (1') 3 Feet = 1 Yard 5 ½ Yards = 1 Pole 40 Poles = 1 furlong or 220 Yards 8 Furlongs = 1 Mile or 1760 Yards	4 Gills = 1 Pint 2 Pints = 1 Quart 4 Quarts = 1 Gallon 2 Gallons = 1 Peck 4 Pecks = 1 Bushel 3 Bushels = 1 Quarter 5 Quarters = 1 Load
MEASURES OF AREA	MEASURES OF WEIGHT
METRIC SYSTEM	METRIC SYSTEM
100 Sq. Millimetres = 1 Sq. Centimetre 100 Sq. Centimetres = 1 Sq. Decimetre 100 Sq. Decimetres = 1 Sq. Metre 100 Sq. Metres = 1 Sq. Decametre 100 Sq. Decametres = 1 Sq. Hectometre 100 Sq. Hectometres = 1 Sq. Kilometre	10 Milligrams = 1 Centigram 10 Centigrams = 1 Decigram 10 Decigrams = 1 Gram 10 Gram = 1 Decagrams 10 Decagrams = 1 Hectograms 10 Hectograms = 1 Kilograms 100 Kilograms = 1 Quintal 1000 Kilograms = 1 Tonne or Ton 10 Quintals = 1 Tonne or Ton 1000 Milligrams = 1 Gram 1000 Grams = 1 Kilograms
BRITISH SYSTEM	BRITISH SYSTEM
144 Sq. Inches = 1 Sq. Foot) 9 Sq. Feet = 1 Sq. Yard 48,400 Sq. Yards = 1 Sq. Furlong 64 Sq. Furlongs = 1 Sq. Mile 48.4 Sq. Yards = 1 Cent 100 Cents or 4840 Sq. Yards = 1 Acre	10 Drams = 1 Ounce 10 Ounces = 1 Pound 14 Pounds = 1 Stone 2 Stones = 1 Quarter 4 Quarters = 1 Hundred-weight (cwt) 20 cwt = 1 Ton

MEASURES

MEASURES OF TIME	JUBILEE TABLE
10 Millimetres = 1 Centimetre 60 Seconds = 1 Minute 60 Minutes = 1 Hour 24 Hours = 1 Day 7 Days = 1 Week 15 Days = 1 Fortnight 4 Weeks = 1 Month 12 Months or 365 Days = 1 Year 366 Days = 1 Leap Year 10 Years = 1 Decade 100 Years or 10 Decads = 1 Century 10 Centuries or 1000 Years = 1 Millennium Leap year occurs every forth year. To determine whether a year is a leap year, simply devide the year by 4. If the division does not leave a remainder, then the year is a leap year. Ex. The years 2000,2004,2008,2012,2016,2020 are leap years. In a leap year, February has 29 days.	1 Year - Anniversary 10 Years - Decennium 25 Years - Silver Jubilee 50 Years - Golden Jubilee 60 Years - Diamond Jubilee 75 Years - Platinum Jubilee 100 Years - Centenary
	MEASURES OF ARTICLE
	2 Articles = 1 Pair1 2 Articles = 1 Dozen 12 Dozen or 144 Articles = 1Gross 12 Gross = 1 Great Gross 20 Articles = 1 Score
MEASURES OF PAPER	நில அளவுகள்
24 Sheets - 1 Quire 10 Quires - 1 Ream 10 Reams - 1 Bale 500 Sheets - 1 Commercial	1 சென்ட் - 40.47 சம 1 ஏக்கர் - 43560 ச.அ 1 ஏக்கர் - 40,47 ஏர்ஸ் 1 ஹெக்டா - 10,000 சமீ 1 சென்ட் - 435.6 ச.அ 1 ஏர்ஸ் - 100சமீ 1 குழி - 144 ச.அ 1 சென்ட் - 3 குழி 3 மா - 1 ஏக்கர் 3 குழி - 435.6 ச.அ 1 மா - 100 குழி 1 ஏக்கர் - 300 குழி 7 ½ மா - 1 ஹெக்டர் 1 வேலி - 20 மா
NUMBERS	
1 - One 10 - Ten 100 - One Hundred 1000 - One Thousand 10,000 - Ten Thousand 1,00,000 - One Lakh 10,00,000 - Ten Lakh or One Million 1,00,00,000 - One Crore 1,0000,000,000 - One Billion (USA) 1,000,000,000,000 - One Billion (UK)	

ANNEXURE

1. Special pay to Typist

சிறப்பு ஊதியம் - ரூ.60/- (ஒரு ஹையர் + ஒரு லோயர் தேர்ச்சி)

சிறப்பு ஊதியம் - ரூ.80/- (இரு ஹையர் தேர்ச்சி)

The existing rate of special pay which has sanctioned / enhanced on or before 1.9.1998 shall be increased by 100% and after 1.9.1998 shall be increased by 50% WEF 1.4.2013 as per G.O. Ms. No. 238/ Fin. (pay cell) Dept., Dt. 22.7.2013.

