

**GOVERNMENT OF PAKISTAN
FINANCE DIVISION**



**COMPILATION
OF
GENERAL ORDERS**

relating to

**Allowances (Other Than
Travelling Allowance)**

(2017)

Preface

This Compilation incorporates all important General Orders relating to Allowances other than Travelling Allowance. Compilation of General Orders Relating to Allowances (Other than Travelling Allowance) was last prepared in July, 2002. Since then a number of orders have either been deleted, amended, updated or replaced by the Government, necessitating its revision.

We have revised the Compilation. Orders which have become obsolete, have been deleted. The clarifications and amendments, issued from time to time since 2002, have been incorporated. While latest orders have also been placed in the new edition. Efforts have been made to separate the orders subject wise and show it as such.

It would be appreciated if any error or omission, found in the new Compilation, is brought to the notice of the Ministry of Finance.

Secretary to the
Government of Pakistan,
Ministry of Finance

Islamabad
Dated: 30 December 2016

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Conveyance Allowance

(5-27)

S. No. 1 .—RESOLUTION No. D. 3834-EG, II/48, DATED THE 8TH JULY, 1948.

On the recommendations of the Pakistan Pay Commission in respect of the interim relief that should be granted to low paid employees of the Central Government pending submission of its final report, the Government of Pakistan have been pleased to decide that in substitution of the existing concessions (that is, Cost of Living Allowance, Grain Concession and the present interim relief) a consolidated amount of interim relief, House-rent Allowance and Karachi Conveyance Allowance according to the figures given in the following tables shall be granted with effect from the 1st April, 1948 to Civilian Government servants (including civilians paid from the Defence Estimates but excluding Railway and P.&T. employees), getting pay upto Rs.175 per month, with the benefit of marginal adjustments in the case of those drawing more than Rs.175 per month as pay:—

A. — For Karachi, Malir, Lahore, Rawalpindi and their suburbs.

Class of Government servants	Interim Relief (consolidated)		House rent Allowance		Karachi Conveyance Allowance	
	1	2	3	4	5	6
	Rs.	As.	Rs.	As.	Rs.	As.
Class IV Government servants (Peons, Chowkidars, etc.)	25	12	2	0	3	0
Class III Government servants drawing less than Rs. 35 as pay.	29	4	3	0	3	0
Government servants drawing between Rs. 35 and Rs. 54 as pay.	30	0	3	0	3	0
Government servants drawing between Rs. 55 and Rs. 100 as pay.	32	4	5	0	3	0
Government servants drawing between Rs. 101 and Rs. 125 as pay.	37	0	6	0	3	0
Government servants drawing between Rs. 126 and Rs. 150 as pay.	40	0	7	8	3	0
Government servants drawing between Rs. 151 and Rs. 175 as pay.	44	0	7	8	3	0

NOTE-I.—The House-rent Allowance in column 3 of the above table will be granted subject to the following conditions namely (i) that a Government servant has not been offered Government quarters (a certificate regarding non-availability of Government quarter should be furnished by the Head of the office) and (ii) that the amount of the allowance shall be equal to the amount of the rent which he pays in excess of 10 per cent of his pay subject to the maximum laid down for his class in the above table.

NOTE-II.—Conveyance Allowance will be admissible only in Karachi and only to those who are compelled to reside more than 3 miles from the place of duty.

B.—For other places in Western Pakistan

Class of Government servants	Consolidated interim Relief	
	Rs.	As.
(i) Class IV Government servants (Peons, Chowkidars, etc.)	23	12 p.m.
(ii) Class III Government servants drawing less than Rs. 35 as pay.	27	4 "
(iii) Government servants drawing between Rs. 35 and Rs. 54 as pay.	28	4 "
(iv) Government servants drawing between Rs. 55 and Rs. 101 as pay.	30	4 "
(v) Government servants drawing between Rs. 101 and Rs. 125 as pay.	36	12 "
(vi) Government servants drawing between Rs. 126 and Rs. 150 as pay.	40	0 "
(vii) Government servants drawing between Rs. 151 and Rs. 175 as pay.	44	0 "

C.—Deleted x x x x x x x x

Interim Relief (consolidated) and House rent allowance as in Table A *plus* a sum of Rs. 4 in the case of employees drawing not more than Rs. 100 as pay; and

A sum of Rs. 2 in the case of employees drawing between Rs. 101 to Rs. 175 as pay subject to marginal adjustments for those drawing between Rs. 101 and Rs. 102 and again for those drawing more than Rs. 175.

D.— Deleted x x x x x x x x

2. Those at present in receipt of Bombay and Calcutta rates will be permitted to elect the local rates of pay and interim relief (including the House-rent Allowance and conveyance allowance where admissible) if they forego the Calcutta and Bombay rates of pay and allowances.

3. Railway and P. & T. employees drawing pay upto Rs. 175 per month will be granted with effect from 1st April, 1948, interim relief to the following extent in addition to the existing allowances and concessions admissible to them: —

- | | | |
|------|---|---|
| (i) | Those drawing pay up to Rs. 54 per mensem | Rs. 2 per mensem. |
| (ii) | Those drawing pay from Rs. 55 to Rs. 175 per mensem | Rs. 3 per mensem with marginal adjustment for those drawing more than Rs. 175 per mensem. |

The Karachi Compensatory Allowance and House-rent Allowance which are in force in terms of orders issued before the 15th August, 1947 shall be abolished with effect from the 1st April, 1948. Those now in receipt thereof will be paid the difference, if any between them *plus* any other allowances at present admissible on the one hand, and the, consolidated interim relief and other allowances (if admissible) now sanctioned on the other, as personal allowance to them to be abolished on promotion or transfer to a place where these allowances are not admissible. Ordered that the above Resolution be published in the Pakistan Gazette

S. No. 2. — OFFICE MEMORANDUM NO. F. 12 (2)-E.G. 11/48, DATED THE 7TH JANUARY, 1949.

SUBJECT:— *Consolidated Interim Relief*

The undersigned is directed to refer to para 4 of this Ministry's Resolution No. 3834-EGII/48, dated the 8th July, 1948, on the subject noted above and to state that the abolition of the Karachi Compensatory allowance and House rent allowance as in that paragraph was effective only in so far as the personnel entitled to the Consolidated Interim Relief is concerned.

S. No. 3. — OFFICE MEMORANDUM NO. P. 1 (4)-PC. 1/49, DATED THE 1ST APRIL, 1949.

SUBJECT:— *Dearness, House-rent, Conveyance and Washing Allowances.*

III. — CONVEYANCE ALLOWANCE

9. A Conveyance Allowance of Rs. 5 p.m. will be admissible at Karachi, Lahore, and Rawalpindi to all non-gazetted Government servants whose pay does not exceed Rs. 175 p.m. (with marginal adjustment for officers drawing pay up to Rs. 179 p.m.), provided the distance between their residence and the place of duty is not less than 3 miles.

S. No. 4.— OFFICE MEMORANDUM NO. F. 1 (4)-P.C. 1/49, DATED THE 5TH AUGUST, 1949.

SUBJECT:— *House-rent and Conveyance Allowances.*

The undersigned is directed to invite the attention of the Ministry of Interior, etc., to para. 12 of this Ministry's Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April, 1949, and to say that as stated therein, the existing conditions regulating the grant of the allowances mentioned therein will continue to apply as they did before the issue of the Office Memorandum. Accordingly, the House-rent Allowance sanctioned in para. 6 of the above Office Memorandum will be subject to the conditions specified in Note I below Part A of this Ministry's Resolution No. D. 3834-EGII/48, dated the 8th July, 1948, namely:-

- (i) that a Government servant has not been offered Government quarter (a certificate regarding non-availability of Government quarter should be furnished by the Head of the Office); and
- (ii) that the amount of the allowance shall be equal to the amount of the rent which the Government servant concerned actually pays in excess of 10 per cent of his pay subject to the maximum laid down for his class in para. 6 of this Ministry's Office Memorandum No. F. 1(4)-PC. 1/49, dated the 1st April, 1949.

2. The undersigned is also directed to say that the House Rent and Conveyance Allowances sanctioned in this Ministry's Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April, 1949, will be admissible to Government servants posted at the stations mentioned therein or in the suburbs of those stations irrespective of the fact whether they reside within the Municipal limits of the station of posting or elsewhere.

S. No. 5.— OFFICE MEMORANDUM NO. F. 1 (4)-P.C. 1/49, DATED THE 11TH SEPTEMBER, 1949.

SUBJECT:— *Dearness, House-rent, Conveyance and Washing Allowances.*

A question has been raised whether the revised rates of Dearness Allowance etc., sanctioned in this Ministry's Office Memorandum No. F. 1 (4)-PCI/49, dated the 1st April, 1949, should be enforced in the case of the incumbents of non-gazetted posts whose prescribed scales of pay have not yet been notified under the Central (Non-Gazetted) Civil Services (Revision of Pay) Rules, 1949, or whether they should continue to draw the allowances as admissible to them prior to the issue of the above Office Memorandum. The undersigned is directed to state that it has been

decided to allow such Government servants to continue to draw Dearness Allowances, etc., at the old rates until the prescribed scales of pay of their posts are notified, when they will be allowed the allowances at the revised rates sanctioned in this Ministry's Office Memorandum No. F. 1 (4)-PCI/49, dated the 1st April, 1949, with retrospective effect from the 1st January, 1949 necessary adjustments being made in accordance with the provisions of para. 14 of the Office Memorandum referred to above.

S. No. 06. — OFFICE MEMORANDUM NO. F. 9 (6)-PC/50, DATED THE 17TH JANUARY, 1951.

SUBJECT:— *House Rent and Conveyance Allowances.*

The undersigned is directed to refer to paragraph 2 of this Ministry's Office Memorandum No. F. 1 (4)PCI/49, dated the 5th August, 1949, and to say that it has since been decided that the localities specified in the Schedule attached to this Office Memorandum will be treated as the suburbs of Karachi, Dacca, for the purpose of the above orders. As regards Lahore, the allowances will be admissible only within the limits of the Lahore Corporation. Orders regarding the suburbs of Rawalpindi will be issued later.

