




केंद्रीय विद्यालय संगठन Kendriya Vidyalaya Sangathan  
18, संस्थानिक क्षेत्र/ 18, Institutional Area  
शाहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg  
नई दिल्ली-16/ New Delhi - 16

F.No.110239/51/Cir./2014/KVS (Budget) 110 Dated: 5.12.2014

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

1. G.I.,M.F.,O.M.No.25(6)/E.Co-ord.-2014, dated 22-8-2014 regarding economy in use of paper.
2. G.I.,M.F.,O.M.No.F.No.8(25)/2012-E.II(A),dated 19-9-2014 regarding purchase of Note Book/Lap-Top,etc.,by Ministries/Departments - revision of guidelines.
3. G.I.,M.H. & F.W.,O.M.No.S-11011/25/2014/CGHS(P),dated 8-7-2014 regarding revision of lists and rates of artificial appliances for CGHS/CS(MA) beneficiaries and general guidelines for eligibility criteria therefor.
4. G.I.,M.H. & F.W.,Dy.No.536/2012/R&H/CGHS,dated 21-8-2014 regarding revision of ceiling rates for Intra-Ocular Lenses(IOL).
5. G.I.,M.H. & F.W.,O.M.No.2-2/2014/CGHS HQ/PPT/CGHS(P), dated 25-8-2014 regarding issue of medicines/reimbursement of expenditure on investigations/treatment procedures/implants and other medical devices under CGHS.
6. G.I.,Dept. of Per. & Trg., O.M.No.12/1/2009-Estt.(Pay-1), dated 28-8-2014 regarding fixation of pay of State Government Employees on their appointment in Central Government, subsequent to implementation of CCS(RP)Rules,2008.
7. G.I.,Dept. of Pen. & P.W.,Lr.No.1/19/2013-P&PW(E), dated 29-8-2014 regarding amendment to CCS(Pension)Rules,1972.
8. G.I.,M.F.,O.M.No.F.No.03(1)/E-IIA/2009,dated 6-8-2014 regarding purchase of Staff Cars by Ministries/Department -revision of guidelines.
9. G.I.,M.F.,O.M.No.19024/1/2012-E-IV, dated 5-9-2014 regarding 'Facilitation Fee' levied by authorized travel agents on air tickets booked on Government account - Withdrawal.
10. G.I., Dept. of Per. & Trg., O.M.No31011/3/2014-Estt.(A-IV) dated 26<sup>th</sup> September,2014 regarding Central Civil Services (Leave Travel Concession) Rules, 1988 - relaxation to travel by air to visit NER and A&N.

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

  
(S.Muthusivam)  
Asstt.Commissioner(Fin.) 5/12/14  
Tel.No. 011-26523070

**Distribution:**

1. The Deputy.Commissioner, KVS, all ROs.
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- 6.The Director, ZIET Gwalior, Mumbai, Mysore, Chandigarh & Bhubaneswar.
7. The Deputy Commissioner, (EDP), KVS (HQ.) with the request to upload the above circulars on the KVS Web site.
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9. Guard file.

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*G.I., M.F., O.M. No. 25 (6)/E.Co-ord.-2014, dated 22-8-2014*

### **Economy in use of paper**

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalization of Government expenditure. Government is one of the major consumers of paper. Injudicious use of paper not only leads to infructuous expenditure but also impacts the environment as trees are the major source of paper pulp production. Instructions on judicious use of paper have been issued by this Department in the past and similar instructions are also contained in the Manual of Office Procedure (MOP) published by Department of Administrative Reforms and Public Grievances. With a view to further stress the importance of economy in use of paper in Government offices, following instructions are issued for strict compliance by all concerned :—

- (i) Notes should be typed / written on both sides of the paper / note sheet;
- (ii) Typing should be done in single space;
- (iii) Policy instructions / guidelines issued through Orders, OMs, etc., may be uploaded on the official website of the Ministry / Department / Organization. Number of hard copies of such communications may be limited to the required minimum;
- (iv) Office copies should not be typed again where the draft itself is legible and does not contain many corrections.
- (v) Forms, proformas, returns, etc., if any, stipulated by Ministries / Departments / Organizations in connection with the organizational mandate may be reviewed in relation to their size and format and should be recast and simplified / shortened in keeping with the recent directives from Cabinet Secretariat. Manual submission of forms, returns, etc., wherever stipulated, either under statutory obligations or otherwise, should be discouraged. Switching over to e-forms, online submission of forms / returns, etc., may be encouraged.

2. All the Ministries / Departments, attached, subordinate offices and autonomous or statutory bodies funded by GoI may comply with the above directives. Suitable instructions on above lines may be issued by line Ministries / Departments of GoI in r/o organizations / entities or field establishments under their administrative control.

3. This has the approval of Secretary (Expenditure).

G.I., M.F., O.M.No.F.No.8 (25)/2012-E.II (A), dated 19-9-2014

**Purchase of Note Book/Lap-Top, etc., by Ministries/Departments  
- revision of guidelines**

In supersession to this Ministry's Office Memorandum bearing nos.1 (15)/E.II (A)/2009, dated the 26<sup>th</sup> May 2009 and 14<sup>th</sup> May 2012 regarding purchase of Note Book/Lap-Top computers by Ministries/Departments and delegation of powers thereof, it has been decided that lap-top; tablet; notepad; ultra-book; notebook; netbook or devices of similar categories may be issued to officers of the rank of Deputy Secretary/equivalent and above for discharge of official work. These powers shall continue to be exercised by the Secretary of the Ministry/Department concerned in consultation with the Financial Adviser. It would be the prerogative of the Administrative Secretary to decide on the nature of gadget to be issued to the eligible officers.

2. This would, however, be subject to the following conditions:—
  - (i) Cost of the device, including standard software should not exceed ₹ 70,000.
  - (ii) Purchase procedures prescribed under GFRs / CVC guidelines may be followed.
  - (iii) The officer who is given the device, shall be personally responsible for its safety and security, which shall continue to remain Government property. In case of its loss, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost.
  - (iv) Only one device may be issued to an entitled officer. The officer will have the option to retain the device after four years by paying 10% of the original cost.
  - (v) For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, be adopted.
  - (vi) No new device may be sanctioned to an officer, who has already been allotted a device, in a Ministry / Department, up to four years or till the fitness of such device is certified by NIC of that Ministry / Department, whichever is later. Upon the transfer of the officer to another Ministry / Department of the Government of India, he may exercise the option of carrying this device to his new posting with the approval of the Administrative Secretary. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer from that Ministry / Department, except when such device has completed the stipulated period of four years or its useful lifespan, whichever is later.
  - (vii) Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal.
3. This issues with the approval of Secretary (Expenditure).

GI, M.H. & F.W., O.M.No. S-11011/25/2014/CGHS (P), dated 8-7-2014

**Revision of lists and rates of artificial appliances for CGHS / CS (MA) beneficiaries and general guidelines for eligibility criteria therefor**

The undersigned is directed to state that the rates of artificial appliances were revised in 1997 *vide* O.M. No. S-11011/5/95-CGHS-(P), dated 25-6-1997. The matter of revision of rates and updation of lists of artificial appliances has been under consideration of this Ministry for some time. The matter has been examined in consultation with the experts in Directorate General of Health Services and it has been decided to update the list of the artificial appliances and revised as per the details given in ongoing paras.

2. Keeping in view the various categories of appliances, the lists of artificial appliances have been categorized as per the following three Annexure and rates of artificial appliances will be as per the Annexure-I, II and III to this OM:

**Annexure-I:** This contains list, rates and specifications of various types of Prosthetics (i.e. artificial limbs) like prosthetics for lower extremity, prosthetics for upper extremity [ **Annexure-I has been divided into Annexure-IA, IB, IC, ID and IE according to type** ].

**Annexure-II:** This contains the list, rates and specifications pertaining to the orthotics (i.e. callipers and braces) including lower extremity, upper extremity and spinal orthotics. [ **Annexure-II has been divided into Annexure-IIA, IIB and IIC** ].