2. Allowances to Drivers

1. ஓட்டுநர் உரிமங்களைப் புதுப்பிப்பதற்காக புகைப்படக் கட்டணங்கள் அவர்களுக்குத் திருப்பியளிக்கப்பட வேண்டும். சம்பந்தப்பட்ட துறைக் கணக்குகள் தலைப்பிலிருந்து ரூ.10/ அளிக்கப்பட வேண்டும். (உள்துறையின் 09.10.1984ஆம் நாளிட்ட 2270ஆம் எண் அரசாணை) கைச் சாத்து அளிப்பதன் பேரில் திருப்பியளிக்கப்படும் புகைப்படக் கட்டணம் ரூ.25/- ஆக உயர்த்தப்பட்டது. (உள் துறையின் 23.8.93ஆம் நாளிட்ட 1284ஆம் எண் அரசாணை)
2. சென்னை மாநகரிலும் மாவட்டங்களிலும் ஓட்டுநர்கள் 01.08.92 லிருந்து ஒரு நாளைக்கு 10 மணி நேரத்திற்குக் குறையாமல் பணிபுரிந்தால் அளிக்கப்படும் மிகைநேரப்படி நாளொன்றுக்கு ரூ.10/நிதி (படிகள்) துறையின் 1.08.92ஆம் நாளிட்ட 593ஆம் எண் அரசாணை) 01.09.98லிருந்து இம்மிகை நேரப்படி நாளொன்றுக்கு ரூ.15ஆக உயர்த்தப்பட்டது. (நிதித்துறையின் 15.9.1998ஆம் நாளிட்ட 499ஆம் எண் அரசாணை)
3. ஓட்டுநர்களுக்கு 2 ஆண்டுகளுக்கு ஒரு முறை சீருடை வழங்கப்பட வேண்டும்.
கதர் பாலியஸ்டர் துணி - பேண்ட், சர்ட் - 1 ஜோடி
கைத்தறித் (பருத்தி) துணி - பேண்ட், சர்ட் - 2 ஜோடி
மகளிர் குடிசைத் தொழில் கூட்டுறவுச் சங்கத்தில் அல்லது வேறு பிற அரசு ஆதரவு பெற்ற தையல் பிரிவில் துணிகள் தைக்கப்பட வேண்டும்.
(அ.ஆ.எண். 23/போக்குவரத்து துறை நாள் 7.1.84) மற்றும்
(அ.ஆ.எண். 1443, போக்குவரத்துத் துறை நாள் 20.8.86)
4. ஓட்டுநர்களுக்கு 5 ஆண்டுகளுக்கு ஒரு முறை மழைக்கான கோட் தொப்பியுடன் வழங்கப்படவேண்டும். (கடித எண். 10903/E2-77-4 போக்குவரத்துத் துறை நாள் 31.10.78)
5. அலுவலக உதவியாளர் & ஓட்டுநர்களுக்கு ஓட்டுநர் படி 6.10.89 முதல் மாதம் ஒன்றுக்கு ரூ. 10/ லிருந்து ரூ. 15 ஆக உயர்த்தப்பட்டது. (அ.ஆ.எண். 1106 நிதித்துறை நாள் 6.10.89 மற்றும் கடித எண்.2484/PC-1/90-1 நாள் 19.1.90)
6. தலைமைச் செயலகம் நீங்கலான ஏனைய அரசுத் துறைகளில் பணிபுரியும் ஓட்டுநர்களுக்கு ஆண்டுக்கு ஒரு முறை 3 ஜோடி பாலியஸ்டர் சீருடை வழங்கப்பட (தற்போது உள்ளது போல்) வேண்டும். (அ.ஆ.எண். 218 செய்தி - சுற்றுலா/நாள் 3.8.92)
7. ஓட்டுநர் சலவைப்படி மாதம் ரூ. 60/- 1.2.2006 முதல் உயர்த்தப்பட்டது. (அ.ஆ.எண் எண். 130/நிதி (படிகள்) துறை நாள் 21.2.2006).
8. 10 ஆண்டுகள் பணி முடிந்துள்ள ஓட்டுநர்களுக்கு ரூ.500/ மதிப்புள்ள சிறுசேமிப்பு பத்திர சான்றிதழ்களும், அப்பழுக்கற்ற பணியுடன் 20 ஆண்டுகள் பணி முடித்துள்ள ஓட்டுநர்களுக்கு தங்கப் பதக்கமும் 1992-93ஆம் ஆண்டு முதல் வழங்குவதற்கு ஆணையிடப்பட்டது. இது பணிக்காலத்தில் ஒரே முறைதான் வழங்கப்படும். (அ.ஆ.எண்.258|ப.ம.நி.சீ. நாள் 1.8.92)

3.ALLOWANCES

RURAL INCENTIVE ALLOWANCE

- (a) Every employee shall be paid at Rs. 20 p.m. as Rural Incentive Allowance - G.O. Ms. No. 688, Finance, dt. 3-7-85.
- (b) Rural Incentive Allowance shall be allowed in addition to Project Allowance, Winter Allowance and Hill Allowance - Govt. Lr. No. 42680/All-II/86, Finance, dt. 3-9-86.
- (c) Rural Incentive Allowance is not admissible to the employees to whom H.R.A. is admissible - Govt. Lr. No.113867/PCI/86-2, dt. 22-10-86.
- (d) **This allowance is stopped w.e.f. 1-4-93 since H.R.A. has been extended to all the places** - G.O. Ms. No. 218 Finance dt. 23-3-93.

HILL ALLOWANCE

- (a) This allowance is admissible to the employees, who work in places declared as Hill Stations - G.O. Ms. No.560, Finance, dt. 10-6-85.
- (b) The Hill Allowance shall be 20% of pay subject to a maximum of Rs. 450 p.m. - G.O. Ms. No. 499, Finance dt. 15.9.93.
- (c) This allowance is admissible during the period of E.L. also whether the employee spends the leave in the hill station or on the plains or retains the family in the hill station or not - Govt. Lr. No. 133688/All-W72-1, Finance, dt. 31-10-72.
- (d) Similarly this allowance is admissible even if the employee joins in a different station on expiry of leave - Govt. Memo. No.24067/All-11/72-1, Finance, dt. 28-11-72.
- (e) This allowance is also admissible during the period of U.E.L. on P.A. or U.E.L. on M.C - Govt. Memo No. 120353B/All-11/72-2, Finance, dt. 23-3-74.
- (f) The hill allowance is admissible during the period of leave (E.L. and U.E.L. not exceeding 180 days) subject to the condition that the family of the employee continues to reside in the hill station from where he proceeded on leave-Govt. Lr. No. 138365/All-II/Fin./74-1,dt.30-5-75

WINTER ALLOWANCE

(GO. Ms. No. 499, Finance dt. 15.9.98)

The employees working in hill stations will be paid Winter Allowance at the rates mentioned below:

1000 to 1499 mts. above M.S.L	5% of basic pay subject to a maximum of Rs.100
1500 mts. and above M.S.L	10% of basic pay subject to a maximum of Rs.150

SUPERVISORY ALLOWANCE

The Assistants who supervise the work of ministerial staff shall be paid supervisory Allowance as detailed below:

- * Rs. 20 to those supervising the work upto three Junior Assistants.
- * Rs. 25 to those supervising the work of more than three clerks - G.O. Ms.No.867, Finance, di. 12-9-86 and Govt. Lr. No. 157695/PC1/86-1, Finance, dt. 20-1-87.

SECURITY COMPENSATORY ALLOWANCE

(a) The security compensatory allowance for the employees who have furnished security in the form of cash or fidelity guarantee shall be paid as follows - G.O. Ms. No. 1056, Fin., dt. 5-10-78:

For amount less than Rs.500	Rs.5.00
For amount Rs.500 to 999	Rs.10.00

For amount Rs. 1000 to 4999

Rs.15.00

For amount Rs.5000 to above

Rs.20.00

(b) If an employee to whom security is collected is transferred to another office or department, the security may be retained by the first office till the period specified in the bond is expired. On the expiry of the said period, the head of office should release it from the pledge in his favour and pass it on to the head of the office to which the employee is transferred and request him to forward the acknowledgement - Art. 287, Financial Code. Vol. I.

SPECIAL PAY TO RONEO OPERATORS

(a) Special pay of Rs.40 shall be allowed to the Roneo operators. This will be treated as pay for all purposes - G.O. Ms. No. 849, Finance, dt. 10-9-86. and G.O. Ms. No. 439, Finance cit. 28-8-98

(a) The aprons used by the Roneo operators may be washed once in a fortnight and the expenditure shall be met from Office contingencies - G.O. Ms. No. 850, Finance, dt. 10-9-86.