SCHEDULE

KARACHI

Drigh Road

Malir Cantonment

Landhi

Mango Pir

Nazimabad

Mauripur

Korangi creak

*Deh Ibrahim Hydri

DACCA

. — Deleted x x x x

 x x x x x

 x

CHITAGONG

. — Deleted x x x x . — Deleted x x x x

 x x x x x x x x x x

*Inserted by M.F., O.M. No. F. 11 (38)-R-II/52., dated the 10th November, 1952.

S. No. 07. – OFFICE MEMORANDUM NO. F. 9(6)-PC./50, DATED THE 17TH APRIL, 1951.

SUBJECT:— *House-rent and Conveyance Allowances*

In continuation of the Ministry of Finance Office Memorandum No. F. 9 (6)-PC/50, dated the 17th January, 1951, on the subject mentioned above, the undersigned is directed to say that it has, since been decided that House-rent and Conveyance allowances will be admissible within the territorial limits of the Lahore Corporation as well as the Lahore Cantonment area. It has further been decided that the above allowances will be admissible within the Cantonment and Municipal areas of Rawalpindi.

In the schedule attached to the Office Memorandum referred to above, under the heading Karachi, the following additions may please be made:

Malir

Keamari.

S. No. 08. – OFFICE MEMORANDUM NO. F. 6 (2)-R. 11/51, DATED THE 23RD JUNE, 1951.

SUBJECT:— *Conveyance Allowance.*

In partial modification of the orders contained in para, 9 of this Ministry's Office Memorandum No. F. 1 (4)-PC/49, dated the 1st April, 1949, the undersigned is directed to convey the sanction of the Governor-General to the grant of conveyance allowance at the rate of Rs. 15 p.m. to each non-gazetted Government servant whose pay does not exceed Rs. 500 p.m. and the labourers who live in Karachi and work at Drigh Road, Mauripur, West Wharf, Malir or any other suburb of Karachi which is at a distance of 5 miles or more from their place of duty, calculated from the centre of Karachi. The conveyance allowance should be granted only when the Head of the office records a certificate to the effect that the Government servants/labourers claiming the allowance are obliged to live in Karachi due to the paucity of residential accommodation at the places of their duty, and that the distance from the centre of Karachi to the place of their duty is not less than 5 miles.

S. No. 09. – OFFICE MEMORANDUM NO. F. 9 (6)-PC/50, DATED THE 25TH OCTOBER, 1951.

SUBJECT:— *House Rent and Conveyance Allowances.*

In continuation of this Ministry's Office Memorandum No. F. 9(6)-PC/50, dated the 17th April, 1951, on the above subject, the undersigned is directed to say that it has since been decided that for the purpose of the admissibility of house rent and conveyance allowances, Manora Island and Dhamial will be treated as suburbs of Karachi and Rawalpindi respectively.

S. No. 10. — OFFICE MEMORANDUM NO. F. 6 (2)-RII/51, DATED THE 27TH FEBRUARY, 1952.

SUBJECT:— *Conveyance Allowance.*

In partial modification of the orders contained in this Ministry's Office Memorandum No. F. 6 (2)-RII/51, dated the 23rd June, 1951, on the subject noted above, the undersigned is directed to say that the conveyance allowance sanctioned therein shall be admissible in cases where the distance between the residence of the Government servant concerned in Karachi and his place of duty in the suburbs of Karachi mentioned in that Office Memorandum is five miles or more. Consequent on this modification, the Head of the office will now have to certify that the Government servants/labourers claiming the allowance are obliged to live in Karachi due to the paucity of residential accommodation at their place of duty and that the distance from their residence to their place of duty is not less than 5 miles.

2. The Government servants/labourers who are allowed the above conveyance allowance will not be entitled to the conveyance allowance sanctioned in para. 9 of this Ministry's Office Memorandum No. F. 1 (4)-PC/49, dated the 1st April, 1949.

S. No. 11. — OFFICE MEMORANDUM NO. P. 4 (32)-RII (II)/55, DATED THE 7TH APRIL, 1956.

SUBJECT:— *Conveyance Allowance.*

The undersigned is directed to invite attention to the orders on the subject noted above, issued in this Ministry's Office Memorandum No. F. 6 (2)-RII/51, dated the 23rd June, 1951, as amended by this Ministry's Office Memorandum of the same number dated the 27th February, 1952 and to say that, in modification of these orders, the President has been pleased to decide that all non-gazetted Government servants serving in Karachi or its suburbs who are drawing pay not exceeding Rs. 500 p.m. should be granted a conveyance allowance at the rates indicated below :—

- (a) Government servants residing at a distance of more than 5 miles but not more than 7 miles from their place of duty Rs.10 p.m.
 - (b) Government servants residing at a distance of more than 7 miles from their place of duty Rs. 15 p.m.
2. These orders will take effect immediately.

S. No. 12. — OFFICE MEMORANDUM NO. P. 3 (15)-RII (II)/56, DATED THE 20TH AUGUST, 1956.

SUBJECT:— *House-rent and Conveyance Allowances.* .—**Deleted Relates to East Pakistan** x x
 x x x x x x x

S. No. 13. – OFFICE MEMORANDUM NO. 3 (24)-RII (II)/56, dated 24TH DECEMBER, 1956.

SUBJECT:– *Conveyance Allowance.*

. – Deleted Relates to East Pakistan x x x x x x

S. No. 14. – OFFICE MEMORANDUM NO. F. 3 (7)-RII/57, DATED THE 20TH FEBRUARY, 1957.

SUBJECT:– *Conveyance Allowance.*

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F. 1 (4)-PCI/49, dated the 1st April, 1949 and to say that the President has been pleased to decide that the conveyance allowance of Rs. 5 p.m. sanctioned in para. 9 of that Office Memorandum for non-gazetted Government servants whose pay does not exceed Rs. 175 p.m. shall, with immediate effect, be admissible to non-gazetted Government servants whose pay does not exceed Rs. 250 p.m. (with marginal adjustment for Government servants drawing pay upto Rs. 254 p.m.).

S. No. 15. – OFFICE MEMORANDUM NO. D. 646-R (5)/60, DATED THE 26TH APRIL, 1960.

SUBJECT:– *Conveyance Allowance.*

A question was raised whether or not labourers working in Karachi or its suburbs came within the scope of the orders regarding grant of conveyance allowances issued in this Ministry's Office Memorandum No. F. 4 (32)-RII (II)/55, dated the 7th April, 1956. The position is explained below for the information of all Ministries/Divisions etc.

2. It is stated in the Office Memorandum referred to above that the conveyance allowance mentioned therein should be granted to "all non-gazetted government servants." It does not mention labourers. A labourer is *not a* "Government servant" in the sense in which this term is used in the various service codes and regulations. The Office Memorandum, dated 7th April, 1956, was/is, therefore, not applicable to labourers.

3. Incidentally, the previous orders regarding conveyance allowance, *viz.*, those issued in this Ministry's Office Memoranda No. F. 6 (2) RII/51, dated 23rd June, 1951 and 27th February, 1952 were applicable to labourers also. Those orders were however, specifically modified by the Office Memorandum No. F. 4 (32) RII/55, dated 7th April, 1956. With effect from 7th April, 1956, therefore, labourers whether working in Karachi or its suburbs ceased to be entitled to any conveyance allowance that might have been admissible to them prior to that date.

S. No. 16. — OFFICE MEMORANDUM NO. F.7(4)-REGS(RWP)/60, dated 9TH AUGUST, 1960.

SUBJECT:— *Conveyance Allowance.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 4 (32)-RII (II)/55, dated the 7th April, 1956, on the subject noted above, and to state that the President has been pleased to decide that all non-gazetted Government servants serving in Rawalpindi, or its suburbs who are residing at a distance of more than 5 miles from their place of duty and are drawing pay not exceeding Rs. 250 p.m. shall be granted a conveyance allowance of Rs. 10 p.m. (with marginal adjustment for those drawing pay upto Rs.259 p.m.).

2. These orders shall take effect from the 1st August, 1960.

S. No. 17. — OFFICE MEMORANDUM NO. F.7(4)-REGS.(RWP)/60, dated 9TH OCTOBER, 1960.

SUBJECT:— *Conveyance Allowance.*

In continuation of this Ministry's Office Memorandum No. F. 7 (4)-Regs. (Rwp)/60, dated the 19th August, 1960 on the subject noted above, the undersigned is directed to state that the President has been pleased to decide that non-gazetted Government servants serving in Rawalpindi or its suburbs who are residing at a distance of more than 7 miles from their place of duty and drawing pay not exceeding Rs. 250 p.m. shall be granted a conveyance allowance of Rs. 15 p.m. (with marginal adjustment for those drawing pay upto Rs. 264 p.m.).

2. These orders shall take effect from the 1st October, 1960.

S. No. 18. — OFFICE MEMORANDUM NO. AL.NG.1/1/63-IMP, DATED THE 26TH MARCH, 1963.

SUBJECT:— *Revision of the rates of (i) House Rent Allowance; (ii) Recovery of House Rent; (iii) Conveyance Allowance; (iv) Washing Allowance; (v) Local Compensatory Allowance; (vi) Hill Allowance ; and (vii) Special Area Compensatory Allowance admissible to non-gazetted Government servants consequent upon revision of the Pay Scales.*

(c) *Conveyance Allowance:*

- (i) *Lahore and Rawalpindi.*
- (ii) *suburbs specified from time to time.*

Rs. 5/- p.m. upto pay of Rs. 335/- p.m. (with marginal adjustment up to pay of Rs. 339/- p.m.) provided the distance between the residence and the place of duty is not less than three miles.