**Annexure-III:** This contains specifications and rates for items related to mobility aids.

3. The general guidelines for admissibility and reimbursement of expenses in respect of appliances mentioned in Annexures-I, II & III will be as under:—

- (i) Maintenance Cost will be borne by the beneficiary.
- (ii) The appliances will be allowed for re-issue on completion of 5 years in case of adults and 2 years in the case of children except motorized wheel chair and tricycle.
- (iii) Motorized wheel chair and tricycle will be re-issued after 5 years irrespective of age.
- (iv) High end prosthetics / appliances will be reimbursed only to the following category of Government servants and their dependent family members subject to fulfilling of other criteria:—
  - (a) Government servants and their dependent family members participating at the State level sport activities duly certified by the competent Sports Authority.
  - (b) Upper Age limit for the sophisticated prosthetic appliances will be 45 years.

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- (c) Military or paramilitary personnel duly certified by their respective Medical Boards that the person has sustained injury while on field duty or undergone amputation because of injury sustained while performing such duty.
  - (d) The reimbursement will be made within the ceiling limit fixed for such appliances beyond which the beneficiary will bear the cost.
  - (v) For admissibility of reimbursement, the appliances need to be prescribed by a Professor / Senior Specialist or Specialist of equivalent rank working in any Government hospitals in the specialities of Physical Medicine and Rehabilitation (PMR) or Orthopaedic surgery. The prescription should be in generic name and not by proprietary name.
  - (vi) Prosthetic components and Orthotic joints used in appliances should have BIS/CE (European) Certification for the purposes of reimbursement and fabricated by firms having qualified Prothesist / Orthotists.
  - (vii) Keeping in view, the physical growth into consideration, individuals up to 12 years of age will be considered as children for the purpose of these guidelines in general. However, in order to rationalize the rates for some of the items, specific age group has been mentioned against the individual items in Annexure-I and Annexure-II, based on the size of the appliances.
  - (viii) There may be certain items which are not included in Annexure, but may be prescribed by qualified Government Rehabilitation Specialist / Orthopaedic Surgeon, (not below the level of Consultants), depending on individual disabled patient's requirements for example disability car gadgets. In such cases, items costing below ₹ 50,000 can be purchased with three quotations as per prescribed specifications with the permission of HOD of the concerned departments. For items costing above ₹ 50,000 prior permission will have to be obtained from Additional Directors, CGHS of the concerned city or concerned DDG in the Dte. GHS looking after CS (MA) Rules, on the basis of three quotations and approval of Technical Standing Committee.

- (ix) The artificial appliances should be procured from any Government Undertaking / Authorized Alimco dealers, N.G.Os approved by Ministry of Health and Family Welfare / and private manufactures. It should be certified by the prescribing Government Orthopaedic Surgeon / Government Rehabilitation Specialists (PMR) to the effect that the appliances are as per Specification and working satisfactorily.
- (x) The list of items and rates will be revised every 5 years.
- (xi) Reimbursement of items in the enclosed list will be made by HoDs of the departments and CGHS in case of Pensioner CGHS beneficiaries, etc.

4. This OM supersedes all earlier orders issued from time to time under CGHS / CS (MA) Rules, 1944 on the subject for allowing reimbursement in respect of artificial appliances for CGHS / CS (MA) beneficiaries.

5. This OM will come into effect from the date of issue and will be valid till revision of the rates after five years.

6. This issues with the approval of Secretary (H&FW) and concurrence of Integrated Finance Division.

#### ANNEXURE - IA

#### LOWER EXTREMITY PROSTHETICS (Above 12 years)

Sl. No.	Name of Prosthesis	Approved Rate / Price ₹
1.	<b>Transtibial prosthesis (Below Knee Prosthesis)</b> (Its components include-S.S. Pylon / tube, SACH FOOT, Foot Adaptor, Bonded Pylon / Pylon with 4 screw Adaptor, Tube Clamp Adaptor, Socket Adaptor, Sleeve Suspension, Foam Cover, Covering Socks, Socket charges, etc.)	20,000
2.	<b>Transtibial Prosthesis (Below Knee Prosthesis) with silicone / PU liner</b>	37,000
2-a.	<b>Transtibial Prosthesis (Below Knee Prosthesis) with silicone / PU liner with shuttle lock mechanism</b>	45,500
3.	<b>Symes Prosthesis</b> Its component includes- SYME'S FOOT, Foot Adaptor Sleeve Suspension, Socket Mounting Adaptor, Covering Socks Socket charges, etc.	19,300
4.	<b>Partial Foot Prosthesis (Shoe with filler)</b>	7,000
5.	<b>Trans Femoral Prosthesis ( Above Knee Prosthesis)</b> (Its components include-S.S. Pylon / tube, SACH FOOT, Foot Adaptor, Bonded Pylon / Pylon with 4 screw Adaptor (400 mm) Polycentric Prosthetic Knee Joint, Socket Adaptor, TES Belt, Foam cover, Covering Socks, Socket fabrication and fitment charges)	40,840

Sl. No.	Name of Prosthesis	Approved Rate / Price ₹
6.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis) with Suction Valve</b>	40,840 + 3,800 = 44,640
7.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis) with Silicon / PU liner</b>	61,140
7a.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis) with Silicon / PU liner with shuttle lock mechanism</b>	69,640
8.	<b>Knee Disarticulation Prosthesis</b> (Its components include- S.S. Pylon / tube, SACH FOOT, Foot Adapter, Bonded pylon / Pylon with 4 screw Adaptor (400mm) Polycentric Prosthetic Knee Joint, Socket Adaptor, TES Belt, Foam cover, Covering Socks, Socket fabrication and fitment charges)	51,940
9.	<b>Hip Disarticulation Prosthesis</b> (Its components include- S.S. Pylon / tube, SACH FOOT, Foot Adapter, Bonded pylon / Pylon with 4 screw Adaptor ( 400 mm) Single axis Prosthetic Knee Joint, Hip Joint (basic), Tube (Angle tube adaptor, 10 degree) Short Tube, Socket Adaptor, Foam cover, Covering Socks, Socket fabrication and fitment charges.)	60,300

#### ANNEXURE-IB

#### LOWER EXTREMITY PROSTHETICS (CHILD UP TO THE AGE OF 12 YEARS)

Sl. No.	Name of Prosthesis	Approved Rate / Price (Child 7-12 years) ₹	Approved Rate / Price (Child 0-6 years) ₹
1.	<b>Transtibial prosthesis (Below Knee Prosthesis)</b> (Its components include-S.S. Pylon / tube, SACH FOOT, Foot Adapter, Bonded pylon / Pylon with 4 screw Adaptor, Tube Clamp Adaptor, Socket Adaptor, Sleeve Suspension, Foam cover, Covering Socks, Socket charges, etc.)	18,140	5,000
2.	<b>Trans Tibial Prosthesis (Below Knee Prosthesis) with silicone / PU liner</b>	35,140	Not applicable
2a.	<b>Trans Tibial Prosthesis with silicone / PU liner with shuttle lock mechanism</b>	35,140 + 8,500 = 43640	Not Applicable
3.	<b>Symes Prosthesis</b> Its component includes- SYME, S-FOOT, Foot Adapter Sleeve Suspension, Socket mounting adaptor, Covering Socks Socket charges	19,300	5,000



Sl. No.	Name of Prosthesis	Approved Rate / Price (Child 7-12 years) ₹	Approved Rate / Price (Child 0-6 years) ₹
4.	<b>PARTIAL FOOT PROSTHESIS (Shoe with filler)</b>	4,000	1,500
5.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis)</b> (Its components include-S.S. Pylon / tube, SACH FOOT, Foot Adaptor, Bonded pylon / Pylon with 4 screw Adaptor (400 mm) Polycentric Prosthetic Knee Joint, Socket Adaptor, TES Belt, Foam cover, Covering Socks, Socket fabrication and fitment charges)	49,980	12,000
6.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis) with Suction Valve</b>	49,980 + 3,800 = 53,780	Not Applicable
7.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis) with Silicon / PU liner</b>	70,280	Not Applicable
7a.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis) with Silicon / PU liner with shuttle lock mechanism</b>	70,280 + 8,500 = 78,780	Not Applicable
8.	<b>Knee Disarticulation Prosthesis</b> (Its components include-S.S. Pylon / tube, SACH FOOT, Foot Adaptor, Bonded pylon / Pylon with 4 screw Adaptor (400 mm) Polycentric Prosthetic Knee Joint, Socket Adaptor, TES Belt, Foam cover, Covering Socks, Socket fabrication and fitment charges)	49,980	12,000
9.	<b>Hip Disarticulation Prosthesis</b> (Its components include-S.S. Pylon / tube, SACH FOOT, Foot Adapter, Bonded pylon / Pylon with 4 screw Adaptor (400 mm) Single axis Prosthetic Knee Joint, Hip Joint (basic), Tube (Angle tube adaptor, 10 degree) Short Tube, Socket Adaptor, Foam cover, Covering Socks, Socket fabrication and fitment charges.)	60,300	15,000

NOTE 1.— Prescription of Trans Tibial Prosthesis may be considered as Below Knee Prosthesis.