CONVEYANCE ALLOWANCE TO HANDICAPPED EMPLOYEES

(G.O. Ms. No. 667, Finance, dt. 27-6-89)

(a) Conveyance Allowance at 5% of Basic Pay subject to a maximum of Rs150/- per month be sanctioned to the Blind and Orthopaedically Handicapped Employees subject to the following conditions - (G.O. Ms. No. 445 Finance dt. 31.8.98).

(b) The allowance shall be sanctioned on the recommendation of the Head of Orthopaedic Department of a Government Hospital to those having 40% of permanent partial disability or either upper or lower limbs or 50% permanent partial disability of lower limbs or 50% permanent disability of both upper and lower limbs together.

(c) The allowance is not admissible to employees who are totally blind and having less than 3/60 or field vision less than 10 in both eyes. The Head of Ophthalmological Department of Government Hospital should give certificate.

(d) The allowance is not payable during leave, joining time or suspension.

(e) The Head of Department is the Sanctioning Authority.

(f) Employees availing bus pass facility of the transport corporation buses are not eligible for this allowance- Govt. Lr. No.18106/PCII/91, Finance, dt. 23-4-91.

(g) Employees drawing Consolidated Pay / Fixed Pay / Honorarium are also eligible for this allowance Govt. Lr. No. 150262/P.0 -1189-1 Finance dt. 3.1.90.

(h) Temporary employees are also eligible for this allowance- Govt. Lr. No. 150524/PC1/89-1, Finance, dt. 24-12-89.

(i) If the handicapped persons reside in . the office campus, he is not eligible for this allowance - Govt. Lr. 59719/PC1/90-1, Finance dt. 6-8-90.

(j) Blind employees who have availed of travel concession through transport corporation are also eligible for this concession - Govt. Lr. No. 93612/PC/93-1 Finance dt. 13.6.94.

CONVEYANCE ALLOWANCE

The rate of Conveyance Allowance prevailed upto 31.8.98 is doubled with effect from 1.9.98- G.O. Ms. No. 444 Finance dt. 31.8.98.

WASHING ALLOWANCE

The Washing Allowance is enhanced as detailed below w.e.f. 1.9.98 — G.O. Ms. No. 499 Finance, dt. 15.9.98.

* For Nurses From Rs.15 to Rs.75

* For Others From Rs.15 to Rs.30

STITCHING CHARGES

Stitching Charges are enhanced from Rs. 50 to Rs. 100 w.e.f 1.9.98_ per set - G.O. Ms. No. 499, Finance dt. 15.9.98

RISK ALLOWANCE

(a) Existing rate of risk allowance sanctioned prior to 31.12.90 is increased by 100% - G.O. Ms. No. 499, Finance 15.9.80.

(b) Risk allowance sanctioned after 31.12.90 is increased by 50% G.O. Ms. No. 499, Finance dt. 15.9.98.

MILEAGE ALLOWANCE TO VETERINARY SURGEONS

* Doctors Working in the upgraded Post of Veterinary Surgeons attached to the institutions located in the desecrated areas will be allowed risk allowance of Rs. 100 p.m. (Effective from 1.9.98) a- G.O. Ms. No. 499, Finance 2 dt. 15.9.98

FARM ALLOWANCE

* Farm Allowance admissible to veterinary Assistant Surgeons working in live stock farms shall be increased from Rs. 50 to Rs. 100 (Effective from 1.9.98 — G.O. Ms. No. 499, Finance dt. 15.9.98)

ALLOWANCE TO EMPLOYEES WORKING IN MEDICAL DEPARTMENT

(i) Non Practicing Allowance

* Existing rate of non-practicing allowance of Rs.300; 450 and 500 payable to Medical Officers shall be enhanced to Rs.600; 900 and 1000 respectively w.e.f. 1.9.98 - G.O. Ms. No. 499, Finance; dt. 15.9.98.

* The existing rate of other compensatory allowance payable to Medical Officers for restricted private practice shall be enhanced from Rs. 125 to Rs. 250 p.m. (w.e.f 1.9.98) G.O. Ms. No. 499, Finance dt. 15.9.98.

(ii) Over -Coat Allowance

The existing rate of overcoat allowance is increased as given below (w.e.f 1.9.98) - G.O, Ms. No. 499, Finance dt. 1.9.98

* Assistant Civil Surgeons From Rs.175 to Rs. 265

* Civil Surgeons From Rs. 200 to Rs. 300

(iii) Post-Mortem Allowance

Post-Mortem Allowance shall be as detailed below (w.e.f 1-9-98) - G.O. Ms. No. 499, Finance dt. 1.9.98.

D.M.E. Side

* one Medical Officer Rs. 75

* one Mortuary Assistant Rs. 27

* one Scientific Assistant of Steno Typist Rs. 21

* one Lab Technician from Forensic Science Department Rs. 15

* one Basic Servant Rs. 12

(IV) Director of Medical and Rural Health Section

* One Medical Officer Rs. 75

* One Mortuary Attendant or one Sanitary Worker Rs. 27

* One Pharmacist Rs. 21

(V) Leprosy Allowance / Special Leprosy Allowance

Existing rate of Leprosy Allowance shall be doubled w.e.f 1-9-98 — G.O. Ms. No. 499, Finance dt. 15.9.98.

(VI) Rural Allowance

(a) Medical Officers working in Primary Health Centres shall be allowed special pay of Rs. 300 p.m. w.e.f 1-9-98 - G.O. Ms. No. 499, Finance dt. 15-9-98.

(b) Medical Officers working in the Primary Health Centres, in addition to special pay, will be allowed rural allowance as given below (Effect 1-9-98) — G.O. Ms. No. 499, Finance dt. 15-9-98.

* Those provided with quarters Rs. 35.p.m.

* Those not provided with quarters Rs. 525 p.m.

(VII) Clerical Allowance

This allowance has been enhanced from Rs.30 to Rs.60 p.m. (w.e.f. 1-9-98) G.O. Ms. No. 499, Finance dt. 15-9-98.

ALLOWANCE TO DRIVERS

(a) This allowance is enhanced at the following rates w.e.f 1.9.98 G.O. Ms. No. 499, Finance dt. 15-9-98.

* Drivers in Secretariat/State Guest House /

Motor Cycle Driver of Public Department Increased from Rs.115 to Rs.175 p.m.

* Drivers attached to Ministers Increased from Rs.125 to Rs.190

(b) Out of pocket allowance payable to drivers working in the officers outside the Secretariat shall be enhanced from Rs.10 to Rs.15 per day (effect 1-9-98) — G.O. Ms. No. 499, Finance dt. 15-9-98.

OFFICE ACCOMMODATION ALLOWANCE

The allowance payable to Assistant Public Prosecutors shall be enhanced as detailed below (effect 1-9-98) G.O. Ms. No. 499, Finance dt. 15-9-98.