(iii) *Karachi and its suburbs specified from time to time.*

Distance between residence and place of duty	Pay Limit	Rate
(1)	(2)	(3)
Not less than 3 miles and not more than 5 miles.	Up to Rs. 335/- p.m.	Rs. 5/- p.m. (with marginal adjustment up to Rs. 339/- p.m.)
More than 5 miles but not more than 7 miles.	Up to Rs. 630/- p.m.	Rs. 10/-p.m. (with marginal adjustment up to Rs. 639/- p.m.).
More than 7 miles.	Up to Rs. 630/-p.m.	Rs. 15/- p.m. (with marginal adjustment up to Rs. 644/- p.m.).

2. These orders apply to revised prescribed scales. In the case of those whose "Revised Prescribed" scales have not yet been notified, payment of the above mentioned allowances and recovery of house rent may be made provisionally on the existing basis as though no revision of pay and allowances has taken place. In such cases, when the "revised prescribed" scales have been notified, adjustment of allowances should be made on the revised basis with effect from 1st April 1963.

S. No. 19.—OFFICE MEMORANDUM NO. AL. NO. 1/1/63-IMP, DATED THE 16TH APRIL, 1963.

SUBJECT:— *Revision of Rates of Compensatory Allowance, etc.*

2. The following addition in para (c) dealing with Conveyance Allowance in this Ministry's Memorandum No. Al. No. 1/1/63-IMP, dated the 26th March, 1963 is ordered:—

(iii) Rawalpindi:

Distance between residence and place of duty	Pay limit	Rate
More than 5 miles but not more than 7 miles.	Up to Rs.335/-	Rs. 10/- p.m. (with marginal adjustment up to Rs. 344/- p.m.).
More than 7 miles.	Do.	Rs. 15/- p.m. (with marginal adjustment up to Rs. 349/- p.m.).

S. No. 20.—OFFICE MEMORANDUM NO. F. 3 (2)-RI (RWP)/60, DATED THE 5TH SEPTEMBER, 1963.

SUBJECT:— *Grant of Conveyance Allowance at Islamabad.*

The undersigned is directed to say that the President is pleased to sanction, until further orders, the grant of Conveyance allowance to non-gazetted Government servants posted at Islamabad, at the rates and subject to the conditions laid down in paras. 1 (c) (i) and (iii) of the Ministry of Finance (Implementation Unit) Office Memorandum No. Al-Ng. 1/1/ 63-IMP, dated the 26th March, 1963, read with the O.M. of same number dated the 16th April, 1963.

2. These orders shall take effect from the 1st October, 1963.

S. No. 21.—OFFICE MEMORANDUM NO. AL. NO. 1/1/IMP-63, DATED THE 1ST JUNE, 1964.

SUBJECT:— *Revision of the rates of (i) House Rent Allowance (ii) Recovery of House Rent; (iii) Conveyance Allowance ; (iv) Washing Allowance ; (v) Local Compensatory Allowance ; (vi) Hill Allowance ; and (vii) Special Area Compensatory Allowance admissible to non-gazetted Government servants consequent upon revision of the pay scales.*

* * * * *

3. The undersigned is further to say that with effect from 1st June, 1964 the orders contained in this Ministry's Office Memorandum No. Al. Ng. 1/1/63-IMP, dated the 26th March, 1963, as amended from time to time, will also apply to those non-gazetted Government servants whose scales of pay have been consolidated in accordance with this Ministry's O.M. No. Py. Ng. 1 (12)-Imp., dated the 31st March, 1964.

S. No. 22.—OFFICE MEMORANDUM NO. D.2374-R5/64, DATED THE 30TH NOVEMBER, 1964.

SUBJECT:— *Grant of house rent, conveyance and local compensatory allowances to non-gazetted Central Government Servants at Khulna.*

Deleted x x x x x x x x x

S. No. 23.—OFFICE MEMORANDUM NO. AL. NO. 1/1/63, DATED THE 21ST JUNE, 1965.

SUBJECT:— *Revision of pay limits for House Rent Allowance and Local Compensatory Allowance.*

The undersigned is directed to refer to this Ministry's O.M. No. Al. Ng. 1/1/63, dated the 26th March, 1963, and to say that the President has been pleased to decide that the pay limits laid

down therein for House Rent Allowance * * * * admissible to non-gazetted staff shall be revised as follows:—

A. House Rent Allowance :

(i) Class III and Class II (non-gazetted) Staff.

Pay limit	Rate of Allowance
(a) Up to Rs. 80 p.m.	Rs. 6. p.m.
(b) Rs. 81 up to Rs. 134	Rs. 8 p.m.
(c) Rs. 135 upto Rs. 310	Rs. 10 p.m.
(d) Rs. 311 upto Rs. 520	Rs. 15 p.m. (with marginal adjustment up to pay of Rs. 534 p.m.)

(ii) Class IV Staff.

No change.

B. * * * * *

These orders will take effect from 1st June, 1965.

S. No. 24.—OFFICE MEMORANDUM NO. F. 11 (8)/R5/68, DATED THE 2ND MARCH, 1968.

SUBJECT :— *Revision of the rates of (i) House Rent Allowance ; (ii) Recovery of House Rent; (iii) Conveyance Allowance ; (iv) Washing Allowance ; (v) Local Compensatory Allowance ; (vi) Hill Allowance ; and (vii) Special Area Compensatory Allowance admissible to non-gazetted Government servants consequent upon revision of the pay scales.*

The undersigned is directed to refer to sub-paragraph (c) * * * of para 1 of this Ministry's O.M. No. Al. Ng. 1/1/63-IMP, dated 26th March, 1963, as amended from time to time and para 2 of this Ministry's O.M. No. Al. Ng. 1/1/63-IMP., dated 16th April, 1963, on the above subject and to say that the President has been pleased to order that the Conveyance Allowance at the rates of Rs. 10 p.m. and Rs. 15 p.m. * * * shall henceforth be admissible, subject, to the requisite prescribed conditions, to the non-gazetted Government servants serving in Rawalpindi or its suburbs up to the same pay limits up to which these allowances are admissible to the Government servants serving in Karachi and Dacca.

2. This order shall take effect from 1st December, 1967 and shall remain in force until further orders.

S. No. 25. — Deleted x x x x x x x x x

S.No. 26. — OFFICE MEMORANDUM NO. F. 10 (3)-RI/71, DATED THE 15TH JULY, 1971.

SUBJECT:— *House Rent and Conveyance Allowances.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. 1(4)-PCI/49, dated the 1st April, 1949 (as amended from time to time) and to say that it has been decided that Wah Cantt. shall be treated as a suburb of Rawalpindi for the purpose of admissibility of house-rent and conveyance allowances to non-gazetted Government servants serving at Wah Cantt. to the extent and under the conditions applicable for eligibility to these allowances at Rawalpindi.

2. These orders shall take effect from the 1st July, 1971.

S. No. 27. — OFFICE MEMORANDUM NO. P. 10(1)-RI/74, DATED THE 13TH MARCH, 1974.

SUBJECT:— *Local Compensatory Allowance, House rent and Conveyance Allowances.*

The undersigned is directed to say that it has been decided that Taxila shall be treated as a part of Rawalpindi for the purpose of admissibility of House Rent, Conveyance Allowances * * * to Federal Government employees serving at Taxila to the extent and under the conditions applicable for eligibility of these allowances at Rawalpindi.

2. These orders shall take effect from the 1st March, 1974.

S. No. 28. — OFFICE MEMORANDUM NO. F. 30(1)RI/72, DATED THE 27TH MARCH, 1974.

SUBJECT:— *Officers and staff of the Federal Govt. posted in what then was the Province of East Pakistan on 16-12-1971 – regularisation of the period of their absence from 16-12-1971 upto the date of reporting for duty in what formerly was West Pakistan.*

Reference instructions issued in this Division's O.M. No. F. 30(1)-RI/72, dated the 4th January, 1973, *et-seq*, on the above subject.

2. A question has been raised whether or not the Federal Govt. employees, who were in receipt of house rent allowance, conveyance allowance, special pay etc., prior to 16-12-1971, while being posted in what then was the Province of East Pakistan, should be allowed such allowances for the period of their absence which has been treated as duty under the afore-said instructions. It has been decided that in the case of such employees, who were stranded and whose families were residing in what then was West Pakistan, the pay and allowances advanced to the families of such employees, in accordance with this Division's circular No. F. 27 (4)-RI/71, dated 18-12-1971 et-seq, if found on verification, to have been paid correctly, may be allowed to be treated as the entitlement of the employees concerned for the period of absence treated as duty period under this Division's circular of 4-1-1973. In the case of those employees, who were stranded in India or elsewhere, along with their families, or had no family, the employees concerned for the period of absence treated as duty, may also be allowed to be treated as entitled to the pay and allowances that would have been payable to their families during the above period under this Division's circular dated 18-12-1971 et-seq, as if those families had been residing in what then was West Pakistan.

S. No. 29. – OFFICE MEMORANDUM NO. F. I(I)-IMP. 1/77, DATED THE 28TH APRIL, 1977.

SUBJECT: – *Revision of pay and allowances of civil employees of the Federal Government.*

The undersigned is directed to say that it has been decided to revise the National Scales of Pay and Allowances sanctioned in this Division O. Ms. No. 1(2) NG-Imp/71, dated 8th March, 1972, and No. F. I(36)-Gaz. Imp. 1/73, dated 18th August, 1973, as amended from time to time, as indicated below. The revision shall come into force with effect from the 1st May, 1977.

x x x x

PART II – ALLOWANCES

x x x x

7. *House Rent Allowance.* – All employees not provided with Government accommodation and posted at the following stations shall be entitled to house rent allowance at the rates specified below: –

- | | |
|---|---|
| (a) Islamabad, Karachi, Lahore, Peshawar, Quetta, Rawalpindi, Hyderabad (including Kotri), Multan and Faisalabad. | 30% of the minimum of the Revised National Scale of Pay. |
| (b) Divisional/District headquarters other than those specified at (a) above and all Tehsil Headquarters. | 10% of the Minimum of the relevant Revised National Scale of Pay. |

The other existing conditions regulating the grant of this allowance shall continue to apply.