2.— Prescription of Trans Femoral Prosthesis may be considered as Above Knee Prosthesis.

**ANNEXURE - IC**  
**HIGH END LOWER EXTREMITY PROSTHETICS**

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
1.	<b>Transtibial prosthesis (Below Knee Prosthesis)</b> (Its components include- S.S. Pylon / tube, DYNAMIC RESPONSE FOOT, Foot Adaptor, Bonded pylon / Pylon with 4 screw Adaptor, Tube Clamp Adaptor, Socket Adaptor, Sleeve Suspension, Foam cover, Covering Socks, Socket charges, etc.)	26,700	Not Applicable	Not Applicable
2.	<b>Trans tibial Prosthesis (Below Knee Prosthesis) with silicone / PU liner</b>	43,700	Not Applicable	Not Applicable
3.	<b>Trans tibial Prosthesis (Below Knee Prosthesis) with silicone / PU liner with shuttle lock mechanism</b>	52,200	Not Applicable	Not Applicable
4.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis)</b> (Its components include- S.S. Pylon / tube, DYNAMIC FOOT, Foot Adaptor, Bonded pylon / Pylon with 4 screw Adaptor (400 mm) Polycentric Prosthetic Knee Joint, Socket Adaptor, TES Belt, Foam cover, Covering Socks, Socket fabrication & fitment charges)	47,540	Not Applicable	Not Applicable
5.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis) with Suction Valve</b>	47540 + 3800 = 51,340	Not Applicable	Not Applicable
6.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis) with Silicon / PU liner</b>	64,540	Not Applicable	Not Applicable
7.	<b>Trans Femoral Prosthesis (Above Knee Prosthesis) with Silicon / PU liner with shuttle lock mechanism</b>	64,540 + 8,500 = 73,040	Not Applicable	Not Applicable

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
8.	<b>Knee Disarticulation Prosthesis</b> (Its components include- S.S. Pylon / tube, DYNAMIC FOOT, Foot Adaptor, Bonded pylon / Pylon with 4 screw Adaptor (400 mm) Polycentric Prosthetic Knee Joint, Socket Adaptor, TES Belt, Foam cover, Covering Socks, Socket fabrication and fitment charges)	58,640	Not Applicable	Not Applicable
9.	<b>PARTIAL FOOT PROSTHESIS</b>			
9a.	<b>Shoe filler with carbon plate</b>	9,000	5,000	3,000
9b.	<b>GREAT TOE SILICON PROSTHESIS</b>	9,000	5,000	3,000
9c.	<b>Silicone Prosthesis For Second Toe to Fifth Toe</b>	7,500 each	4,000	Not Applicable

#### RECOMMENDED CRITERIA FOR HIGH END PROSTHESIS

1. Dynamic foot can be prescribed only for Military, paramilitary, commando persons / police personnels sustaining amputation in saddle and likely go back to active and strenuous work.
2. Dynamic foot can also be prescribed for young / children and dynamic athletes of University, cultural activities, State/ National or International level.
3. Shoe filler with carbon plate can be prescribed only for Military, paramilitary, commando persons / police personnels sustaining amputation in saddle and likely go back to active and strenuous work.
4. Shoe filler with carbon plate can also be prescribed for young / children and dynamic athletes of University, Participating in cultural activities, at State / National or International level.
5. In case of Bilateral Upper Limb amputation, Externally Powered Prosthesis / Myoelectric Prosthesis may be prescribed for one side and body powered Prosthesis or Passive Prosthesis for the other side.

**ANNEXURE - ID**  
**UPPER EXTREMITY PROSTHETICS**

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
1.	Trans Radial or Below Elbow / Wrist Disarticulation Passive Prosthesis	10,000	5,000	2,000
2.	Body Powered Prosthesis (Trans Radial or Below Elbow / Wrist Disarticulation). Its components includes trans radial kit and socket	17,000	12,000	Not Applicable
3.	Trans Humeral or Above Elbow / Elbow Disarticulation Passive Prosthesis	20,000	10,000	5,000
4.	Body Powered Prosthesis (Trans Humeral or Above Elbow / Elbow Disarticulation)	28,000	22,000	Not Applicable
5.	Shoulder Disarticulation Passive Prosthesis	30,000	20,000	10,000
6.	Shoulder Disarticulation body powered Prosthesis	37,000	28,000	Not Applicable

**ANNEXURE - IE**

**HIGH END UPPER EXTREMITY PROSTHETICS (ADULT)**

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
1.	Externally Powered below elbow or Trans radial / Wrist Disarticulation prosthesis (It includes:— Hand, Lithium ion Battery (one pair) with cover, Electrodes, Wrist Unit Battery Charger and Transformer, Electrode cable, Connector block cable Silicone Glove, Flexible inner Liner and socket, etc)	1,29,500	Not Applicable	Not Applicable

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
2.	<b>Externally Powered Trans Humeral / Elbow Disarticulation Prosthesis</b> (It includes:— Hand, Lithium ion Battery (one pair) with cover, Electrodes, Wrist Unit, Mechanical Elbow, Battery Charger and Transformer, Electrode cable, Connector block cable Silicone Glove, Flexible inner Liner and sockets, etc)	1,76,500	Not Applicable	Not Applicable
3.	<b>Silicone Finger Prosthesis each</b>	7,000	5,000	Not Applicable
4.	<b>Silicone Thumb Prosthesis</b>	8,000	6,000	Not Applicable
5.	<b>Silicone Partial Hand Prosthesis</b>	35,000	25,000	10,000

**ANNEXURE - II-A**  
**SPINAL ORTHOTICS**

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
1.	<b>Soft / Semi rigid Cervical Collar</b>	200	200	Not Applicable
2.	<b>Philadelphia or Two post Cervical collar / Head Cervical Orthosis (Moulded collar)</b>	1,500	1,500	1,200
3.	<b>Soft L.S. corset / Belt</b>	700	500	Not Applicable
4.	<b>SOMI BRACE / Three Post Cervical Orthosis</b>	2,000	2,000	Not Applicable
5.	<b>Four Post Cervical Orthosis</b>	1,200	1,000	800
6.	<b>Rigid L.S.O / Chair Back Orthosis</b>	1,200	1,000	Not Applicable
7.	<b>Rigid TLSO / Taylor's brace, Knight Taylor's brace, William's brace</b>	1,500	1,200	1,000
8.	<b>Hyperextension brace / ASH / CASH / JEWETT BRACE</b>	1,200	1,000	Not Applicable

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
9.	CTLSO ( MILWAUKEE BRACE)	5,000	5,000	Not Applicable
10.	Head Cervical Thoraco Orthosis (HCTO)	1,500	1,500	1,200
11.	TLSO BI- Valve / Body Jacket	3,000	3,000	2,500
12.	UNDER ARM BRACE (Boston Brace / Miami Brace / Wilmington Brace / NYOH Brace)	3,500	3,500	Not Applicable
13.	HALO BRACE	15,000	Not Applicable	Not Applicable