* For A.P.P. Grade I From Rs.90 to Rs.150

* For A.P.P. Grade II From Rs.60 to Rs.120

TRAINING ALLOWANCE

Existing rate of Training Allowance paid at 15% shall be reduced to 10% in the revised pay scales (effect 1-9-98) — G.O. Ms. No. 499, Finance dt. 15-9-98.

As per G.O. Ms. dt. 236 / Finance (Pay Cell) Dept. dt. 01.06.2009

(i) CLERICAL ALLOWANCE:

This allowance shall be enhanced from Rs.60/- to Rs.120/- p.m.

(ii) COOKING ALLOWANCE:

This allowance of Rs.20/- p.m. now being paid to the Bungalow Watcher-cum-Cook employed in the bungalows of Forest Department located in remote areas shall be **doubled**.

(iii) PROVISION ALLOWANCE:

The existing quantum of Provision Allowance shall be **doubled**.

(iv) RATION ALLOWANCE:

The Nurses and Nursing Supervisors are presently drawing Rs.30/- p.m. Nursing Superintendent Grade-I and Grade-II are drawing Rs.43.75 (in Chennai City) and Rs.39.35 (outside- Chennai). Nursing Tutors Grade-I and Grade-II are drawing Rs.45/- (in Chennai City) and Rs.40/- (outside Chennai) and Auxiliary Nurse Midwives are allowed Rs.30/-. The above allowance shall be **doubled**.

(v) SECURITY COMPENSATORY ALLOWANCE:

The above allowance shall be **doubled**.

(vi) WASHING ALLOWANCE:

The Washing Allowance enhanced before 1.1.2006 and after 1.1.2006 shall be enhanced by 100% and 50% respectively.

(vii) HILL ALLOWANCE:.

The existing rate of Hill Allowance shall be retained at the same rate of 20% of pay subject to enhancement of the maximum ceiling limit from Rs.450/- p.m. to Rs.900/- p.m.

(viii) WINTER ALLOWANCE:

The revised rates of Winter Allowance shall be as below:

- | | |
|---|--|
| (i) Those working in the places at 1000 metres to 1,499 metres above M.S.L. : | 5% of basic pay including grade pay subject to a maximum of Rs.250/- p.m. |
| (ii) Those working in the places at 1,500 metres above M.S.L. : | 10% of basic pay including grade pay subject to a maximum of Rs.350/- p.m._j |

(ix) UNIFORM ALLOWANCE:

The Uniform Allowance enhanced prior to 1.1.2006 and after 1.1.2006 shall be increased by 100% and 50% respectively.

(x) STITCHING CHARGES:

The Stitching charges shall be enhanced from Rs. 100/- to Rs. 200/- per set.

(xi) RISK ALLOWANCE / RISK SPECIAL PAY:

- (i) The existing rate of Risk Allowance / Risk Special Pay sanctioned / enhanced prior to 1.1.2006 shall be increased by 100%.
- (ii) The existing rate of Risk Allowance / Risk Special Pay sanctioned / enhanced after 1.1.2006 shall be increased by 50%.

(xii) FARM ALLOWANCE:

The Farm Allowance sanctioned to Veterinary Assistant Surgeons working in Livestock Farms shall be enhanced from Rs.100/- to Rs.200/-.

(xiii) SPECIAL COMPENSATORY ALLOWANCE:

This allowance shall be doubled as detailed below:-

- | | |
|---|---------------------------------------|
| (i) Drivers in Secretariat / Drivers in State
Guest Houses and Motor Cycle
Messengers of Public (MV) Department | : From Rs.175/- p.m. to Rs.350/- p.m. |
| (ii) Drivers attached to Ministers | : From Rs.190/- p.m. to Rs.380/- p.m. |

(xiv) OFFICE ACCOMMODATION ALLOWANCE:

This allowance payable to Assistant Public Prosecutors shall be doubled as shown below:-

- | | |
|---|-------------------------------------|
| (i) For Assistant Public Prosecutor Grade --I : | From Rs.180/- p.m. to Rs.360/- p.m. |
| (ii) For Assistant Public Prosecutor Grade --II : | From Rs.120/- p.m. to Rs.240/- p.m. |

(xv) SUPERVISORY ALLOWANCE:

This allowance payable to the Assistants in Tamil Nadu Ministerial Service for supervising three and more Junior Assistants shall be **doubled**.

(xvi) PROJECT ALLOWANCE / INVESTIGATION ALLOWANCE:

The existing quantum of this allowance shall be retained in the revised pay structure. For future projects and as well as Government employees who hereafter becomes entitled for the Project Allowance in the existing projects, the Project Allowance shall be 3% of the Basic Pay including Grade Pay. Similarly Investigation Allowance shall be 5% of the Basic Pay' including Grade Pay.

(xvii) NON-PRACTISING ALLOWANCE:

The Non-Practising Allowance shall be doubled as below:

- (i) Assistant Surgeons / Assistant Professors / Non-clinical Lecturers : From Rs.600/- to Rs.1,200/- p.m.
- (ii) Civil Surgeons and equivalent categories : From Rs.900/- to Rs.1,800/- p.m.
- (iii) Director / Joint Director
(Now Additional Director including Deans) : From Rs.1,000/- to Rs.2,000/- p.m.

(xviii) OTHER COMPENSATORY ALLOWANCE: (For Restricted Private Practice)

The existing Other Compensatory Allowance for restricted Private Practice shall be doubled as given below:-

- (i) Assistant Surgeons in Primary Health Centres attached to Rural Family Welfare Units : From Rs.250/- to Rs.500/- p.m.
- (ii) Lecturer / Assistant Professors / Tutors in Clinical Wing / Assistant Surgeons in General line and those serving in non-municipal areas but excluding those in Primary Health Centres. : From Rs. 150/- to Rs.300/- p.m.
- (iii) Inspecting Medical Officers (Indian Medicine) : From Rs. 100/- to Rs.200/- p.m.

(xix) RURAL ALLOWANCE:

This allowance shall be doubled in the case of Medical Officers working in Primary Health Centres in addition to Special Pay as follows:

- (i) Those provided with quarters : From Rs.375/- to Rs.750/- p.m.
- (ii) Those not provided with quarters : From Rs.525/- to Rs.1,050/- p.m.

(xx) EQUIPMENT ALLOWANCE:

This allowance is presently sanctioned to Officers going abroad on deputation to colder countries subject to a minimum of Rs.750/- and maximum of Rs.2,000/-. The above rates shall be **doubled**.

(xxi) OVERCOAT ALLOWANCE:

The existing Over Coat Allowance payable to Civil Assistant Surgeons shall be enhanced from Rs.265/- per annum to Rs.530/- per annum and for Civil Surgeons from Rs.300/- per annum to Rs.600/- per annum.

(xxii) LEPROSY ALLOWANCE / SPECIAL LEPROSY ALLOWANCE:

Existing rates of Leprosy Allowance shall be doubled.