8. *Residence-Office Conveyance Allowance.* – All employees posted at Islamabad, Karachi, Lahore, Peshawar, Quetta, Rawalpindi, Hyderabad (including Kotri), Multan and Faisalabad not residing within their work premises, shall be allowed Conveyance Allowance or Motor Cycle/Car Maintenance Allowance, irrespective of the distance between the office and the residence, at the rates and subject to the conditions specified below: –

(i) Conveyance Allowance	Rs. 30 p.m.
(ii) Motor Cycle Maintenance Allowance	Rs. 60 p.m.
(iii) Car Maintenance Allowance	Rs. 150 p.m.

S. No. 30. – OFFICE MEMORANDUM NO. F. 1 (2)-IMP. 1/77, DATED THE 28TH APRIL, 1977.

SUBJECT: – *Revision of pay scales and allowances/or Civil Armed Forces personnel below commissioned rank.*

The undersigned is directed to say that it has been decided to revise, with effect from the 1st May, 1977, the pay scales and allowances as indicated below in respect of personnel below commissioned rank serving with the Civil Armed Forces, paid directly from the Civil estimates, namely the Frontier Corps, Frontier Constabulary, Scouts in Northern Areas, West Pakistan Rangers and Pakistan Coast Guards.

4. *Allowances and other fringe benefits.* – All ranks of the Civil Armed Forces shall be entitled to draw the allowances mentioned in Appendix II to this Office Memorandum at the rate specified therein. Other allowances at present admissible to the Civil Armed Forces personnel but not mentioned in the said Appendix and the existing fringe benefits shall continue to be admissible at the existing rates/scales. However, separate orders would be issued regarding the revised rates of the House Rent Allowance.

5. The existing rules and orders governing pay scales and allowances applicable to the personnel of Civil Armed Forces shall be deemed to have been modified to the above extent.

6. The revised pay scales and allowances being sanctioned hereunder shall apply to those Civil Armed Forces personnel who are governed by the pay scales, allowances and fringe benefits introduced with the Ministry of Defence (Army Branch) Office Memorandum No. F. 2/12/CAF-IV/72, dated 29th March, 1973.

7. (i) Those of the existing personnel of West Pakistan Rangers and Pakistan Coast Guards who had opted not to be governed by the pay scales, allowances etc., introduced with effect from 1-3-1972 shall have the option to retain their existing scales of pay and allowances/concessions, if they so desire. The option once exercised shall be treated as final. Such option shall be exercised in duplicate in writing and communicated to the Head of the Office so as to reach him not later than 31-7-1977. If, however, on the date of issue of this Office Memorandum an existing employee be on leave or outside Pakistan, he may exercise the above option within three months of the date of his return from leave or to Pakistan. One copy shall be returned to the employee, duly countersigned by the Head of his Office or the latter's nominee, in token of the option having been received. The other copy, also bearing the counter signature of the Head of the Office or of his nominee, shall be placed in the Service Book of the individual concerned.

(ii) Those existing employees who do not exercise and communicate their option within the time limit prescribed above, shall be deemed to have opted to be governed by the revised pay scales, allowances and fringe benefits with effect from 1-5-1977.

(iii) Those of the existing employees who validly opt not to be governed by the revised pay scales, etc., shall continue to be governed by the rules/orders currently applicable to them.

APPENDIX II TO FINANCE DIVISION O.M. NO. F. 1(2)-IMP. 1/77 DATED 28-4-1977
REVISED RATES OF ALLOWANCES OF CIVIL ARMED FORCES EFFECTIVE
FROM 1-5-1977

S. No.	Name of allowance	Existing rates	Revised rates
6.	Conveyance Allowance	Varying rates	Rs. 30/- p.m. or Rs. 60/- p.m. the Higher rate being admissible only to those drawing basic pay of not less than Rs. 350/- p.m. and possessing a motor cycle/Scooter in their own name. This allowance

will be admissible to all personnel, other than those who reside at their work premises, irrespective of the distance from their residence to the place of work, who are posted at Islamabad, Rawalpindi, Lahore, Multan, Faisalabad, Peshawar, Quetta, Karachi and Hyderabad (including Kotri).

S.No.31. – OFFICE MEMORANDUM NO. F. 12(11)-R. 13/78, DATED THE 10TH AUGUST, 1978.

SUBJECT:— *Grant of compensatory allowances to Federal Government employees posted in Azad Jammu and Kashmir.*

The undersigned is directed to say that a question has been raised with regard to admissibility of various compensatory allowances to Federal Government employees posted to Azad Jammu and Kashmir territory by virtue of the services (*e.g.*, postal, telecommunications, meteorological and other services) that the Pakistan Government provides in the Azad territory. The matter has been considered and it has been decided that such Federal Government employees may be granted allowances (house rent allowance, local compensatory allowance and conveyance allowance) at the rates and on conditions laid down for the employees of the Azad Government of the State of Jammu and Kashmir under its orders No. FD/5253-5304/77, dated 25th May, 1977 (copy enclosed).

2. These orders will take effect from May 1, 1977.

LETTER FROM AZAD GOVERNMENT OF THE STATE OF J & K FINANCE DEPARTMENT,
NO. FD/5253/5304/77, DATED THE 25TH MAY, 1977

SUBJECT:— *Revision/grant of compensatory allowances to Government Servants consequent upon the revision of pay scales.*

I am directed to state that the President, Azad Jammu and Kashmir has been pleased to order that, in supersession of all previous orders on the subject, compensatory allowances shall be admissible to the civil servants drawing pay in the Revised National Pay Scales as follows:

I. House Rent Allowance/recovery of House Rent

2. (a) All civil servants not provided with government accommodation who are posted and residing at the under-mentioned stations shall be entitled to House rent allowance at the rates specified below: –

- | | |
|---|---|
| (i) Muzaffarabad..... | 30% of the minimum of the relevant pay scale. |
| (ii) Other District and Tehsil Headquarter..... | 10% of the minimum of the relevant pay scale. |

The existing conditions regulating the grant of this allowance shall continue to apply.

(b) The recovery of house rent for residential accommodation provided by Government to civil servants shall be made at the rate of 5% of pay instead of the existing rate of 7–1/2%. All other existing conditions regarding recovery of house rent shall remain in force.

II. Conveyance Allowance

3. All civil servants posted at Muzaffarabad and not residing within their work premises shall be allowed conveyance allowance or motor cycle/car maintenance allowance, irrespective of the distance between office and residence at the rates and subject to the condition specified below: –

- | | |
|---|--------------------|
| (i) Conveyance allowance. | Rs. 30 per month. |
| (ii) Motor cycle/scooter maintenance allowance. | Rs. 60 per month. |
| (iii) Motor car maintenance allowance . | Rs. 150 per month. |

Motor cycle/Scooter Maintenance Allowance shall be admissible to a civil servant who maintains a motor cycle/Scooter and draws pay of not less than Rs. 350 per month and Motor Car Maintenance Allowance shall be admissible to a civil servant who maintains a motor car and draws pay of not less than Rs. 1250 per month. This allowance shall be admissible to a civil servant who possesses a vehicle in his/her own name or in the name of his/her spouse.

Provided that:

- (i) One of these allowances shall be admissible at one time only and
- (ii) the allowance shall be admissible only to one of the spouses and not to both in respect of the same vehicle.

4. x x x x

IV. *Application of the Orders*

- 5. (i) These instructions will apply from the date of coming into force of the Azad Kashmir Civil Servants Pay Revision Rules, 1977.
- (ii) All other allowances unless otherwise specified shall continue to be admissible to the civil servants.
- (iii) Civil servants who do not opt for the Revised National Pay Scales shall continue to be governed by the rules, instructions etc. regarding compensatory allowance which would have been applicable to them but for the issue of these instructions.

6. These instructions are not applicable to the employees on work charged or contingencies paid establishments and those on contract.

S.No. 33.— OFFICE MEMORANDUM NO. F. 12(20)-R 13/78, DATED THE 20TH SEPTEMBER, 1978.

SUBJECT:— *Declaration of Wagah as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.*

The undersigned is directed to say that it has been decided that Wagah shall be treated as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.

- 2. These orders shall take effect from September 1st, 1978.

S.No. 34.— OFFICE MEMORANDUM NO. F. 12(22)-R 13/78, DATED THE 29TH OCTOBER, 1978.

SUBJECT:— *Declaration of Muridke as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.*

The undersigned is directed to say that it has been decided that Muridke shall be treated as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.

2. These orders shall take effect from October 1,1978.

S. No. 35.— OFFICE MEMORANDUM NO. F. 12(25)-R 13/78, DATED THE 1ST NOVEMBER, 1978.

SUBJECT:— *Declaration of Gharo-Dhabeji as suburb of Karachi for the purpose of admissibility of house rent and conveyance allowances.*

The undersigned is directed to say that it has been decided that Gharo-Dhabeji shall be treated as suburb of Karachi for the purpose of admissibility of house rent and conveyance allowances.

2. These orders shall take effect from 1st November 1978.

S. No. 36.— OFFICE MEMORANDUM NO. F. 4 (5)-R9/78, DATED 31ST JANUARY, 1979.

SUBJECT:— *Powers to grant permanent conveyance allowance.*

Reference this Division O.M. No. F. 4(3)-R9/73-D. 669/74, Dated the 20th July, 1974, on the above subject.