**Abbreviations:**

1. L.S.O — Lumbo Sacral Orthosis
2. ASH — Anterior Spinal Hyperextension Brace
3. CASH — Cruciform Anterior Spinal Hyperextension
4. TLSO — Thoraco Lumbo Sacral Orthosis
5. CTLSO — Cervical Thoraco Lumbo Sacral Orthosis

**ANNEXURE - II-B**

**LOWER EXTREMITY ORTHOTICS**

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
1.	Soft Heel Pad / M.T. Pad with Insole (One Piece)	200	200	Not Applicable
2.	Arch Support (Unilateral)	300	200	200
3.	Silicone / PU arch support (One Piece)	350	250	Not Applicable
4.	Medial / Lateral Wedge	100	100	100
5.	Soft Insole cross link polymer (One Piece)	100	100	Not Applicable
6.	Soft Insole (Plastozote) One Piece	300	200	Not Applicable
7.	Silicone / PU Insole (One Piece)	500	Not Applicable	Not Applicable

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
8.	Silicone Heel Cushion (One Piece)	300	Not Applicable	Not Applicable
9.	Moulded / customized Insole (One Piece)	600	500	400
10.	Silicone Toe separator (One Piece)	200	100	Not Applicable
11.	UCBL (Unilateral)	800	600	500
12.	SMO without shoes (One Piece)	1,200	1,000	800
13.	Flat Feet / CTEV Shoes Pair (Leather)	1,200	800	700
14.	Moulded Shoe (Leather) - one side normal and one side affected	2,200	1,600	Not Applicable
15.	Moulded Shoe (Leather) - both side affected	3,000	2,000	Not Applicable
16.	Shoe Raise	₹ 50 per ½ inch	₹ 50 per ½ inch	Not Applicable
17.	Open toe shoes for paraplegic one pair	1,500	Not Applicable	Not Applicable
18.	D.B. Splint with / without shoe	Not Applicable	Not Applicable	800
19.	AFO Conventional (One Side)	2,500	2,000	1,500
20.	AFO Conventional (Bilateral)	3,500	2,700	2,000
21.	Polypropylene / Customized A.F.O without shoes	1,200	1,000	800
22.	FRO (Floor Reaction Orthosis)	1,800	Not Applicable	Not Applicable
23.	Pneumatic walker	3,500	Not Applicable	Not Applicable
24.	Knee Orthosis Polypropylene (Valgum / Varus, immobilizer, etc.)	1,500	1,200	900
25.	P.T.B Brace without shoes	1,800	1,500	1,200
26.	Knee Sleeve without hinge	500	500	Not Applicable
27.	Knee Sleeve with hinge	800	800	Not Applicable
28.	Off loader Knee Orthosis	17,000	Not Applicable	Not Applicable
29.	KAFO conventional with shoe (One side)	4,000	3,200	2,000

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
30.	Bilateral KAFO conventional with shoe	5,500	4,500	4,000
31.	KAFO custom moulded without shoe (One side)	4,000	3,200	2,000
32.	Femoral Fracture Brace Non-weight relieving	1,500	1,000	800
33.	Femoral Fracture Brace weight relieving	4,000	3,200	2,000
34.	HKAFO Conventional with shoes (One side)	5,000	4,000	3,000
35.	Bilateral HKAFO Conventional with shoes	6,500	5,500	4,500
36.	HKAFO Polypropylene custom moulded without shoes (One side)	5,000	4,000	3,000
37.	Trilateral Orthosis	4,000	3,200	2,000
38.	HIP Abduction Orthosis (Conventional)	Not Applicable	1,000	1,000
39.	Pavlik Harness for CDH	Not Applicable	Not Applicable	2,500
40.	Hip Bracing (Immobilizer)	2,000	1,500	Not Applicable
41.	SWASH Brace	Not Applicable	18,000	18,000
42.	Reciprocating Gait Orthosis	32,000	Not Applicable	Not Applicable

### ANNEXURE-II-C

#### UPPER EXTREMITY ORTHOTICS

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
1.	Finger orthosis static (One Piece)	150	100	100
2.	Finger orthosis dynamic (One Piece)	200	100	100
3.	Hand Orthosis	400	300	300
4.	Thumb Spica / stabilizer	300	200	200



Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
5.	Knuckle bender	500	350	Not Applicable
6.	Wrist Hand Orthosis (Static) P.P	700	500	400
7.	Wrist Hand Orthosis (dynamic)	1,000	700	500
8.	Elastic Wrist Hand Orthosis	400	300	200
9.	Tennis Elbow support	200	200	Not Applicable
10.	Adjustable arm sling	300	300	Not Applicable
11.	Elbow orthosis (static)	900	700	500
12.	Elbow orthosis (Dynamic)	1,000	800	600
13.	Fracture Brace (Below Elbow)	1,200	800	700
14.	Shoulder brace (Immobilizer)	1,000	800	700
15.	Gun slinger shoulder orthosis	1,000	Not Applicable	Not Applicable
16.	Humeral fracture brace without elbow hinge and forearm support	1,200	800	800
17.	Humeral fracture brace with elbow hinge and forearm support	1,600	1,200	1,000
18.	Shoulder Elbow Wrist Hand Orthosis (Air plane splint)	2,200	1,600	1,400

**ANNEXURE-III**  
**MOBILITY AIDS**

Sl. No.	Name of Prosthesis	Approved Rate / Price (Above 12 years of age) ₹	Approved Rate / Price Child (7-12 years) ₹	Approved Rate / Price Child (0-6 years) ₹
1.	Walking Stick (Adjustable) Aluminium	350	350	Not Applicable
2.	Tripod / Quadripod walking stick Aluminium	750	Not Applicable	Not Applicable
3.	Auxillary Crutch / Elbow Crutch (Aluminium) Adjustable	850	650	Not Applicable
4.	Walker / Rollator (Aluminium)	1,500	1,200	900
5.	C.P. Chair / C.P. Stand	Not Applicable	7,300	7,000
6.	Commode Chair	2,500	2,500	Not Applicable
7.	Wheel Chair Folding (Chrome Plated)	7,000	4,000	Not Applicable
8.	Motorized Wheel chair—			
	(i) Quadriplegic wheel chair with Chin and Head Control	1,10,000	Not Applicable	Not Applicable
	(ii) Quadriplegic wheel chair with joy stick	60,000	Not Applicable	Not Applicable
	(iii) Motorized wheel chair (Handle driven)	35,000	Not Applicable	Not Applicable
9.	Tricycle Hand Propelled	6,000	Not Applicable	Not Applicable

G.I., M.H&F.W.,Dy.No.536/2012/R&H/CGHS,dated 21-8-2014

**Revision of ceiling rates for Intra-Ocular Lenses (IOL)**

The undersigned is directed to refer to the Office Memorandum No.S-1413/2005-06/CGHS/R&H, dated the 26<sup>th</sup> June,2008 issued by the Ministry of Health and Family Welfare vide which rates for Intra-Ocular Lenses(IOL) were revised for beneficiaries under CGHS/CS(MA) Rules, Representations were received in the Ministry requesting for revision of rates of IOL. In addition, there were requests from time to time for other ophthalmic procedures as well as for reimbursement for other items of ophthalmic use by the beneficiaries under CGHS/CS (MA) Rules.