(xxiii) POST-MORTEM ALLOWANCE:

This allowance shall be doubled as given below:-

DIRECTORATE OF MEDICAL EDUCATION SIDE:

One Medical Officer	:	Rs.150/-
One Mortuary Attendant	:	Rs. 54/-

One Scientific Assistant (or) Steno-typist	:	Rs. 42/-
One Laboratory Technician from Forensic Science Department	:	Rs. 30/-
One Basic Servant	:	Rs. 24/-

DIRECTORATE OF MEDICAL & RURAL HEALTH SIDE:

One Medical Officer	:	Rs.150/-
One Mortuary Attendant or one Sanitary Worker	:	Rs. 54/-
One Pharmacist	:	Rs. 42/-

(xxiv) MEDICAL ALLOWANCE:

The Medical Allowance shall be enhanced from Rs.50/- p.m. to Rs. 100/- p.m. to all including the employees in Judicial Department. As regards medical re-imbursement for those who have opted for the same on or before 21.4.95, the annual ceiling on re-imbursement of medical expenses shall be raised at the revised rate of 30% of basic pay (Pay + Grade Pay) as on 01.01.2006 in the revised pay structure.

(xxv) CHARGE ALLOWANCE:

This allowance shall be paid as prescribed under FR - 49.

(xxvii) CASH ALLOWANCE:

Cash allowance in lieu of surrender of residential Office Assistant to Officers shall be restored and fixed at the rate of Rs.500/- p.m. in lieu of one post of residential Office Assistant. However, there shall be no change in the other conditions.

4. HIGER START

பட்டப்படிப்பு முடித்தமைக்கு முன் ஊதிய உயர்வுகள் வழங்குவதற்கு நிதித்துறையில் இருந்து தனியே ஆணைகள் பிறப்பிக்கப்படும் பட்சத்தில் மட்டுமே பட்டியல் அனுமதிக்கப்பட வேண்டும்.

1. இயக்குனர், க.க.துறை சென்னை அவர்களின் ஒ.மு.எண். 19534/16/D2/நாள் 10.6.2016
2. அரசுக் கடித எண். 22949/PC/2015-1/ நாள். 9.2.2016

5. FBF

அரசுப்பணியாளர் பணியில் இருக்கும்போது இறந்தால் வழங்கக்கூடிய குடும்ப பாதுகாப்பு நிதி ரூ. 1,50,000/இருந்து ரூ. 3,00,000 உயர்த்தப்பட்டது. அதற்கான மாத பிடித்தம் ரூ. 30 லிருந்து ரூ. 60 ஆக உயர்த்தப்பட்டது. அ.ஆ.எண். 57/நிதி (ஒய்வுதியம்)த்துறை, நாள். 22.2.16

6. INCREMENT TO COMPASIONATE APPOINTMENT

1. தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தின் உள்ளீட்டு எல்லைக்குள் வரும் பதவிகளில் பணியமர்த்தப்பட்ட அரசு அலுவலர்களின் பணியினை வரன்முறைப்படுத்திய பின், 1954ம் ஆண்டு தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணைய ஒழுங்குமுறைகளில், ஒழுங்குமுறை 16 (b)ன் கீழ் தேர்வாணையத்தின் இசைவினை பெறும் பொருட்டு உரிய முன்மொழிவுகள் நடைமுறையில் உள்ள வழிமுறைகளின்படி அரசுக்கு அனுப்பப்பட வேண்டும்.

2. கருணை அடிப்படையில் பணிநியமனம் பெற்ற அரசு அலுவலர்களின் பணியினை வரன்முறைப்படுத்த விதித் தளர்வு / அரசாணைகளுக்கு விலக்கு தேவைப்படும் பணியாளர்களை பொறுத்தவரையில் அவர்களை தற்காலிக அரசுப் பணியாளர்களாக கருதி நடைமுறையில் உள்ள விதிகளுக்குட்பட்டு அவர்களுக்கு இரண்டாம் மற்றும் தொடர் ஆண்டு ஊதிய உயர்வு வழங்கப்பட வேண்டும்.

3. மேலே குறிப்பிடப்பட்ட அரசுப் பணியாளர்கள் பொருட்டு உரிய விதித்தளர்வு / அரசாணைகளுக்கு விலக்கு தேவைப்படும் கருத்துருவினை அரசிற்கு உரிய வழிமுறையாக அனுப்பப்பட வேண்டும். அதன் பின்னர் சம்பந்தப்பட்ட நிர்வாகத் துறையால், தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தின் ஒப்புதல் பெற்று, பின்னர் விதித்தளர்வு / அரசாணைகளுக்கு விலக்கு குறித்த அரசாணை வெளியிடப்பட வேண்டும். அ.ஆ.எண். 80/தொ (ம) வே.வா.துறை / க்யூ -1 / நாள்: 2.3.2016

7. CONTINGENCIES

Contingent Expenditure on Departmental Meetings, Annual Conferences, press conferences, Advisory Committee Meetings etc., to the Heads of the Department has been enhanced from Rs. 10,000 to Rs. 20,000 per annum.

G.O. (Ms) No. 84/Fin. (Salaries) Dept., Dt. 3.4.16

8. C.P.S. SETTLEMENT

G.O. No. 59/ Fin. (PGC) Dept. dt. 22.2.16

The Government direct that the Contributory Pension Scheme accumulation i.e. the employee's contribution along with Government contribution and interest thereon upto the date of final authorisation in respect of those retired, resigned, died and whose services are terminated due to various reasons be settled immediately, subject to obtaining an undertaking from the retired/resigned employees and legal heirs of deceased employees that they would not make any further claims under Contributory Pension Scheme.

5. The retired/resigned employee and legal heirs of deceased employee shall submit an application in the format prescribed in Annexure-I to this order for final settlement of the Contributory Pension Scheme accumulation.

6. The Head of the Department in the case of self-drawing officers and the Head of Office in the case of non-self drawing officers, shall be the competent authority to sanction final settlement of Contributory Pension Scheme accumulation in the CPS account of those retired, resigned, died and whose services are terminated due to various reasons. The Administrative Department of Secretariat or the Head of the Department or the Head of Office, as the case may be, shall send the application for final settlement of CPS Account to the Director of Treasuries and Accounts straightaway for authorisation. On receipt of the application for final settlement of CPS Account, the Director of Treasuries and Accounts shall apply the requisite checks and assess the amount of final settlement within a period of one month from the date of receipt of application and send authorisation for final settlement of CPS Account in the format prescribed in Annexure-II to this order to the Government Data Centre, Chennai to issue of CPS Final Account Slip.