2. It has been decided that the Table in the above mentioned Office Memorandum will stand replaced by the following table:—

Extent of Mileage (Scale of metres)	Monthly rate of Conveyance allowance		
	Civil servant of Grade 17 and above maintaining a car.	Civil servant of Grade - 16 or below maintaining a motor cycle/scooter	Civil servant of Grade 15 or below maintaining a cycle
From 161 to 240 km	Rs. 140	Rs. 45	Rs. 30
From 241 to 320 km	Rs. 195	Rs. 65	— do —

From 321 to 400 km	Rs. 250	Rs. 80	— do —
From 401 to 560 km	Rs. 300	Rs. 100	— do —
Above 560 km	Rs. 350	Rs. 120	— do —

3. These orders shall take effect from 1st February, 1979.

S. No. 37-A. — U.O. NO. D 1417-R. 13/79, DATED THE 16TH DECEMBER, 1979.

The term “work premises” for the purpose of grant of conveyance allowance under general circular O.M. No. F. 1(l)-Imp. 1/77, dated 28-4-1977 means such premises as are used as Office-cum residence and also those where office and residence either adjoin each other or are within the precincts of the main office building.

S.NO.37-B. — FINANCE DIVISION U.O. NO. 2599-DS(R. III)/79, DATED 1-1-1980.

SUBJECT : — *Conveyance Allowance during Joining Time.*

Reference Office of the Auditor General U.O. No. 1458-A/50-77 dated 23-12-1979 (not reproduced).

2. S.R. 7-C also provided as under: —

“If the Government servant in his old post drew a compensatory allowance granted on account of special expensiveness of living, and the transfer is to another post carrying a similar allowance, he may draw the compensatory allowance during joining time under clause (a) or clause (b) (i) of Fundamental Rule 105, provided that if the rates differ in the two posts, he may draw the lower rate only”.

3. Conveyance allowance is also a compensatory allowance and as such this allowance is admissible during joining time at the lower of the two rates.

RESIDENCE-CUM-OFFICE CONVEYANCE ALLOWANCE DEALT WITH SEPARATELY

Conveyance Charges

(29-39)

S. No. 1. – OFFICE MEMORANDUM NO. F. 12 (10)-RII/50, DATED THE 13TH JULY, 1951 (AS AMENDED BY O.M. OF EVEN NO. DATED THE 15TH OCTOBER, 1951).

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay late beyond 6 p.m. or who attend offices on closed holidays.*

The undersigned is directed to convey the sanction of the Governor-General to grant of conveyance charges to the non-gazetted staff who are detained in the Office beyond 6 p.m. or who attend office on Sundays or other Closed Holidays at the following rates: –

Rate of Conveyance Charges		
	When detained in Offices beyond 6 p.m.	For attending Office on Sundays and Closed Holidays
(i) Class IV Government servants	4 annas	12 annas
(ii) Other Non-Gazetted Government servants	8 annas	Rs. 1-8-0

2. While drawing Conveyance Charges under the above orders, the Drawing and Disbursing Officer should record the following Certificate on the relevant bill: –

“Certified that the Government servant (s) for whom conveyance charges have been claimed in this bill was/were detained in Office after 6 p.m. (or was/were required to attend office on Sunday or Closed Holiday) under the specific order of the competent authority and was/were not attending for the purpose of clearing up their legitimate arrears of work “.

S. No. 2. – OFFICE MEMORANDUM NO. F. 12 (10)-RII/50, DATED THE 29TH AUGUST, 1951

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay late beyond 6 p.m. or who attend offices on closed holidays.*

The undersigned is directed to invite a reference to this Ministry’s Office Memorandum No. F. 12(10)-RII/50, dated the 13th July, 1951, on the subject noted above, and to state that the

orders contained therein apply only to the non-gazetted staff of the Central Secretariat and the Attached Departments and NOT to the staff employed in the Subordinate Offices.

S. No. 3. – OFFICE MEMORANDUM NO. F. 12 (10)-RII/50, DATED THE 23RD JANUARY, 1952.

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay late beyond 6 p.m. or who attend office on Sundays and closed holidays.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 12(10)-R II/50, dated the 13th July, 1951, on the subject noted above and to say that ordinarily non-gazetted staff who are asked to attend office on Sundays and other closed holidays should be allowed compensatory leave whenever possible. The conveyance charges sanctioned in the above Office Memorandum should be allowed only in cases when the grant of compensatory leave is not administratively convenient.

S. No. 4. – OFFICE MEMORANDUM NO. F. 12 (10)-RII/50, DATED THE 3RD JUNE, 1952.

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay late beyond 6 p.m. or to attend offices on closed holidays.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F.12(10)-RII/50, dated the 13th July, 1951, on the subject noted above and to say that during the month of Ramzan the conveyance charges sanctioned in the above Office Memorandum shall be allowed to Government servants detained in office beyond 3 p.m.

S. No. 5. – OFFICE MEMORANDUM NO. F. 11(37)-RII/52, DATED THE 6TH NOVEMBER, 1952.

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay late beyond 6 p.m. or who attend office on closed holidays.*

A question has been raised whether the conveyance charges sanctioned in this Ministry's Office Memorandum No. F. 12(10)-RII/50, dated the 13th July, 1951, would be admissible to those Government servants whose work does not require them to be on duty during the usual office hours but who are required to work normally before or after the usual working hours. The undersigned is directed to state that the Government servants who are not on duty during the

usual office hours and normally work before or after these hours or the staff paid from contingencies who are not allowed holidays on Sundays or other closed holidays are not entitled to the Conveyance Charges sanctioned in the Office Memorandum referred to above.

S. No. 6. – OFFICE MEMORANDUM NO. F. 12 (1)-RII/53, DATED THE 27TH MAY, 1953.

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay beyond office hours or who attend office on closed holidays.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 12(10)-RII/50, dated the 13th July, 1951, as amended by this Ministry's Office Memorandum of even No., dated 15th October, 1951, and to say that with effect from 1st May, 1953 conveyance charges sanctioned in the above Office Memorandum for non-gazetted staff of the Secretariat and Attached offices detained in office on working days shall be admissible to such staff detained in office beyond 3 p.m. These orders will remain in force for so long as morning working hours are observed by Government offices.

S. No. 7. – OFFICE MEMORANDUM NO. F. 5(4)-RII/(II)55, DATED THE 24TH AUGUST, 1955.

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay late beyond 6 p.m. or who attend offices on Sundays and closed holidays.*

A question has been raised as to the time beyond which conveyance charges sanctioned in this Ministry's Office Memorandum No. F. 12(10)-RII/50, dated the 13th July, 1951, as amended from time to time should be allowed to the Government servants when they are detained in office on Fridays and Saturdays. The undersigned is directed to say that on Fridays and Saturdays also the conveyance charges are admissible only to those Government servants who are detained in office beyond 6 p.m.

S. No. 8. – OFFICE MEMORANDUM NO. F. 4 (9)-RII(II)/57, DATED THE 16TH SEPTEMBER, 1957.

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay late beyond 6 p.m. or who attend office on closed holidays.*

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F. 12(10)-RII/50, dated the 13th July, 1951, as amended from time to time, regarding the grant of conveyance charges to non-gazetted staff employed in the Ministries, Divisions and the

Attached Departments, who are required to sit late after office hours or to attend office on Sundays and holidays. Question has been raised whether Council Assistants who are paid an honorarium of Rs. 30 p.m. under this Ministry's Office Memorandum No. F.13(12)-RIII/53, dated the 28th June, 1954, may be paid the above conveyance charges in addition to the honorarium for sitting late and attending office on Sundays and closed holidays during a period for which they have received the honorarium. The undersigned is directed to say that the honorarium was granted to Council Assistants in view of the fact their duties are more arduous and are heavier than those of other Assistants on account of which they also have to sit late frequently and to attend office on Sundays and holidays. In view of this it has been decided that the conveyance charges sanctioned in this Ministry's Office Memorandum No. 12(10)-RII/50, dated the 13th July, 1951, as amended from time to time, should not be paid to a Council Assistant during the period for which he received honorarium under this Ministry's Office Memorandum No. F. 13(12)-RIII/53, dated the 28th June, 1954 referred to above.

S. No. 9. – OFFICE MEMORANDUM NO. F. 1(42)-ADMN (RWP)/60, DATED 18TH JUNE, 1960.

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay late beyond 3 p.m. or who attend office on Sundays and closed holidays.*

In partial modification of the orders contained in this Ministry's O.M. No. F. 12(10)RII/50, dated the 13th July, 1951, as amended from time to time, the undersigned is directed to convey sanction of the President to the grant of conveyance charges to the non-gazetted staff who are detained in the office beyond 3 p.m. at the following rates :—

- | | |
|---------------------------------------|---------|
| (1) Class IV Government servants | 8 Annas |
| (2) Other non-gazetted Govt. servants | 1 Rupee |

S. No. 10. – OFFICE MEMORANDUM NO. F. 1(12)-R. 5/65, DATED THE 23RD FEBRUARY, 1966.

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay beyond office hours or to attend office on closed holidays in Karachi and Rawalpindi.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F.12(10)-RII/50, dated the 13th July, 1951 as amended from time to time and to say that at present conveyance charges to non-gazetted staff of the Secretariat and Attached Offices are admissible if they are detained in office beyond 3.00 P.M. In view of the fact that the daily working hours are

slightly different at Karachi and Rawalpindi and these have been increased recently, it has been decided that conveyance charges shall henceforth be admissible to the staff detained in office beyond two hours of the usual closing time of office at a particular station.