2. A Committee of experts was constituted to look into these matters. Following decisions were arrived at by the Expert Committee, which have been approved:—

IOL Categories and revised ceiling rates are recommended for CGHS / CS (MS) beneficiaries

(a) Hydrophobic Foldable IOL (Multi-piece / Single-piece Aspheric)	...	₹ 5,800
(b) Hydrophobic Acrylic IOL		₹ 4,500
(c) PMMA IOL (AC / PC)	...	₹ 500
(d) Scleral Fixated IOL	...	₹ 3,500

2. Reimbursement for LASIK surgery and INTACS Rings is not recommended.

3. Therapeutic and Bandage contact Lenses for Keratoconus of Cornea Ulcers can be considered on a case-to-case basis.

3. Further, reimbursement for IOL Implants will be limited to ceiling rates or actual, whichever is less and will be reimbursable in addition to the package rates for cataract surgery procedure. The reimbursement at the above-mentioned ceiling rate will be done as per the rates fixed for the various types of IOL mentioned above and the IOL actually used in the surgery. It is mandatory for the operating surgeon of all private empanelled hospital / CGHS and CS (MA) beneficiaries to attach the empty IOL sticker, bearing the signature and stamp of the operating surgeon on it, along with the bill in support of type of IOL used, containing its batch number. In the event of the private empanelled hospital not giving the batch number and/ or empty IOL sticker, then the beneficiary will be required to obtain the same from the hospital before competent authority finally settles the claim for reimbursement.

4. This Office Memorandum is issued with the concurrence of Finance Division vide CD No. 705, dated 8-7-2014. These orders shall supersede all the earlier orders issued on the subject and will be effective from the date of issue.

**Issue of medicines / reimbursement of expenditure on investigations / treatment procedures / implants and other medical devices under CGHS**

With reference to the above-mentioned subject, the undersigned is directed to state that this Ministry has examined the matter in detail and with a view to streamline the procedures regarding issue of medicines, reimbursement of expenditure on investigations, treatment procedures, implants and medical devices and with a view to plug the loopholes in the system, it has now been decided that:—

- (a) CGHS shall supply / indent only those medicines, which are included in the CGHS formulary, except for Para. (b) below. However, for medicines prescribed outside formulary, medicines with identical formulations and/or similar therapeutic effect may be supplied from CGHS formulary against such medicines. CGHS formulary containing 1447 generic and 622 branded medicines is available on CGHS website at <http://msotransparent.nic.in/cghsnew/index.asp>
- (b) Anti Cancer and other similar medicines are however, supplied on a case-to-case basis. Only the medicines approved by DCGI for use in India shall be supplied. In case an Indian version is available, which is cheaper than the imported medicine, only the Indian medicine shall be supplied even if, an imported medicine has been prescribed.
- (c) Medicines shall be supplied for a maximum period of one month.
- (d) In case of CGHS beneficiaries going abroad, issue of medicines shall be restricted for a maximum period of three months.
- (e) CGHS shall hereinafter allow only the listed investigations / treatment procedures for which there are prescribed CGHS rates, to be undertaken in CGHS empanelled diagnostic centres and hospitals.
- (f) Similarly, only listed implants / medical devices with a CGHS prescribed ceiling rate shall be permitted for treatment / reimbursement under CGHS.
- (g) In those cases where any unlisted investigation / treatment procedure is undertaken, the reimbursement shall be limited to the rate of nearest similar investigation / treatment procedure under CGHS. Additional Director of the city / zone shall take a decision based on justification in such cases, in consultation with experts in the field, if necessary.
- (h) In those cases where any unlisted implant / device is installed, reimbursement shall be limited to the CGHS rate of nearest similar implant / device. Additional Director of the city / zone shall take a decision based on justification in such cases in consultation with experts in the field, if necessary.
- (i) Registration of mobile number with CGHS has been made compulsory as a guard against misuse of CGHS Card.
- (j) In order to provide a mechanism to update the investigations / treatment procedures / implants, etc., as an ongoing process, a Technical Committee is being constituted to consider inclusion / exclusion of investigations / treatment procedures / implants, etc., under CGHS.

G.I., Dept. of Per. & Trg., O.M.No.F.No.12/1/2009-Estt. (Pay-I), dated 28-8-2014

**Fixation of pay of State Government Employees on their appointment in Central Government, subsequent to implementation of CCS(RP) rules, 2008**

The undersigned is directed to say that the method of fixation of pay of State Government employees on their appointment under the Central Government has been spelt out in this Department's O.M.No.12/1/94-Estt.(Pay-I), dated the 24<sup>th</sup> March, 1994, 3<sup>rd</sup> January, 1996 and O.M.No.13/2/99-Estt.(Pay-I), dated the 18<sup>th</sup> June, 2001.

2. The question of fixation of pay in cases of appointment from State Government to Central Government consequent upon revision of pay scales on acceptance of the recommendations of the Sixth Central Pay Commission in the revised pay structure has been considered in consultation with the Department of Expenditure and the President is pleased to decide that in cases of appointment of State Government employees in Central Government on or after 1-1-2006, pay will be fixed in the following manner:—

(a) Where the State Government has revised the pay scales of their employees on the pattern of Sixth Central pay Commission at the **base index of 115.76 as per AICPI (IW) 2001 series** with effect from 1-1-2006, the pay of these State Government employees on their appointment under the Central Government would be fixed as follows:—

(i) When the appointment is to a post carrying higher Grade Pay, one increment equal to 3% of the sum of the pay in the existing grade pay will be computed and rounded off to the next multiple of 10. This will then be added to the existing pay in the pay band. The grade pay corresponding to the higher post will thereafter be granted in addition to this pay in the pay band. In cases where the appointment involves change in pay band also, the same methodology will be followed. However, if the pay in the pay band after adding the increment is less than the minimum of the higher pay band to which the appointment is taking place, pay in the pay band will be stepped up to such minimum.

(ii) Where the appointment is to a post involving identical Grade Pay, the individual shall continue to draw the same pay.

(b) Where the State Government have revised the pay scales of their employees after 1-1-2006 **beyond the base index of 115.76 as per AICPI (IW) 2001 series**, basic pay of the employees is to be determined first in the Central Scale by reducing the element of DA, ADA, IR, etc. granted by the State Government after 1-1-2006 (**beyond the base index of 115.76 as per AICPI (IW) 2001 series**) and thereafter the pay would be fixed as provided in the Clauses (i) & (ii) under sub-para. (a) above.

(c) Where the State Government have either not revised or revised the pay scale of their employees on or after 1-1-2006 **below the base index of 115.76 as per AICPI (IW) 2001 series**, basic pay of these employees shall be determined first in the Central scale, by adding the element of D.A. ADA up to **base index of 115.76 as per AICPI (IW) 2001 series** granted by the State Government and thereafter their pay would be fixed as provided in the Clauses (i) & (ii) under sub-para. (a) above.

3. These orders are applicable to employees of the State Government and local bodies under the State including Emergency Divisional Accountants / Divisional Accountants / local bodies under the State Government appointed under Central Government on or after 1-1-2006.

4. In so far as the employees serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor-General of India.

**Amendment to CCS (Pension) Rules, 1972**

I am to forward herewith a copy of Notification (English and Hindi versions) on the above subject and to request that the same may be published in the Gazette of India (Extraordinary) Part II, Section 3, sub-section (i).

2. The Notification has been signed by Joint Secretary (Pension).

**G.S.R. 628 (E).**— In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:—

1. (1) These rules may be called the Central Civil Services (Pension) Fourth Amendment Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Pension) Rules, 1972, (hereinafter referred to as the said rules),—
  - (a) in Rule 32,—
    - (i) in the marginal heading, for the word “or”, the word “and” shall be *substituted*;
    - (ii) in sub-rule (1), for the word “or”, the word “and” shall be *substituted*;
    - (iii) after sub-rule (1), the following shall be *inserted*, namely:—

“(1-A) For the purposes of verification of service, the Head of Office shall follow the procedure provided in Clause (a) of Rule 59.”;
  - (b) in the said rules, in Rule 56, for sub-rule (1) and sub-rule (2), the following sub-rules shall respectively be *substituted*, namely:—
    - “(1) Every Head of Department shall have a list prepared every three months, that is, on the 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October each year, of all Government servants who are due to retire within the next twelve to fifteen months of that date.
    - (2) A copy of every such list shall be supplied to the Accounts Officer concerned not later than 31<sup>st</sup> January, 30<sup>th</sup> April, 31<sup>st</sup> July or 31<sup>st</sup> October, as the case may be, of that year.”
  - (c) in the said rules, for Rule 57, the following rule shall be *substituted*, namely:—

“57. The Head of Office shall write to the Directorate of Estates at least one year before the anticipated date of retirement of the Government servant who was or is in occupation of a Government accommodation (hereinafter referred to as the allottee) for issuing a ‘No demand certificate’ in respect of the period preceding eight months of the retirement of the allottee.”
  - (d) in the said rules, in Rule 58, for the words “two years”, the words “one year” shall be *substituted*;
  - (e) in the said rules, for Rule 59, the following rule shall be *substituted*, namely:—

“59. *Stages for the completion of pension papers on superannuation.*— The Head of Office shall divide the period of preparatory work of one year referred to in Rule 58 in the following three stages, namely:—

    - (a) *First Stage.*— Verification of service.—
      - (i) The Head of Office shall go through the service book of the Government servant and satisfy himself as to whether

the certificates of verification for the service subsequent to the service verified under Rule 32 are recorded therein.