7. The Government Data Centre, Chennai shall issue Contributory Pension Scheme Final Account Slip in respect of CPS subscribers retired/resigned, died and terminated from service based on the authorization of the Director of Treasuries and Accounts, Chennai. Based on the authorization issued by the Director of Treasuries and Accounts and the CPS Final Account Slip issued by the Government Data Centre, the Head of the Department in the case of self-drawing officers and the Head of Office in the case of non-self drawing officers, shall issue sanction order for the final settlement of CPS account.

8. On receipt of sanction order issued by the sanctioning authority, the Drawing and Disbursing Officer concerned shall draw and disburse the amount by ECS mode.

9. In respect of local body employees, the Head of the Department concerned shall sanction, draw and disburse the amount by ECS mode based on the authorisation issued by the Director of Treasuries and Accounts.

10. The amount accrued at the credit of Contributory Pension Scheme Account in respect of CPS subscribers retired/resigned, died and terminated from service shall be debited to the respective head of account as detailed below:-

Sl. No.	Employee Category	Head of Account	
		Employee's Contribution	Employer's Contribution
(1)	GOVERNMENT EMPLOYEES		
	Subscription	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants -AA. Contributory Pension Scheme for Tamil Nadu State Government Employees – Employee's Contribution [DPC 8342 00 117 AA 0004 (Outgo)]	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants -AB. Contributory Pension Scheme for Tamil Nadu State Government Employees – Government Contribution [DPC 8342 00 117 AB 0002 (Outgo)]
	Interest	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - IA. Interest on Contributory Pension Scheme for Tamil Nadu State Government Employees – Employee's Contribution. [DPC 8342 00 117 IA 0006 (Outgo)]	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - IB. Interest on Contributory Pension Scheme for Tamil Nadu State Government Employees – Government Contribution. [DPC 8342 00 117 IB 0004 (Outgo)]
2)	EMPLOYEES OF AIDED EDUCATIONAL INSTITUTIONS		
	Subscription	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants -AC. Contributory Pension Scheme for employees of Tamil Nadu Aided Educational Institutions -Employee's Contribution [DPC 8342 00 117 AC 0000 (Outgo)]	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants -AD. Contributory Pension Scheme for Employees of Tamil Nadu Aided Educational Institutions – Government Contribution [DPC 8342 00 117 AD 0008 (Outgo)]
	Interest	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - IC. Interest on Contributory Pension Scheme for employees of Tamil Nadu Aided Educational Institutions - Employee's Contribution [DPC 8342 00 117 IC 0002 (Outgo)]	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - ID. Interest on Contributory Pension Scheme for employees of Tamil Nadu Aided Educational Institutions - Government Contribution [DPC 8342 00 117 ID 0000 (Outgo)]
(3)	EMPLOYEES OF PANCHAYAT UNION SCHOOLS		
	Subscription	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants -AG. Contributory Pension Scheme for Panchayat Union Schools - Employee's Contribution [DPC 8342 00 117 AG 0002 (Outgo)]	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants -AH. Contributory Pension Scheme to Panchayat Union Schools – Government Contribution [DPC 8342 00 117 AH 0000 (Outgo)]

Sl. No.	Employee Category	Head of Account	
		Employee's Contribution	Employer's Contribution
(1)	GOVERNMENT EMPLOYEES		
	Interest	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - IG. Interest on Contributory Pension Scheme for employees of Panchayat Union Schools - Employee's Contribution [DPC 8342 00 117 IG 0004 (Outgo)]	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - IH. Interest on Contributory Pension Scheme for employees of Panchayat Union Schools - Government Contribution [DPC 8342 00 117 IH 0002 (Outgo)]
(4)	EMPLOYEES OF MUNICIPAL SCHOOLS		
	Subscription	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - AI. Contributory Pension Scheme for Municipal Schools - Employee's – Contribution [DPC 8342 00 117 AI 0008 (Outgo)]	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - AJ. Contributory Pension Scheme for Municipal Schools – Government Contribution [DPC 8342 00 117 AJ 0006 (Outgo)]
	Interest	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - II. Interest on Contributory Pension Scheme for employees of Municipal Schools - Employee's Contribution [DPC 8342 00 117 II 0000 (Outgo)]	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - IJ. Interest on Contributory Pension Scheme for employees of Municipal Schools - Government Contribution [DPC 8342 00 117 IJ 0008 (Outgo)]
(5)	LOCAL BODY EMPLOYEES		
	Subscription	8342.00. OTHER DEPOSITS – and Interest 117. Defined Contribution Pension Scheme for Government Servants - AN. Contributory Pension Scheme for Tamil Nadu Local Body Employees - Employee's – Contribution [DPC 8342 00 117 AN 0008 (Outgo)]	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - AO. Contributory Pension Scheme for Tamil Nadu Local Body Employees – Employer's Contribution [DPC 8342 00 117 AO 0006 (Outgo)]

ANNEXURE-I

APPLICATION FOR FINAL SETTLEMENT OF CONTRIBUTORY PENSION SCHEME ACCOUNT

[Vide G.O.Ms.No.59,Finance (PGC) Department, Dated 22February, 2016.]

(Please ensure that all the relevant Particulars are given with certificates where necessary to avoid delay in settlement of claim)

(To be sent in Triplicate)

1. Name of the Subscriber (in BLOCK LETTERS) :
2. Designation :
3. Contributory Pension Scheme Account Number with Departmental Suffix :
4. Date of Birth :
5. Religion :
6. Date of Entry into Service :
7. Office in which attached :
8. Treasury / Sub-Treasury where bills of the Office are presented :
9. Residential Address after Retirement :
:
:
:
:
10. EVENT NECESSITATING CLOSURE OF ACCOUNT :

 - (a) Retirement on Superannuation (attach a copy of the order) :
 - (b) Voluntary Retirement (copy of orders to be enclosed) :
 - (c) Resignation (attach a copy of the orders of acceptance of resignation) :
 - (d) Dismissal / Removal / Compulsory Retirement / Invalidation Date :
 - (i) Have you preferred an appeal? :
 - (ii) If yes, date of its disposal / withdrawal :
 - (iii) If no, date of expiry of appeal time :
 - (iv) If no appeal has been preferred give an undertaking : I hereby undertake that no appeal shall be preferred by me against my dismissal / removal / Compulsory retirement / invalidation (Strike out whichever is not applicable)

(e) **Date of Death** :

- (i) Has the subscriber filed any nomination
(If yes, enclose nomination in original) :
- (ii) If No or if the nomination has been rendered null
and void who are the surviving family members on
the date of death of the subscriber (Enclose a Legal
Heirship Certificate) :

Sl. No.	Name	Relationship with the Subscriber	Date of Birth and Age	Marital Status
1.				
2.				
3.				

