

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10
Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 110010

No.AN/III/3060/I/Vol.VIII

Dated : 20.09.2017

To All PCSDA/CSDA

Subject: Amendment to OM Part-I (2014 edition) : Circulation of CS No.
01/2016, 02/2016 & 03/2016.

The Correction Slip No. 01/2016, 02/2016 and 03/2016 of the Office Manual Part-I (2014 edition) has been uploaded on website for information and updation of OM Part I. In this connection, it is intimated that these Correction Slips will not be separately forwarded to the field controllers. Please download the Correction Slips and update the concerned Paras of the Office Manual Part I (2014 edition).

This issues with the approval of Jt.CGDA(AN).


(Kavita Garg)
Sr.Dy.CGDA(AN)

Amendment of Office Manual Part – I (2014 Edition)

Correction Slip No. 01/2016

Para 147 of Office Manual Part-I (2014 Edition) relates to **“House Rent Allowance”** is amended as under:-

Para	For	Read
147	House rent allowance at the current rates and under the conditions laid down for their grant from time to time are admissible to the officers and staff of the Defence Accounts Department as per Govt. orders received from time to time.	House rent allowance at the current rates and under the conditions laid down for their grant from time to time are admissible to the officers and staff of the Defence Accounts Department as per Govt. orders received from time to time. For classification of Cities/Towns for the purpose of grant of HRA to officers and staff of the Defence Accounts Department, Government of India, Ministry of Finance, Department of Expenditure OM No. 2/5/2014-E.II (B) dated 21.07.2015 mentioned in Annexure “C” to this chapter may be referred.
Annexure ‘C’	Newly inserted	Government of India, Ministry of Finance, Department of Expenditure OM No. 2/5/2014-E.II(B) dated 21.07.2015 is produced as Annexure “C”.

Authority: Government of India, Ministry of Finance, Department of Expenditure OM No. 2/5/2014-E.II(B) dated 21.07.2015.


राम निवास सैनी / Ram Niwas Saini
वरिष्ठ लेखा अधिकारी / Sr. Accounts Officer

Amendment of Office Manual Part – I (2014 Edition)

Correction Slip No. 02/2016

Para 526 of Office Manual Part-I (2014 Edition) relates to “**Delegation of Powers to SO(A) of the Defence Accounts Department**” is amended as under:-

Para	For	Read
526	<p>The following powers are vested in the Section Officers (Accounts) of the Defence Accounts Department</p> <p>(i) Powers to grant casual leave upto two days to Class III and Class IV staff working under them (except restricted holidays.)</p> <p>(ii) Issue of leave admissibility reports, except in the case of LPR/Terminal leave, in their capacity as Section Officer (Accounts) maintaining the leave accounts.</p> <p>(iii) Writing of Confidential Reports/Assessment Reports of Class III and Class IV staff serving under them.</p> <p>(iv) Issue of orders regarding destruction of time expired records other than Confidential Reports and service documents. (This will, however, be subject to the overriding provisions in the relevant Office Manual, other connected orders etc.)</p> <p>(v) Classification of Punching Media upto Rs. 50,000/-.</p> <p>(vi) Powers to deal with cases relating to admission to Provident Fund, allotment of Account Nos. and furnishing of Annual Statement of Accounts.</p> <p>(vii) Waiver of Audit objections of the value of Rs. 100, and below and write off of irrecoverable amounts due to any cause of the value of Rs. 100, and below under rule 177 (i) and (iii) respectively.</p> <p>(viii) Routine Correspondence.</p>	Deleted

Authority: HQrs Office UO No. AN/III/3060/I/Vol-VIII dated 07.09.2016.