S. No. 11. – OFFICE MEMORANDUM NO. F. 5 (16)-NG-IMP. 1/72, DATED 19TH OCTOBER, 1972.

SUBJECT:— *Reimbursement of conveyance charges to staff car drivers of the Central Sectt., for traveling from Rawalpindi to Islamabad or vice versa, on being required to be on duty outside the normal plying hours of the ordinary public buses.*

It is understood that, occasionally, some of the staff-car drivers employed in the Central Secretariat, who reside in Islamabad, have to go to duty in Rawalpindi, before the commencement of the normal plying hours of the ordinary public buses (5.45 A.M.), or are detained on duty in Rawalpindi after the close of those hours (10.00 P.M.), under orders of senior officers. To comply with these orders they might have to travel by taxis or station wagons. It has been decided that, in such cases, the staff-car driver concerned may be reimbursed from the contingencies the actual conveyance charges incurred by him for traveling from Islamabad to Rawalpindi or *vice-versa*, but not exceeding the wagon fare, on the basis of the certificate of the senior officer concerned; the certificate shall indicate the specific purpose for which the driver was required to be on duty outside the normal plying hours of the ordinary public buses.

2. The above orders shall, *mutatis mutandis*, apply also to staff-car drivers residing in Rawalpindi and called to duty in Islamabad.

3. This decision will take effect from 1st October, 1972.

S. No. 12. – OFFICE MEMORANDUM NO. F. 10(2)-REG. 1/72, DATED 13TH NOVEMBER, 1972.

SUBJECT:— *Grant of conveyance charges to the non-gazetted staff who are required to stay beyond office hours or to attend office on closed holidays.*

The undersigned is directed to refer to this Division's Office Memorandum No. F. 12(10)-RII/50, dated 13-7-51, on the above subject, as amended, and to convey the sanction of the President to the enhancement of the rates of conveyance charges laid down therein for Class IV Government servants, with immediate effect, as follows:—

Enhanced Rates

For being detained in office on working days beyond two hours of the usual closing time of office.....	Rs. 0.75 per day.
For attending office on Sundays or closed holidays.....	Rs. 1.10 per day.

S. No. 13. – OFFICE MEMORANDUM NO. D. 605-R4/73-F. 26(4)-RI/73, DATED 12TH MAY, 1973.

SUBJECT : – *Reimbursement of conveyance charges to Staff Car Drivers of the Central Secretariat for traveling from Rawalpindi to Islamabad or vice-versa, on being required to be on duty outside the normal plying hours of the ordinary public buses.*

Reference this Division's O.M. No. F. 5 (16)-NG, Imp. I/72, dated the 19th October, 1972 on the subject noted above.

2. It has been reported to the Finance Minister that Staff Car Drivers who are entitled to conveyance charges in accordance with the O.M. referred to above are, for one reason or another, not being paid these charges in practice. P.M. has directed that Ministries/ Divisions etc. may please take special care to ensure that henceforth payment of the above conveyance charges where admissible should not be delayed unduly in any case.

S. NO. 14. – OFFICE MEMORANDUM NO. F. 12 (17)-R13/79, DATED 18TH DECEMBER, 1979.

SUBJECT: – *Grant of conveyance charges to the non-gazetted staff who are required to stay beyond office hours or who attend office on Fridays and closed holidays*

The undersigned is directed to refer to this Division Office Memo No. F. 12(10) RII/50, dated July 13,1951 as amended from time to time and to say that the President has been pleased to decide that Government employees in grades 1 – 15 who are detained in office beyond two hours of the usual closing time and who attend office on Fridays and other closed holidays shall, with effect from the 15th August, 1979, be granted conveyance charges at the following revised rates: –

Rate of Conveyance Charges		
	When detained in Offices beyond two hours of the usual closing time Rs.	For attending Office on Friday and Closed Holidays Rs.
(i) Grade 1-2	4.50	5.50
(ii) Grade 3 – 15 and B-16 (non Gazetted)	5.50	8.00

The other existing conditions regulating the grant of conveyance charges shall continue to apply.

S. No. 15. – OFFICE MEMORANDUM NO. F. 1(12)-IMP-II/91, DATED THE 29TH JUNE, 1991.

SUBJECT:– *Conveyance charges for late sitting after office hour - Revision of basic pay scales-1991.*

The existing rates of conveyance charges admissible to employees in BPS 1-16 (Non-Gazetted) shall be enhanced as under:-

(i) Non Working Days:

For officials in BPS 1 – 2	From Rs. 3.50/- per day to Rs. 4.50/- per day
For officials in BPS 3 – 15 and BPS – 16 (Non-Gazetted)	From Rs. 4.50/- per day to Rs. 5.50/- per day

(ii) On closed holidays:

For officials in BPS 1 – 2	From Rs. 4.50/- per day to Rs. 5.50/- per day
For officials in BPS 3 – 15 and BPS – 16 (Non-Gazetted)	From Rs. 7.00/- per day to Rs. 8.00/- per day

S. No. 16. – OFFICE MEMORANDUM NO. F. 3(1)-R. 5/2002, DATED THE 2ND JULY, 2002.

SUBJECT:– *Conveyance charges for late sitting after office hours.*

The undersigned is directed to state that requests received from non-gazetted employee of the Federal Government for enhancement of rates of conveyance charges for late sitting after office hours have been considered and it has been decided by the competent authority to revise the existing rates w.e.f. 1 -07-2002 as under: –

On working Days:	<u>Existing rate</u>	<u>Revised rate</u>
For officials in BS 1 – 2	Rs. 4.50/- per day	Rs. 8.00/- per day
For Officials in BS 3 – 15. and BS-16 (Non-gazetted)	Rs. 5.50/-per day	Rs.10.00/-per day
On Closed Holidays:	<u>Existing rate</u>	<u>Revised rate</u>
For officials in BS 1 – 2	Rs. 5.50/- per day	Rs.10.00/- per day
For Officials in BS 3 – 15 and BS-16 (Non-gazetted)	Rs. 8.00/- per day	Rs.12.00/- per day

2. It has also been decided that payment of conveyance charges on account of late sitting may not be made as customary. Payments to the officials may be made only if late sitting is certified by an officer at the level of Deputy Secretary/equivalent and countersigned by an officer at the level of Joint Secretary/equivalent/head of office.

S. No. 17. – OFFICE MEMORANDUM NO. F. 4(2)-R. 5/2006, DATED THE 24th JUNE, 2006.

SUBJECT:— *Conveyance charges for late sitting after office hours.*

The undersigned is directed to refer to Finance Division's O. M. No. F. 3(1)-R.5/2002 dated 2nd July, 2002 on the subject noted above and to state it has been decided to revise the existing rates of conveyance charges for late sitting after office hours w.e.f. 01-07-2006 as under:

On Working Days:	<u>Existing rate</u>	<u>Revised rate</u>
For officials in BS 1 – 2	Rs. 8.00/- per day	Rs.12.00/-per day
For Officials in BS 3 – 15 and BS-16 (Non-gazetted)	Rs. 10.00/- per day	Rs.15.00/-per day

On Closed Holidays:	<u>Existing rate</u>	<u>Revised rate</u>
For officials in BS 1 – 2	Rs. 10.00/- per day	Rs.15.00/-per day
For Officials in BS 3 – 15 and BS-16 (Non-gazetted)	Rs. 12.00/- per day	Rs.18.00/-per day

2. All other existing conditions regulating the grant of conveyance charges on account of late sitting will, however, remain unchanged.

S. No.18 F.D. O.M. NO. F.1(1)IMP/2010-624, DATED THE 5TH JULY, 2010

SUBJECT:— *Revision of Rates of Special Pays and Allowances.*

X X X X X X X X X X

ii) Conveyance Charges for Late Sitting

Description	Existing Rates	Description	Revised Rates
On Working Days BPS 1-2 BPS 3-15 and 16 (Non gazette) Excluding Drivers/DR)	Rs.12/- per day Rs.15/- per day	BPS 1-15 and 16 (Non gazette) Excluding Drivers/DR)	Rs.50/- per day
On Closed Holidays BPS 1-2 BPS 3-15 and 16 (Non gazette) Excluding Drivers/DR)	Rs.15/- per day Rs.18/- per day	On Closed Holidays BPS 1--15 and 16 (Non gazette) Excluding Drivers/DR)	Rs.75/- per day

X x x x x x x x x x

S. No.19. – F.D. O.M. NO. F.4(2)R-5/2006, DATED THE 15TH MARCH, 2013

SUBJECT:– *Revision in the Rates of Conveyance Charges for Late Sitting.*

The undersigned is directed to refer to para 1(ii) of Finance Division's O.M. No.F.1(1) Imp/2010-624 dated 05-07-2010 and to state that it has been decided to further revise the existing rates of conveyance charges for late sitting of officials working in BS-1 to 16 (Non-gazetted), excluding Drivers/DR, from 13-03-2013 as under:-

iii) Conveyance Charges for Late Sitting

Description	Days	Existing Rates	Revised Rates
For officials in BPS 1-16 (Non gazetted) Excluding Drivers/DR	On working days	Rs.50/- per day	Rs.100/- per day
For officials in BPS 1-16 (Non gazetted) Excluding Drivers/DR	On closed holidays	Rs.75/- per day	Rs.125/- per day

2. Above rates will apply to all Federal Government employees including the civilian paid from Defence Estimates. All other existing conditions regulating the grant of conveyance charges on account of late sitting will, however, remain unchanged.

S. No.20. – F.D. O.M. NO. F.4(2)R-5/2006, DATED THE 1st JULY, 2016.

SUBJECT:– *Revision in the Rates of Conveyance Charges for Late Sitting.*

The President has been pleased to sanction the revision of the existing rates of conveyance charges for late sitting with effect from 1-7-2016 for officials working in BS-1 to 16 (Non-gazetted), excluding Drivers/DR, as under:-

Description	Days	Existing Rates	Revised Rates
For officials in BPS 1-16 (Non gazetted) Excluding Drivers/DR	On working days	Rs.100/- per day	Rs.150/- per day
	On closed holidays	Rs.125/- per day	Rs.190/- per day

2. Above rates will apply to all Federal Government employees including the civilian paid from Defence Estimates. All other existing conditions regulating the grant of conveyance charges on account of late sitting will, however, remain unchanged.