- (iii) If any of the nominee die after the subscriber but
before receiving payment. Please furnish details
thereof :
- (iv) If there is no nomination and if the Subscriber has
left no family to whom should the money be paid?
(Enclose Letters of Probate or Succession Certificate) :

(f) **Transfer of Balance** :

- (i) Date of absorption on permanent basis
Organisation to which transferred / joined on
permanent basis permanent basis
Is absorption on permanent basis? :
- (ii) Is the absorption with the approval of State
Government? If so, details of orders may be
furnished? :
- (iii) Accounts Officer to whom the balance is to be
transferred :
11. Name and Address of Offices served during the
last 3 years :

Name of the Office	Address	Period of Service	Designation
(1).			
(2).			
(3).			

12. Particulars of Last CPS Deductions:

Sl. No.	Pay for Month	CPS Subscription Bill	CPS Arrears Bill	Gross Amount of	Net Amount of	Date of encashment	Place of Payment	Head of Account	Voucher Number
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

13. Period during which subscriber was on EOL / :
Suspension or any other leave period during
which no subscription was recovered.

14. Whether a Self Drawing Officer :
[Drawing Pay in the Scale of Pay of]

If Yes

(a) Treasury / PAO at which CPS payment is desired :

(b) Enclose the following :

(i) Personal Marks of Identification :

(ii) Specimen Signature or left/right hand thumb and :
fingers impression

15. I hereby undertake that I will not claim any further due for pension / family pension
settlement / benefits in future under Contributory Pension Scheme.

16. I hereby undertake to refund any excess payment arising out of clerical errors in the
settlement of C.P.S. claims.

Station :

Signature of the Claimant.

Date :

(Name in BLOCK LETTERS)

FOR THE USE BY HEAD OF OFFICE / DEPARTMENT

Certified that all the particulars furnished above have been fully verified with reference to office records and are found
correct.

Station :

Signature of Head of Office /
Head of Department

Date :

(with Name in BLOCK LETTERS)

ANNEXURE-II

AUTHORISATION FOR FINAL SETTLEMENT OF CPS ACCOUNT
[Vide G.O.Ms.No.59, Finance (Pension) Department, Dated 22nd February, 2016.]

OFFICE OF THE DIRECTOR OF TREASURIES AND ACCOUNTS DEPARTMENT
SAIDAPET, CHENNAI-600 015.

Valid for Six Months Only

[Under Rupees _____]

Ref. No.

Date :

To

Sir / Madam,

Sub: Contributory Pension Scheme -CPS Account of

Thiru/Tmt. (Name) _____

(Designation) _____ -CPS A/c

No. _____ -Final payment authorised.

Ref: Letter No. _____,

dated _____.

-oOo-

With reference to the letter cited, I hereby authorise you to draw a sum of Rs. _____ /-(Rupees _____) by presenting a bill at the District / Sub-Treasury / PAO _____.

2. The amount represents the available balance in the CPS Account of Thiru/Tmt. (Name) _____ (Designation) _____ -Account No. _____ with Government matching contribution and interest thereon upto _____.

3. The following(s) is/are the nominee(s)/legal heir(s) according to the nomination / legal heir certificate, dated _____. Payment may be made to him/her/them on proper identification.

Sl.No.	Name(s) of the Claimant	Relationship	Marital Status	Date Of Birth	Share
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					

4. A copy of this authorisation is being forwarded to the _____

5. The bill for the amount authorised herein shall be debited to the following head of account:

Sl. No. (1)	HEAD OF ACCOUNTS (2)	Amount (3)
	Employee's Contribution	
	Subscription	
1.	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - ____ Contributory Pension Scheme for _____ – Employee's Contribution [DPC 8342 00 117 _____ (Outgo)]	Rs. _____/
	Interest	
2.	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - ____ Interest on Contributory Pension Scheme for _____ – Employee's Contribution. [DPC 8342 00 117 _____ (Outgo)]	Rs. _____/
	Subscription	
3.	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - ____ Contributory Pension Scheme for _____ – Government / Employer's Contribution. [DPC 8342 00 117 _____ (Outgo)]	Rs. _____/
	Interest	
4.	8342.00. OTHER DEPOSITS – 117. Defined Contribution Pension Scheme for Government Servants - ____ Interest on Contributory Pension Scheme for _____ – Government / Employer's Contribution. [DPC 8342 00 117 _____ (Outgo)]	Rs. _____/
	TOTAL	Rs. _____/

Date

Place :

(Authorised Signatory)

9. IMPORTANT RECEIPT HEAD

1. COMMUNITY AND INCOME CERTIFICATE

0029 00 Land Revenue 800 Other Receipts AL Other Receipts

Controlled by the C.R.A 02 Other Miscellaneous Receipts.

DPC : 0029 00 800 AL 0205

2. SALES TAX

0040 00 Taxes on sales, Trade etc., 102 Receipts under

State Sales Tax ActAA Tax Collections.

DPC : 0040 00 102 AA 0004

3. OTHER RECEIPT

0040 00 Taxes on sales, Trade etc., 101 Receipts under

Central Sales Tax ActABOther Receipts.

DPC : 0040 00 101 AB0106

4. Mic PERMISSION

0055 00 Police 103 Fees, Fines and Fore Feitures

AA Fees, Fines and Fore Feitures.

DPC : 0055 00 103 AA 0003

5. GUN LICENCE FEES

0055 00 Police 104 Receipts under Arms Act

AB Fees for upkeep of live Arms

DPC : 0055 00 104 AB 0007

6. STATIONARY AND WASTE PAPER

0058 00 Stationary and Printing 101 Stationary Receipts

AA Cost of stationary supplied to other Govt. Departments.

DPC : 0058 00 101 AA 0002

7. DEATH CERTIFICATE

0070 Other Administrative Services 60 Other Services

800 Other Receipts AB Birth, Death and Marriage Registrations Fees.

DPC : 0070 60 800 AB 0004

8. R.T.I

0075 00 Miscellaneous General Services 800 Other Receipts

BK Collection of Fees under Tamil Nadu Registrar for Information.

DPC : 0075 00 800 BK 0006

9. R.T.I AMOUNT REFUND

0075 00 Miscellaneous General Services 900 Deduct Refunds

AE- Refunds of fees under Right to Information Act,2005.