- (ii) In respect of the unverified portion or portions of service, he shall verify the portion or portions of such service, as the case may be, based on pay bills, acquittance rolls or other relevant records such as last pay certificate, pay slip for month of April which shows verification of service for the previous financial year and record necessary certificates in the service book.
- (iii) If the service for any period is not capable of being verified in the manner specified in sub-clause (i) and sub-clause (ii), that period of service having been rendered by the Government servant in another office or Department, the Head of Office under which the Government servant is at present serving shall refer the said period of service to the Head of Office in which the Government servant is shown to have served during that period for the purpose of verification.
- (iv) On receipt of communication referred to in sub-clause (iii), the Head of Office in that office or Department shall verify the portion or portions of such service, in the manner as specified in sub-clause (ii), and send necessary certificates to the referring Head of Office within two months from the date of receipt of such a reference:  
 Provided that in case a period of service is incapable of being verified, it shall be brought to the notice of the referring Head of Office simultaneously.
- (v) If no response is received within the time referred to in the preceding sub-clause, such period or periods shall be deemed to qualify for pension.
- (vi) If at any time thereafter, it is found that the Head of Office and other concerned authorities had failed to communicate any non-qualifying period of service, the Secretary of the administrative Ministry or Department shall fix responsibility for such non-communication.
- (vii) The process specified in sub-clauses (i), (ii), (iii), (iv) and (v) shall be completed eight months before the date of superannuation.
- (viii) If any portion of service rendered by a Government servant is not capable of being verified in the manner specified in sub-clause (i) or sub-clause (ii) or sub-clause (iii) or sub-clause (iv) or sub-clause (v), the Government servant shall be asked to file a written statement on plain paper within a month, stating that he had in fact rendered service

for that period, and shall, at the foot of the statement, make and subscribe to a declaration as to the truth of that statement.

- (ix) The Head of Office shall, after taking into consideration the facts in the written statement referred to in sub-clause (viii) admit that portion of service as having been rendered for the purpose of calculating the pension of that Government servant.
  - (x) If a Government servant is found to have given any incorrect information wilfully, which makes him or her entitled to any benefits which he or she is not otherwise entitled to, it shall be construed as a grave misconduct.
- (b) *Second Stage.*— Making good omission in the service book.—
- (i) The Head of Office while scrutinizing the certificates of verification of service, shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for pension.
  - (ii) Every effort shall be made to complete the verification of service, as specified in Clause (a) and to make good the omissions, imperfections or deficiencies referred to in sub-clause (i).
  - (iii) Any omission, imperfection or deficiency which is incapable of being made good and the periods of service about which the Government servant has submitted no statement and the portion of service shown as unverified in the service book which it has not been possible to verify in accordance with the procedure laid down in Clause (a) shall be ignored and service qualifying for pension shall be determined on the basis of the entries in the service book.
  - (iv) For the purpose of calculation of average emoluments, the Head of Office shall verify from the service book the correctness of the emoluments drawn or to be drawn during the last ten months of service.
  - (v) In order to ensure that the emoluments during the last ten months of service have been correctly shown in the service book, the Head of Office may verify the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a Government servant, and not for any period prior to that date.

(c) *Third Stage.*— As soon as the second stage is completed, but not later than eight months prior to the date of retirement of the Government servant, the Head of Office shall.—

- (i) furnish to the retiring Government servant a certificate regarding the length of qualifying service proposed to be admitted for the purpose of pension and gratuity and also the emoluments and the average emoluments proposed to be reckoned for retirement gratuity and pension.
- (ii) direct the retiring Government servant to furnish to the Head of Office the reasons for non-acceptance, supported by the relevant documents in support of his claim within two months if the certified service and emoluments as indicated by the Head of Office are not acceptable to him.
- (iii) forward to the retiring Government servant Form 5 advising him to submit the same duly completed in all respects so as to reach the Head of Office not later than six months prior to his date of retirement.”

(f) in the said rules, after Rule 59, the following rule shall be *inserted*, namely:—

“59-A. A Government servant, retiring for reasons other than superannuation may, submit Form 5 before such retirement but after the competent authority has approved such retirement or the retirement has become effective, as the case may be.”;

(g) in the said rules, for Rule 60, the following rule shall be *substituted*, namely:—

“60. *Completion of pension papers.*— In cases under Rule 59, the Head of Office shall complete Part-I of Form 7 not later than four months before the date of retirement of a Government servant and in cases under Rule 59-A, the Head of Office shall complete Part-I of Form 7 within three months after submission of Form 5 by a Government servant.”;

(h) in the said rules, in Rule 61.—

- (i) sub-rule (3) shall be *omitted*;
- (ii) for sub-rule (4), the following sub-rule shall be *substituted*, namely:—

“(4) The papers referred to in sub-rule (1) shall be forwarded to the Accounts Officer not later than four months before the date of superannuation of a Government servant and in cases



other than retirement on superannuation not later than three months after the date of submission of Form 5”:

(i) in the said rules, in Rule 62, the words, brackets and figures, “within the period specified in sub-rule (4) of Rule 61” shall be *omitted*;

(j) in the said rules, in Rule 63, for sub-rule (1), the following sub-rule shall be *substituted*, namely:—

“(1) The Head of Office shall, after ascertaining and assessing the Government dues referred to in Rule 71, furnish the particulars thereof to the Accounts Officer in Form 8.”

(k) in the said rules, for Rule 64, the following rule shall be *substituted*, namely:—

“64. *Provisional pension for reasons other than Departmental or Judicial proceedings.*— (1) Where in spite of following the procedure laid down in Rule 59, it is not possible for the Head of Office to forward the pension papers referred to in Rule 61 to the Accounts Officer within the period specified in sub-rule (4) of that rule or where the pension papers have been forwarded to the Accounts Officer within the specified period but the Accounts Officer may have returned the pension papers to the Head of Office for eliciting further information before issuing pension payment order and order for the payment of gratuity and the Government servant is likely to retire before his pension and gratuity or both can be finally assessed and settled in accordance with the provisions of these rules, the Head of Office shall rely upon such information as may be available in the official records, and without delay, determine the amount of provisional pension and the amount of provisional retirement gratuity.

(2) On receipt of Form 5, in a case of retirement otherwise than on superannuation, the Head of Office shall sanction provisional pension and also provisional retirement gratuity till issue of Pension Payment Order.