Residence-cum-Office Conveyance Allowance

(41-59)

S. No. 01. – OFFICE MEMORANDUM No. I(2)-NG-IMP/71 DATED THE 8TH MARCH, 1972.

SUBJECT:— *Scheme of National Scales of Pay, Allowances and other Fringe Benefits for non-gazetted civil-employees (other than teaching personnel).*

A. * * * * *

B. * * * * *

C. * * * * *

(D) *Residence-Office Conveyance Allowance.* – Residence-Office conveyance allowance will be admissible, till further orders, at Islamabad, Karachi, Lahore, Faisalabad, Peshawar, Quetta and Rawalpindi and will be granted to all non-gazetted civil employees drawing pay up to Rs. 650 p.m., with marginal adjustments and at rates as indicated below: –

Distance between residence and place of duty

Rate

Not less than 3 miles and not more than 7 miles. Rs. 10 p.m. with marginal adjustment up to the pay of Rs. 659 p.m.

More than 7 miles. Rs. 15 p.m. with marginal adjustment up to the pay of Rs. 664 p.m.

x

x

x

x

S. No. 02. – OFFICE MEMORANDUM No. F. I(36)-GAZ-IMP. 1/73, DATED THE 18TH AUGUST, 1973.

SUBJECT :— *Scheme of National Scales of Pay, Allowances and other Fringe Benefits for Gazetted Civil Employees (other than teaching personnel* and other than Flight Engineers/Pilots/Flight Inspectors in the Civil Aviation Department).*

(A) * * * * *

(B) *Residence-Office Conveyance Allowance.* – Residence-Office Conveyance Allowance will be admissible till further orders, at Islamabad, Karachi, Lahore, Faisalabad, Peshawar, Quetta, and Rawalpindi and will be granted to all gazetted civil employees drawing pay upto Rs. 650 per month with marginal adjustments and at rates as indicated below : –

Distance between residence and place of duty	Rate
Not less than 3 miles and not more than 7 miles.	Rs. 10 p.m. with marginal adjustment up to the pay of Rs. 659 p.m.
More than 7 miles.	Rs. 15 p.m. with marginal adjustment up to the pay of Rs. 664 p.m.

S. No. 03. – OFFICE MEMORANDUM NO. 2(6) NG-IMP. II/73-D-9/74, DATED THE 14TH FEBRUARY, 1974.

SUBJECT : – *Scheme of National Scales of Pay etc. – Enhancement of the rates of Residence- Office Conveyance Allowance.*

Reference Clause (D) in Part II of para 1 of this Division's O.M. No. 1 (2) NG-Imp/71, dated the 8th March, 1972.

2. The President has been pleased to decide that, with effect from 1 -2-1974 the rates of the Residence – Office Conveyance Allowance referred to in the above Clause (D), will be as follows: –

Distance between residence and place of duty	Rate
Not less than 3 miles and not more than 7 miles.	Rs. 15 p.m. with marginal adjustment up to the pay of Rs. 664 p.m.
More than 7 miles	Rs. 20 p.m. with marginal adjustment up to the pay of Rs. 669 p.m.

S.No.04. – OFFICE MEMORANDUM No. F. 5(41)-GAZ. IMP. 1/74, DATED THE 16TH FEBRUARY, 1974.

SUBJECT : – *Scheme of National Scales of Pay, Allowances and other Fringe Benefits for Gazetted Civil Employees (other than teaching personnel and other than Flight Engineers/Pilots/Flight Inspectors in the Civil Aviation Department).*

Reference Clause (b) in Part II of Para 1 of this Division's O. M. No, F. 1(36) Gaz-Imp. 1/73, dated 18-8-1973.

2. The President has been pleased to decide that, with effect from 1 -2-1974, the rate of Residence – Office Conveyance Allowance referred to in the above Clause will be as follows: –

Distance between residence and place of duty	Rate
Not less than 3 miles and not more than 7 miles.	Rs. 15 p.m. With marginal adjustment up to the pay of Rs. 664 p.m.
More than 7 miles	Rs. 20 p.m. With marginal adjustment up to the pay of Rs. 669 p.m.

S. No. 05. – OFFICE MEMORANDUM No. F. 2 (6)-R (14)/75, DATED THE 2ND JULY, 1975.

SUBJECT:– *Scheme of National Scales of Pay etc. – Enhancement of the rates of Residence – Office Conveyance Allowance.*

The undersigned is directed to refer to this Division's O. Ms. No. 2(6)-NG-Imp.II/73- D. 9/74, dated the 14th February, 1974, and No. F. 5(41)-Gaz. Imp/74, dated the 16th February, 1974, on the subject noted above and to say that the President has been pleased to decide that with effect from 7th June, 1975, the rates of Residence-Office Conveyance Allowance shall be revised as below: –

Distance between residence and place of duty.	Rate
(i) Not less than 3 miles and not more than 7 miles.	Rs. 25/- p.m. with marginal adjustment up to pay of Rs. 1024/- per month.
(ii) More than 7 miles	Rs. 30/- p.m. with marginal adjustment up to pay of Rs.1029/- per month.

S. No. 06. – OFFICE MEMORANDUM NO. F. 6(2)-R(14)/75, DATED THE 23RD AUGUST, 1975.

SUBJECT:– *Grant of Residence-Office Conveyance Allowance.*

The undersigned is directed to say that it has been decided that the Residence-Office Conveyance Allowance as sanctioned in this Division's O.M. No. 1(2)-NG-Imp/71, dated the 8th March, 1972 and O.M. No. F. 1(36) Gaz-Imp. 1/73, dated the 18th August, 1973 shall also be admissible to the Federal Government employees posted at Multan and Hyderabad at the existing rates.

2. The above decision shall take effect from the 1st August, 1975.

S. No. 07. — OFFICE MEMORANDUM NO. F.4(14)-R(13)76, DATED THE 8TH JANUARY, 1977.

SUBJECT:— *Local Compensatory Allowance, House Rent Allowance and Residence-Office Conveyance Allowance.*

The undersigned is directed to say that it has been decided that the area covered by Sohan Camp-Sihala shall be treated as a suburb of Rawalpindi for the purpose of admissibility of X X X House Rent and Residence-Office Conveyance Allowances to Federal Government employees serving at the aforesaid area to the extent and under the conditions applicable for eligibility of these allowances at Rawalpindi.

2. These orders shall take effect from the 1st January, 1977.

S. No. 08. — OFFICE MEMORANDUM NO. F.4 (1)-R-13/77, DATED THE 27TH JANUARY, 1977.

SUBJECT:— *Special Compensatory Allowance, House Rent Allowance and Residence- Office Conveyance Allowance.*

The undersigned is directed to say that it has been decided that the areas falling outside the municipal limits of Islamabad but are included in the Federal territory shall be treated as a suburb of Islamabad for the purpose of admissibility of * * * House Rent and Residence-Office Conveyance Allowances to Federal Government employees serving in these areas to the extent and under the conditions applicable for eligibility of these allowances.

2. These orders shall be deemed to have taken effect from 1st July, 1976 but no recoveries shall be made for any period prior to 1st July, 1976 during which these allowances were paid to any employees.

S. No. 09. — OFFICE MEMORANDUM NO. F. I(I)-IMP. 1/77, DATED THE 28TH APRIL, 1977.

SUBJECT:— *Revision of pay and allowances of civil employees of the Federal Government.*

* * * * *

8. *Residence-Office Conveyance Allowance.* — All employees posted at Islamabad, Karachi, Lahore, Peshawar, Quetta, Rawalpindi, Hyderabad (including Kotri), Multan and Faisalabad not residing within their work premises, shall be allowed Conveyance Allowance or Motor Cycle/Car Maintenance Allowance, irrespective of the distance between the office and the residence, at the rates and subject to the conditions specified below:—

- | | |
|--|--------------|
| (i) Conveyance Allowance | Rs. 30 p.m. |
| (ii) Motor Cycle Maintenance Allowance | Rs. 60 p.m. |
| (iii) Car Maintenance Allowance | Rs. 150 p.m. |

Motor Cycle Maintenance Allowance shall be admissible to an employee who maintains a motor cycle/scooter and-draws pay of not less than Rs. 350 p.m. and Motor Car Maintenance Allowance shall be admissible to an employee who maintains a motor car and draws pay of not less than Rs.1250 p.m. This allowance shall be admissible to an employee who possesses a vehicle in his/her own name or in the name of his/her spouse.

Provided that the allowance shall be admissible only to one of the spouses, and not to both, in respect of the same vehicle.

S. No. 10. – OFFICE MEMORANDUM NO. F.4(6)-R(13)/77, DATED THE 16TH JUNE, 1977.

SUBJECT:– *Local Compensatory Allowance, House Rent Allowance and Residence – Office Conveyance Allowance.*

The undersigned is directed to say that it has been decided that 'University Town' shall be treated as a suburb of Peshawar for the purpose of admissibility of x x x House Rent and Residence – Office Conveyance Allowances to Federal Government employees serving in this area to the extent and under the conditions applicable for eligibility of these allowances.

2. These orders shall be deemed to have taken effect from 1st March, 1977 but no recoveries shall be made for any period prior to 1st March, 1977 during which these allowances were paid to any employee.