DPC : 0075 00 900 AE 0005

EDUCATION

10. EXAMINATION FEES

0202 Education, Sports, Arts and Culture 01 General

Education 102 Secondary Education AA Examinations

conducted by the Director of Govt.Examinations

01 Examination Fees

DPC : 0202 01102AA0103

11. COMPUTERISED MARK SHEET

0202 Education, Sports, Arts and Culture 01 General

Education 102 Secondary Education AA Examinations

conducted by the Director of Govt.Examinations

02 Computerised Mark Sheet

DPC : 0202 01 102 AA 0205

12. FEES FOR RETOTALLING

0202 Education, Sports, Arts and Culture 01 General

Education 102 Secondary Education AA Examinations

conducted by the Director of Govt.Examinations

05 Fees for Retotalling

DPC : 0202 01 102 AA 0501

13. FEES FOR REVALUATION

0202 Education, Sports, Arts and Culture 01 General

Education 102 Secondary Education AA Examinations

conducted by the Director of Govt.Examinations

06 Fees for Revaluation

DPC : 0202 01 102 AA 0603

14. FEES FOR ISSUE OF XEROX COPY OF ANSWER SHEET

0202 Education, Sports, Arts and Culture 01 General

Education 102 Secondary Education AA Examinations

conducted by the Director of Govt.Examinations

07 Fees for Issue of Xerox copy of Answer sheet

DPC : 0202 01 102 AA 0705

15. OTHER ITEMS

0202 Education, Sports, Arts and Culture 01 General
Education 102 Secondary Education AA Examinations
conducted by the Director of Govt. Examinations
08 Other Items
DPC : 0202 01 102 AA 0807

16. SANITARY CERTIFICATE

0210 Medical and Public Health 04 Public Health 800
Other Receipts AD Other Public Health Receipts.
DPC : 0210 04 800 AD 0408

10. IMPORTANT FORMAT

T.N.T.C. FORM NO.24

(See Subsidiary Rule 21 Under Treasury Rule 10)

Treasurer's/Cashier's daily balance sheet for the Sub Treasury the transactions of which conducted through the bank.

Date: _____

Rs.

Undisbursed Pay and Travelling Allowance
Undisbursed Pension Imprest
Other Undisbursed Amounts
Balance of Permanent Advance
Other amount held in amanath
Cash Total
Cash under Double Lock
Denomination
Double Lock Total
Cash under the safe custody of the Sub Treasury Officer
Denomination
Single Lock Cash Total
Add the value of the following items in the Safe Custody of the Sub Treasury Officer
Stamps
Opium
Banderols
Grand Total Balance in the Safe Custody of the Sub Treasury Officer

Treasury Closed at

Cashier

Additional Sub Treasury Officer

Assistant Treasury Officer

TNTC 70A

(See the Instructions 33-A under T.R.16)

Register of bills handed over to the bill passing Accountants.

Date	Description of the bill	Amount of the bill	Token No. of the bill handed over by the Jr. Asst. to the bill passing Accountant	Initial of the bill passing Acct. in token of receipt of bill in Col.4	Initial and date of the bank bill register Jr.Asst. in token of his receipt of the bills entered in col.5 and handed over to him by the bill passing Accountant	Initial and date of the token Junior Asst. in support of the receipt of the bills returned with audit slips	Date of return of audited bills
1	2	3	4	5	6	7	8

TNTC 70D

Register of bills handed over to the bill passing Accountants.

Register of bills received, passed and cheques drawn by the District Treasury/Sub Treasury on the SBI Branch)

Consecutive No.	Date	In whose favour	Particulars	Amount	Date of forwarding the bill with initials of bill passing clerk	Date of passing of the bills with initial of TO/ATO	Cheque No. and date	Initial of T.O	Date of return of un passed bills to the counter with acknowledged-ment	Remarks
1	2	3	4	5	6	7	8	9	10	11

CASHIER CASH BALANCE REGISTER

(D.T.A.FORM-38)

Date	:
Opening Balance	:
Receipt from Double Lock	:
Receipt from Public	:
Total	:
Issue to Public	:
Balance	:
Transfer to Double Lock	:
Closing Balance	:

Cashier

Addl.Sub Treasury Officer

Assistant Treasury Officer

Note:

1. The Opening Balance agrees with the Closing Balance of previous day.
2. Receipt from Double lock agree with the entries in double lock register to TNTC Form 33.
3. The receipts and issue to the public agree with the cashiers Cash Book.
4. The amount transferred to Double lock agrees with the entries T.N.T.C Form 33.

LIFE CERTIFICATE FORM

Name of the Treasury: _____ Vol. No / Page No _____
(to be filled by the Treasury)

Name of the Bank : _____

Branch : _____ Account No. _____

LIFE CERTIFICATE

Certified that I have seen the Pensioner _____

holder of Pension Pay Order No. _____ and that he/ she is alive on this
date

His / Her specimen signature is _____

Signature of the Attesting Officer.

Place:

Name:

Date:

Designation.

Marriage / Non remarriage and Non employment Certificate

1. I, Tmt./ Thiru /Selvi _____
hereby declare that have married / not remarried till date.

2. I declare that I have not employed in State /Central Government/ Undertakings

(OR)

I have been employed in _____

Office

3. I am not drawing any other pension other than this pension.

Signature

P.P.O.No.:

Name:

Date:

Attested by:

CORRECTIONS SLIP

Sl.No.	Page No.	Line No.	For	Read
1	8	1 to 4	india	India
2	9	21	electrcity	electricity
3	10	2	30 days twice in a year	30 days once in two years
4	12	23	Reimbirsement	Reimbursement
5	18	3	1650	1300
6	18	4	1650	1300
7	18	26	Jaint Director	Joint Director
8	22	17	வேண்டியது	வேண்டியது
9	23	1	mediac	Medical
10	23	11	Maternity	Maternity
11	23	11	confinement	confinement
12	23	21	temporatil	temporarily
13	25	1	employed	employed
14	25	11	reles	rules
15	25	11	way	may
16	25	11	Deted	dated
17	25	12	meternity	maternity
18	25	27	Permament	Permanent
19	26	6	eleigible	eligible
20	27	4	there	three
21	27	5	Foundartional	foundational
22	27	18	abrobation	of probation
23	28	17	preiod	period
24	29	9	preiod	period
25	31	20	Option should be given	Option should be given within one month
26	36	26	intitutions	institutions
27	38	17	fro	from
28	39	11	instalement	instalment
29	41	19	HB-A	HBA
30	48	22	even	event

31	49	16	requestation	requisition
32	50	6	concern	concerned
33	64&65	In all places	Nan-plan	Non-Plan
34	82	20	drawl	drawal
35	85	1	drawl	drawal
36	88	16	ஏதேனம்	ஏதேனும்
37	88	18	பணியானர்	பணியாளர்
38	91	6	பொற்பேற்பவரின்	பொறுப்பேற்பவரின்
39	92	15	பணிபுரியம்	பணிபுரியும்
40	92	28	அண்மை	தன்மை
41	93	18	suety	surity
42	122	25	19533	23101
43	122	26	21252	23101
44	122	26	23101	25111
45	129	last	Rgional	Regional
46	139	10	14 years	4 years
47	140	32	refereed	referred
48	149	14	plai	plain
49	151	1	காலம்	காலம்
50	162	26	G.O.239	G.O.235
51	174	1	in	from
52	181	1&2	தமிழறிஞர்	தமிழறிஞர்
53	183	2&3	ஓய்வூதியம்	ஓய்வூதியம்
54	195	32	completes	completion
55	208	29	thump	thumb
56	217	Sl.no.6	கலைஞர்	கலைஞர்
57	217	Sl.no.7	தமிழறிஞர்கள்	தமிழறிஞர்கள்