(3) Where the amount of pension and gratuity cannot be determined for reasons other than the Departmental or Judicial proceedings, the Head of Office shall—

(a) issue a letter of sanction addressed to the Government servant endorsing a copy thereof to the Accounts Officer authorizing—

(i) 100 per cent of pension as provisional pension for a period not exceeding six months to be reckoned from the date of retirement of the Government servant ; and

- (ii) 100 per cent of the gratuity as provisional gratuity withholding ten per cent of gratuity.
- (b) specify in the letter of sanction the amount recoverable from the gratuity under sub-rule (1) of Rule 63 and after issuing the letter of sanction referred to in Clause (a), the Head of Office shall draw—
  - (i) the amount of provisional pension ; and
  - (ii) the amount of provisional gratuity after deducting therefrom the amount specified in sub-clause (ii) of Clause (a) and the dues, if any, specified in Rule 71, in the same manner as pay and allowances of the establishment are drawn by him.
- (4) The amount of provisional pension and gratuity payable under sub-rule (2) or sub-rule (3) shall, if necessary, be revised on the completion of the detailed scrutiny of the records.
- (5)(a) The payment of provisional pension shall not continue beyond the period of six months from the date of retirement of a Government servant or from the date of submission of Form 5 by the Government servant, whichever is later, and if the amount of final pension and the amount of final gratuity had been determined by the Head of Office in consultation with the Accounts Officer before the expiry of the said period of six months, the Accounts Officer shall—
  - (i) issue the pension payment order; and
  - (ii) direct the Head of Office to draw and disburse the difference between the final amount of gratuity and the amount of provisional gratuity paid under sub-clause (ii) of Clause (b) of sub-rule (3) after adjusting the Government dues, if any, which may have come to notice after the payment of provisional gratuity.
- (b) If the amount of provisional pension disbursed to a Government servant under sub-rule (3) is, on its final assessment, found to be in excess of the final pension assessed by the Accounts Officer, it shall be open to the Accounts Officer to adjust the excess amount of pension out of gratuity withheld under sub-clause (ii) of Clause (a) of sub-rule (3) or recover the excess amount of pension in instalments by making short payments of the pension payable in future.
- (c) (i) If the amount of provisional gratuity disbursed by the Head of Office under sub-rule (3) is more than the amount finally assessed, the retired Government servant shall not be required to refund the excess amount actually disbursed to him.

- (ii) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount finally assessed are minimized and the officials responsible for the excess payment shall be accountable for the overpayment.
- (6) If the final amount of pension and gratuity have not been determined by the Head of Office in consultation with the Accounts Officer within a period of six months referred to in Clause (a) of sub-rule (5), the Accounts Officer shall treat the provisional pension and gratuity as final and issue pension payment order immediately on the expiry of the period of six months.
- (7) As soon as the pension payment order has been issued by the Accounts Officer under Clause (a) of sub-rule (5) or sub-rule (6), the Head of Office shall release the amount of withheld gratuity under sub-clause (ii) of Clause (a) of sub-rule (3) to the retired Government servant after adjusting Government dues which may have come to notice after the payment of provisional gratuity under sub-clause (ii) of Clause (b) of sub-rule (3).
- (8) If a Government servant is or was an allottee of Government accommodation, the withheld amount should be paid on receipt of 'No Demand Certificate' from the Directorate of Estates.";

(l) in the said Rules, in Rule 65, for sub-rule (1), the following sub-rule shall be *substituted*, namely:—

- "(1) (a) On receipt of pension papers referred to in Rule 61, the Accounts Officer shall apply the requisite checks, record the account encasement in Part-II of Form 7 and assess the amount of pension, family pension and gratuity and issue the pension payment order not later than one month in advance of the date of the retirement of a Government servant on attaining the age of superannuation.
- (b) In the cases of retirement otherwise than on attaining the age of superannuation, the Accounts Officer shall apply the requisite checks, complete Part-II of Form 7, assess the amount of pension, family pension and gratuity, assess dues and issue the pension payment order within three months of the date of receipt of pension papers from the Head of Office.
- (c) The Accounts Officer shall indicate in the Pension Payment Order, the name of the spouse of the Government servant, if alive, as family pensioner.
- "

- (d) The Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.
- (e) On receipt of a written communication from the Head of Office on an application from an existing pensioner or family pensioner, the Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.
- (f) The Pension Disbursing Authority shall authorize family pension to the members of family referred to in Clauses (c), (d) or (e) in accordance with the provisions of Rule 81 in the order indicated in Rule 54.”
- (m) in the said rules, in Rule 66, in the proviso, for the words “not exceeding five hundred”, the words “not exceeding three thousand five hundred” shall be *substituted*;
- (n) in the said rules, in Rule 68,—
- (i) for sub-rule (1), the following shall be *substituted*, namely:—
- “(1) In all cases where the payment of gratuity has been authorized later than the date when its payment becomes due, including the cases of retirement otherwise than on superannuation, and it is clearly established that the delay in payment was attributable to administrative reasons or lapses, interest shall be paid at the rate applicable to General Provident Fund amount in accordance with the instructions issued from time to time:
- Provided that the delay in payment was not caused on account of failure on the part of the Government servant to comply with the procedure laid down by the Government for processing his pension papers.”

- (ii) in sub-rule (2), for the words "administrative lapse", the words "administrative reasons or lapse" shall be *substituted*;
- (iii) in sub-rule (4), after the words "payment of gratuity", the words "on account of administrative lapses" shall be *inserted*;
- (o) in the said rules, in Rule 70, after sub-rule (1), the following sub-rule shall be *inserted*, namely:—
- "(1-A) The question whether the revision has become necessary on account of a clerical error or not shall be decided by the administrative Ministry or Department."
- (p) in the said rules, in Rule 72,—
- (i) in sub-rule (1), for the words "eight months before the date of retirement of the allottee", the words, "within two months" shall be *substituted*;
- (ii) in sub-rule (4), the words "of four months" shall be *omitted*;
- (q) in the said rules, in Rule 73, for the words "the dues two years before", the words "the dues one year before" shall be *substituted*.
- (r) in the said rules, in Rule 77, for sub-rule (3), the following sub-rule shall be *substituted*, namely:—
- "(3) Where the family of the deceased Government servant is eligible under Rule 54 for family pension, the Head of Office shall address the eligible member of the family or the guardian, as the case may be, in Form 13 for making claim in Form 14."
- (s) in the said rules, in Rule 80,—
- (i) for the words and figures "Items 22, 23, 24, 25 and 26" wherever they occur, the words and figures "Items 14, 21 and 22" shall be *substituted*;
- (ii) sub-rule (3) shall be *omitted*;
- (t) in the said rules, in Rule 80-A, in sub-rule (5), in the proviso, for the words and brackets "two hundred and fifty rupees (inclusive of relief on family pension)", the words "three thousand five hundred rupees and admissible Dearness Relief" shall be *substituted*;
- (u) in the said rules, in Rule 80-B,—
- (i) in the marginal heading, for the words "Final Pension", the words "Final Family pension" shall be *substituted*;
- (ii) after sub-rule (2), the following sub-rules shall be *inserted*, namely:—
- "(2-A) The Accounts Officer shall, while authorizing the family pension for the first eligible member of the family, indicate the names of the permanently disabled child or children and

dependent parents and disabled siblings as family pensioners in the Pension Payment Order, if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.”

(iii) sub-rule (5) shall be *omitted*;

(iv) in sub-rule (6), for the words “final pension”, the words “final family pension” shall be *substituted*;

(v) in the said rules, in Rule 80-C, in sub-rule (1),—

(i) in Clause (i), in sub-clause (g), for the words “ the permissible period of four months from the date of death of the Government servant”, the words “the permissible period thereafter,” shall be *substituted*;

(ii) after Clause (viii), the following clause shall be *inserted*, namely:—

“(ix) Any amount of licence fee or damages, remaining unpaid after adjustment from the withheld amount of gratuity, may be ordered to be recovered by the Head of Office through the Accounts Officer concerned from the Dearness Relief without the consent of the family pensioner and in such cases no Dearness Relief shall be disbursed until full recovery of such dues has been made.”;

(w) in the said rules, for Rule 81, the following rule shall be *substituted*, namely:—

“81. *Sanction of family pension and residuary gratuity on the death of a pensioner or family pensioner.*— (1) Where the Head of Office has received an intimation regarding the death of a pensioner or death or ineligibility of a family pensioner, he shall ascertain whether any family pension or residuary gratuity or both in respect of the deceased pensioner and any family pension in respect of the family pensioner are payable and proceed as hereinafter provided.

(2) (a) (i) If the deceased pensioner is survived by a widow or widower who is eligible for the grant of family pension under Rule 54, the amount of family pension as indicated in the Pension Payment Order shall become payable to the widow or widower, as the case may be, from the day following the date of death of the pensioner.