राम निवास सैनी / Ram Niwas Saini
वरिष्ठ लेखा अधिकारी / Sr. Accounts Officer

Amendment of Office Manual Part – I (2014 Edition)

Correction Slip No. 03/2016

Para 527 of Office Manual Part-I (2014 Edition) relates to **“Enhancement/Revision of Power to Assistant Accounts Officer (Group ‘B’ in DAD)”** is amended as under:-

Sl No. of Para 527	For	Read
(i)	Grant of 4 days Casual Leave at a time to Gp. ‘C’ & ‘D’ employees except SOs(A)	Grant of 4 days Casual Leave at a time to Gp. ‘C’ & Gp. ‘B’ Non Gazetted employees except Supervisor (A/Cs)
(ii)	Grant of 2 days RH at a time to Gp. ‘C’ & ‘D’ employees except SOs(A)	Grant of 2 days RH at a time to Gp. ‘C’ & Gp. ‘B’ Non Gazetted employees except Supervisor (A/Cs)
(iii) (a)	Grant of EL for 12 days at a time to Gp. ‘C’ & ‘D’ employees except SOs(A)	Grant of EL for 12 days at a time to Gp. ‘C’ & Gp. ‘B’ Non Gazetted employees except Supervisor (A/Cs)
(iii)(b)(i)	Grant of CL up to 06 days at a time to Gp. ‘C’ & ‘D’ employees except SOs(A)	Grant of CL up to 06 days at a time to Gp. ‘C’ & Gp. ‘B’ Non Gazetted employees except Supervisor (A/Cs)
(iii)(b)(ii)	Grant of EL for 25 days at a time to Gp. ‘C’ & ‘D’ employees except SOs(A)	Grant of EL for 25 days at a time to Gp. ‘C’ & Gp. ‘B’ Non Gazetted employees except Supervisor (A/Cs)
(iv)	Writing of APARs of Gp. ‘C’ (except SOs(A)) and Gp. ‘D’ employees	Writing of APARs of Gp. ‘B’ Non-Gazetted and Gp. ‘C’ employees except Supervisor (A/Cs)
(vii)	Power to attest entries in the first page of Service Books of GP. ‘C’ {Except SO(A)} and Gp. ‘D’ employees	Power to attest entries in the first page of Service Books of GP. ‘C’ and Gp. ‘B’ Non- Gazetted employees
(xxvi)	Attest last pay drawn in service book of Gp. ‘C’ and ‘D’ employees after audit of service book.	Attest last pay drawn in service book of Gp. ‘C’ and ‘B’ Non-Gazetted employees after audit of Service Book.

Authority: HQrs Office UO No. AN/III/3060/I/Vol-VIII dated 07.09.2016.


राम निवास सैनी / Ram Niwas Saini
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ANNEXURE 'C' (Referred to in Para 147)

No.2/5/2014-E.II(B)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, 21st July, 2015.

OFFICE MEMORANDUM

Subject:- Re-classification/Upgradation of Cities/Towns on the basis of Census-2011 for the purpose of grant of House Rent Allowance (HRA) to Central Government employees.

Reference is invited to this Department's O.M. No. 2(13)/2008-E.II(B) dated 29.08.2008 relating to grant of House Rent Allowance (HRA) to Central Government employees on the recommendations of the 6th Central Pay Commission (CPC) whereby a list of cities/towns classified as "X", "Y" and "Z" for the purpose of grant of HRA was enclosed as Annexure. The matter relating to re-classification of cities/towns on the basis of Census-2011 for the purpose of grant of HRA to Central Government employees has been considered by the Government.

2. The President is pleased to decide that in supersession of all the existing orders relating to classification of cities/towns for the purpose of grant of HRA to Central Government employees, cities/towns shall now be re-classified as "X", "Y" and "Z" for the purpose of HRA as enumerated in the Annexure to these orders.

3. Consequent upon implementation of the recommendations of the 5th Central Pay Commission, certain cities/towns were placed in a lower classification as compared to their existing classification for HRA purpose, vide this Department's O.M. No. 2(30)/97-E.II(B) dated 03.10.97. However, these cities/towns were allowed to retain their existing higher classification, vide Para 3 thereof; and further extended vide O.M. No. 2(21)/E.II(B)/2004 dated 16.03.2005 & O.M. No. 2(13)/2008-E.II(B) dated 07.01.2009. As other cities/towns to which protection of retaining earlier higher classification was allowed, got upgraded during the intervening period and as on date only two cities i.e. Ajmer in Rajasthan and Durgapur in West Bengal were retaining such protection. Consequent upon upgradation of these two cities also on the basis of their population as per Census-2011, provisions contained in Para 3 of this Department's O.M. No. 2(30)/97-E.II(B) dated 03.10.97 which were allowed to further continue vide O.M. dated 16.03.2005 & 07.01.2009, stand withdrawn/discontinued.

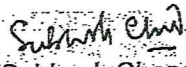
4. Special orders allowing continuance of HRA at Delhi ("X" class city) rates to Central Government employees posted at Faridabad, Ghaziabad, NOIDA and Gurgaon, at Jalandhar ("Y" class city) rates to Jalandhar Cantt., at "Y" class city rates to Shillong, Goa & Port Blair vide this Department's O.M. No.2(13)/2008-E.II(B) dated 29.08.2008, and continuance of HRA at par with Chandigarh ("Y" class city) to Panchkula vide this Department's O.M. No.2(13)/2008-E.II(B) dated 04.03.2011, shall continue to be applicable till the recommendations of 7th CPC are considered by the Government.

5. These orders shall take effect from 1st April, 2015.

6. The orders will apply to all civilian employees of the Central Government. The orders will also be applicable to the civilian employees paid from the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and the Ministry of Railways, respectively.

7. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

8. Hindi version is attached.


(Subhash Chand)
Director

To

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to C&AG and U.P.S.C., etc. (with usual number of spare copies) as per standard endorsement list.

ANNEXURE

to O.M. No.2/5/2014-E.II(B) dated 21.07.2015.

**LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF
HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES**

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	ANDAMAN & NICOBAR ISLANDS	—	—
2.	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corpn.), Guntur (UA), Nellore (UA)
3.	ARUNACHAL PRADESH	—	—
4.	ASSAM	—	Guwahati (UA)
5.	BIHAR	—	Patna (UA)
6.	CHANDIGARH	—	Chandigarh (UA)
7.	CHHATTISGARH	—	Durg-Bhilai Nagar (UA), Raipur (UA)
8.	DADRA & NAGAR HAVELI	—	—
9.	DAMAN & DIU	—	—
10.	DELHI	Delhi (UA)	
11.	GOA	—	—
12.	GUJARAT	Ahmadabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
13.	HARYANA	—	Faridabad*(M.Corpn.), Gurgaon*(UA)
14.	HIMACHAL PRADESH	—	—
15.	JAMMU & KASHMIR	—	Srinagar (UA), Jammu (UA)
16.	JHARKHAND	—	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
17.	KARNATAKA	Bengalore/Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M.Corpn.), Mangalore (UA), Mysore (UA), Gulbarga (UA)
18.	KERALA	—	Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
19.	LAKSHADWEEP	—	—
20.	MADHYA PRADESH	—	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M. Corpn.)

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
21.	MAHARASHTRA	Greater Mumbai (UA), Pune (UA)	Amravati (M. Corpn.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M. Corpn.), Kolhapur (UA), Vasai-Virar City (M. Corpn.), Malegaon (UA), Nanded-Waghala (M. Corpn.), Sangli (UA)
22.	MANIPUR	---	---
23.	MEGHALAYA	---	---
24.	MIZORAM	---	---
25.	NAGALAND	---	---
26.	ODISHA	---	Cuttack (UA), Bhubaneswar (UA), Raurkela (UA)
27.	PUDUCHERRY (PONDICHERRY)	---	Puducherry/Pondicherry (UA)
28.	PUNJAB	---	Amritsar (UA), Jalandhar (UA), Ludhiana (M. Corpn.)
29.	RAJASTHAN	---	Bikaner (M. Corpn.), Jaipur (M. Corpn.), Jodhpur (UA), Kota (M. Corpn.), Ajmer (UA)
30.	SIKKIM	---	---
31.	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32.	TRIPURA	---	---
33.	UTTAR PRADESH	---	Moradabad (M. Corpn.), Meerut (UA), Ghaziabad*(UA), Aligarh(UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M. Corpn.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
34.	UTTARAKHAND	---	Dehradun (UA)
35.	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

* Only for the purpose of extending HRA on the basis of dependency.

NOTE

The remaining cities/towns in various States/UTs which are not covered by classification as "X" or "Y", are classified as "Z" for the purpose of HRA.