(ii) The Pension Disbursing Authority shall, on receipt of a claim in Form 14 from the widow or widower, authorize the payment of family pension to the widow or widower, as the case may be:

Provided that no claim in Form 14 shall be required if the widow or widower was holding a joint account with the pensioner in which pension was being credited.

(iii) The Pension Disbursing Authority shall authorize payment of family pension to the widow or widower, who is not required to submit Form 14, on receipt of information in writing of the death of the pensioner:

Provided that such widow or widower shall submit a copy of death certificate to the Pension Disbursing Authority and an undertaking to the effect that any amount to which he or she is not entitled to or any amount which may be credited to his or her account in excess of the amount to which he or she is entitled would be refunded or made good.

(v) Subject to the provisions of Clause (b), if the deceased pensioner is survived by a permanently disabled child or children or dependent parents or disabled siblings whose names have been included in the Pension Payment Order as family pensioners under Clause (d) of sub-rule (1) of Rule 65, the Pension Disbursing Authority shall, on receipt of a claim in Form 14, authorize payment of family pension to the member of family who is eligible to receive family pension in accordance with the provisions of Rule 54.

(vi) Where the deceased pensioner is survived by spouse and permanently disabled children or dependent parents or disabled siblings, whose names had not been included in the Pension Payment Order previously, the Accounts Officer shall include their names in the Pension Payment Order on receipt of a written communication from the Head of Office.

(vi) The Pension Disbursing Authority shall, on death or ineligibility of the family pensioner and on receipt of a claim in Form 14, authorize payment of family pension to a permanently disabled child or dependent parent or disabled sibling whose name has been included in the Pension Payment Order as family pensioner and who is eligible to receive family pension in accordance with the provisions of Rule 54.

(b) (i) Where the Pension Payment Order does not include name of any member of the family or where the Head of Office is of the opinion that in accordance with the provisions of Rule 54, the family pension in respect of the deceased pensioner or family pensioner has become payable to a member of the family other than those whose names have been included in the Pension Payment Order under sub-rule (1) of Rule 65 or sub-clause (i) or sub-clause (iv) of Clause (a), including a person who became member of the family of the pensioner after the retirement, he shall, on receipt of a claim in Form 14, sanction the family pension in Form 20 or Form 21, as the case may be, to such member of family to whom family pension has become payable.

(ii) If family pension is sanctioned under sub-clause (i), the Head of Office shall include the names of any permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of the family to whom family pension may become

payable before such disabled child or children or dependent parents or disabled siblings.

(3) (i) Where a widow or widower in receipt of family pension remarries and has, at the time of remarriage, child or children from the deceased Government servant or pensioner who is or are eligible for family pension, the remarried individual shall be eligible to draw the family pension on behalf of such child or children if such individual continues to be the guardian of such child or children.

(ii) For the purposes of Clause (i), the remarried individuals shall apply to the Head of Office in Form 14, along with a declaration that the applicant continues to be the guardian of such child or children.

(iii) If the remarried individual has, for any reason, ceased to be the guardian of such child or children, the family pension shall become payable to the person entitled to act as guardian of such child or children under any law for the time being in force and such person may submit a claim in Form 14 to the Head of Office for the payment of family pension.

(4) If the person eligible for family pension is a minor or is suffering from any disorder or disability of mind or is mentally retarded, the guardian may submit a claim in Form 14 on behalf of such person.

(5) Where, on the death of a retired Government servant a residuary gratuity becomes payable to the family of the deceased under sub-rule (2) of Rule 50, the Head of Office shall sanction its payment on receipt of a claim or claims in Form 22 from the person or persons eligible to receive the residuary gratuity."

(x) in Form 5, for the words "eight months before the date of his retirement" the words "six months before the date of retirement" shall be *substituted*;

(y) in Form 14,—

(i) for the marginal heading, the following marginal heading shall be *substituted*, namely:—

"Form of application for family pension on death of a Government servant or pensioner or on death or ineligibility of a family pensioner"

(ii) for sub-item (iv) of Item 1, the following shall be *substituted* namely:—

"(iv) Date of death of Government servant / pensioner / date of death or ineligibility of family pensioner."



*G.I., M.F., O.M. No. F.No. 03 (1)/E-IIA/2009, dated 6-8-2014*

**Purchase of Staff Cars by Ministries / Department —  
revision of guidelines**

This Ministry has been receiving requests from various Ministries / Departments for inclusion of new models of cars or alternatively to purchase certain vehicles for use as staff cars, in exception to the list of approved models or Staff Cars, since many of the approved cars are no longer under manufacture .

2. The matter has been examined by this Ministry in consultation with Ministry of Commerce. It has now been decided that models of cars with Net Dealer Price (NDP) of up to ₹ 4,75,000 available in the DGS&D Rate Contract only shall be considered for purchase as staff car. The purchase may be made only through DGS&D rate contract mode. Accordingly, the Administrative Secretary in consultation with the Financial Advisor, may decide on the model based on parameters including price, availability, ease of maintenance, service facility in the specific location of the office, fuel economy, eco-friendliness, standardization for large scale purchases, etc.

3. This supersedes previous instructions on models approved for use as staff cars.

G.I., M.F., O.M.No.19024/1/2012-E.IV (A), dated 5-9-2014

**'Facilitation Fee' levied by authorized travel agents on air tickets booked on Government account - withdrawal**

Attention is invited to this Department's O.M. of even number, dated the 10<sup>th</sup> October, 2013, wherein the authorized travel agents namely, M/s. Balmer Lawrie & Company Limited (BLCL), M/s. Ashok Travels and Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), were allowed to levy 'Facilitation Fee' @ Rs.100 per ticket for domestic sector and Rs.300 per ticket for international sector for air travel, wherein Government of India bears the cost of air passage.

2. The issue has been re-examined in consultation with the Ministry of Civil Aviation and Department of Legal Affairs, in the light of provisions of the Aircrafts Rules, 1937, as amended from time to time, and it has been decided to **withdraw** this Department's O.M. of even number, dated the 10<sup>th</sup> October, 2013 **with immediate effect**. Consequently, no fee / service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air India / Airlines, are required to be paid to the authorized travel agents.

3. Payment to the authorized travel agents for the Bills raised by them for air tickets procured / purchased till date, in respect of air travel already undertaken or due to be undertaken, would be regulated as per O.M. of even number, dated 10-10-2013. It is reiterated that, as far as possible, air tickets on Government account may be obtained directly from Air India / Airlines (booking counters / offices / website) and if obtaining tickets directly from Air India / Airlines is not possible, should the services of authorized travel agents be availed of.

4. All Ministries / Departments are advised to bring these instructions to the notice of all concerned for compliance.

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No. 31011/ 3/ 2014-Estt.(A-IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-110 001  
Dated: 26<sup>th</sup> September, 2014

**OFFICE MEMORANDUM**

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –  
Relaxation to travel by air to visit NER and A&N.**

The undersigned is directed to say that in relaxation to CCS (LTC) Rules, 1988, it has been decided by the Government to permit Government servants to travel by air to North East Region (NER) , Jammu and Kashmir and Andaman & Nicobar Islands (A&N) as per the following scheme -

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N against the conversion of one block of their Home Town LTC. Fresh Recruits are also eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (ii) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class.
- (iii) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:
  - a. Between Kolkata/ Guwahati and any place in NER
  - b. Between Kolkata/ Chennai/ Bhubaneswar and Port Blair.
  - c. Between Delhi / Amritsar and any place in J&KJourney for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Bhubaneswar / Delhi / Amritsar will have to be undertaken as per their entitlement.
- (iv) Air travel is to be performed by Air India in Economy Class only and at LTC-80 fare or less.
- (v) Air travel by non-entitled officers on the sectors mentioned in item (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.

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From pre-page:

- (vi) Air Tickets to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.
2. These orders shall be in operation for a period of two years from the date of issue of this O.M.
3. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.
4. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

10/11  
(B. Bandyopadhyay)  
Under Secretary to the Govt. of India  
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.