S. No. 11. – OFFICE MEMORANDUM NO. F. 3(3)-IMP. 1/77 DATED THE 3RD JULY, 1977.

SUBJECT:– *Admissibility of Residence – Office Conveyance Allowance and Motor Cycle/Car Maintenance Allowance during leave.*

The undersigned is directed to refer to para 8 of this Division O.M. No. F. 1(1)-Imp.1/77, dated 28th April, 1977, and to state that references have been received from various quarters enquiring as to whether Residence – Office Conveyance Allowance, Motor Cycle Maintenance Allowance and Car Maintenance Allowance sanctioned therein will be admissible during leave. It is clarified that none of the allowances mentioned above shall be admissible to a Government servant during the period of leave.

S. No. 12-A. – U.O. NO. 454-IMP. 1/77, DATED 9-7-1977.

SUBJECT:– *Revision of Pay and Allowances of Civil Employees of the Federal Government – Admissibility of the Compensatory Allowances during leave.*

Reference AGPR's U.O. No. HA/1-II/Vol. V/4471, dated 22nd June, 1977 (not reproduced). The position in respect of each of the allowances is indicated as under: –

- (i) *House Rent Allowance.* – House Rent Allowance will continue to be admissible to a Government servant during entire period of Leave, including leave preparatory to retirement, *vide* this Division O.M. No. F. 12(3)-R. 13/77-D. 156, dated 9th March, 1977.
- (ii) *Residence – Office Conveyance Allowance.* – Residence – Office Conveyance Allowance/ Motor Cycle Maintenance Allowance and Motor Car Maintenance Allowance shall not be admissible during Leave, under this Division O.M. No. F. 3(3)-Imp. 1/77, dated 3-7-1977.
- (iii) *Local Compensatory Allowance.* – This allowance was admissible under different nomenclature to Government servants drawing pay upto certain Limits and Living in specified Localities even prior to the issue of this Division O.M. No. F. 1(1)-Imp. 1/77, dated 28-4-1977. Admissibility of this allowance during Leave will, therefore, be regulated in the same manner as in the case of similar allowances payable before 1-5-1977.

S. No. 12-B. – OFFICE MEMORANDUM NO. D. 789-IMP. 1/77, DATED 24TH OCTOBER, 1977.

SUBJECT:– *Admissibility of car maintenance allowance on tour to Government servants.*

The undersigned is directed to refer to the D.G. Post Office Memo. No. PA&P Misc. 1/77, dated 20-10-77 (not reproduced) and to confirm that Conveyance Allowance, Motor Cycle Maintenance Allowance will continue to be admissible to a Government servant while on tour.

S.No. 13.— OFFICE MEMORANDUM NO. F. 12(20)-R 13/78, DATED THE 20TH SEPTEMBER, 1978.

SUBJECT:— *Declaration of Wagah as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.*

The undersigned is directed to say that it has been decided that Wagah shall be treated as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.

2. These orders shall take effect from September 1,1978.

S.No. 14.— OFFICE MEMORANDUM NO. F. 12(22)-R 13/78, DATED THE 29TH OCTOBER, 1978.

SUBJECT:— *Declaration of Muridke as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.*

The undersigned is directed to say that it has been decided that Muridke shall be treated as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.

2. These orders shall take effect from October 1,1978.

S. No. 15.— OFFICE MEMORANDUM NO. F. 12(25)-R 13/78, DATED THE 1ST NOVEMBER, 1978.

SUBJECT:— *Declaration of Gharo-Dhabeji as suburb of Karachi for the purpose of admissibility of house rent and conveyance allowances.*

The undersigned is directed to say that it has been decided that Gharo-Dhabeji shall be treated as suburb of Karachi for the purpose of admissibility of house rent and conveyance allowances.

S. No. 16.— OFFICE MEMORANDUM NO. F. 3(4)-R 13/79, DATED THE 1ST JULY, 1979.

SUBJECT:— *Revision of pay and allowances of civil employees of the Federal Government – Residence-Office Conveyance Allowance,*

The undersigned is directed to refer to para 8 of this Division Office Memorandum No. F. 1(l)-Imp. 1/77, dated the 28th April, 1977, on the above subject and to say that the President has been pleased to decide that as from July 1, 1979, the rates of Residence-Office Conveyance Allowance will be as follows :

- (i) Government servants drawing pay Rs. 1250/- p.m. and above :
- | | |
|---------------------------------|---------------|
| (a) Those maintaining motor car | Rs. 150/-p.m. |
| (b) Others | Rs. 100/-p.m. |
- (ii) Government servants drawing pay of Rs. 350/- p.m. and above but less than Rs. 1250/- p.m. and maintaining motor cycle/scooter
- | | |
|--|---------------|
| | Rs. 75/- p.m. |
|--|---------------|
- (iii) All others
- | | |
|--|---------------|
| | Rs. 45/- p.m. |
|--|---------------|

The other existing conditions regulating the grant of the above allowance shall continue to apply.

S. No. 17.—OFFICE MEMORANDUM NO. F. 12(25)-R 13/79, DATED THE 7TH NOVEMBER, 1979.

SUBJECT:— *Grant of compensatory allowances to Federal Government employees posted in Azad Jammu and Kashmir.*

In continuation of this Division O.M. No. F.12 (11)-R 13/78, dated the 10th August,1978, on the subject noted above, the undersigned is directed to say that the President has been pleased to decide that the Federal Government employees posted to Azad Jammu and Kashmir territory by virtue of the services may *w.e.f.* 1st July 1979 be granted House Rent Allowance and Conveyance Allowance at the rates revised for the employees of the Azad Government of the State of Jammu and Kashmir under its orders No. FD/7760-7820/Regulation-79, dated 29th July, 1979, as amended *vide* No. FD/7832-7892/Regulation-79, dated 29th July 1979, (Copies enclosed).

LETTER FROM AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR, FINANCE DEPARTMENT, NO. FD/7760-7820/REGULATION-79, DATED THE 29TH JULY, 1979.

SUBJECT:— *Revision/Grant of house rent and Conveyance Allowances to Government Servants.*

In continuation of Government Order issued under No. FD/5253-5304, dated 25th May, 1977, I am directed to state that the President, Azad Jammu and Kashmir has been pleased to revise the House Rent and Conveyance Allowances rates as under :—

(A) House Rent Allowance

- | | | |
|------|---|---|
| (i) | Muzaffarabad | 40% of the minimum of the relevant Pay Scale. |
| (ii) | Other Districts and Tehsil Headquarters | 15% of the minimum of the relevant Pay Scale. |

(B) Conveyance Allowance

- (a) Government servants drawing pay Rs. 1250/- p.m. and above:
- | | | |
|------|----------------------------|----------------|
| (i) | Officers maintaining Cars. | Rs. 150/- p.m. |
| (ii) | Others. | Rs. 100/- p.m. |
- (b) Government servants drawing Rs. 350/- or above but less than Rs. 1250/- p.m.
- | | | |
|------|---|---------------|
| (i) | Those maintaining Motor Cycles/Scooters | Rs. 75/- p.m. |
| (ii) | All others | Rs. 45/- p.m. |

2. The existing conditions regulating the grant of these allowances shall continue to apply as before.

3. The funds to meet the expenditure shall be provided in the Revised Budget Estimates 1979-80.

4. This order shall take effect from 1st July, 1979.

COPY OF LETTER FROM AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR, FINANCE DEPARTMENT, NO. FD/7832-7892/REGULATION-79, DATED 29TH JULY, 1979.

SUBJECT :— *Revision/Grant of House Rent and Conveyance Allowances to Government Servants.*

Para 'B' of the Government Order issued under No. FD/7760-7820/Regulation-79, dated July 29, 1979 may be deemed to have been deleted and substituted retrospectively as under :—

(B) *Conveyance Allowance*

(a) Government servants drawing pay Rs. 1290/- p.m. and above :

- | | |
|---------------------------------|----------------|
| (i) Those maintaining motor Car | Rs. 150/- p.m. |
| (ii) Others | Rs. 100/- p.m. |

(b) Government servants drawing pay of Rs. 350/- and above but less than Rs. 1250/- p.m. and maintaining motor Cycles/Scooters Rs. 75/- p.m.

(c) All others Rs. 45/- p.m.

S. No. 18. – OFFICE MEMORANDUM NO. F. 3 (1)-R 13/80, DATED THE 15TH DECEMBER, 1980.

SUBJECT:– *Residence-Office Conveyance Allowance admissible to Federal Government Employees.*

Under the existing Orders, Car Maintenance Allowance/Motor Cycle Maintenance Allowance is admissible subject to other conditions to an employee who possesses a vehicle in his/her name or in the name of his/her spouse. The ownership of the vehicle is proved by the production of registration documents. In this connection, a doubt has been raised whether the said allowance shall be admissible from the date of registration of the vehicle in the name of the officer or his/her spouse or from the date on which it was purchased by the officer concerned. It is hereby clarified that this allowance shall be admissible from the date of purchase of the vehicle but the actual payment shall begin to be made only after the registration.

S. No. 19. – OFFICE MEMORANDUM NO. F. 3 (5)-R-5/81, DATED THE 27TH JUNE, 1981.

SUBJECT:– *Revision of rates of Residence-Office Conveyance Allowance admissible to Federal Government Employees.*

The undersigned is directed to refer to this Division O.M. No. F. 3(1)-R13/80, dated the 30th June, 1980 regarding revision of rates of Residence-Office Conveyance Allowance, and to say that the President has been pleased to decide that, as from 1st July, 1981, these rates will be as follows: –

(i) Government servants drawing pay of Rs. 1250 per month and above:

- | | |
|---------------------------------|--------------|
| (a) Those maintaining motor-car | Rs. 285 p.m. |
| (b) Others | Rs. 150 p.m. |

- | | | |
|-------|---|--------------|
| (ii) | Government servants drawing pay of Rs. 350 p.m. and above but less than Rs. 1250 p.m. and maintaining motor-cycle/scooter | Rs. 100 p.m. |
| (iii) | All others | Rs. 70 p.m. |

The existing conditions regulating the grant of the above allowance shall continue to apply.

S. No. 19.A. – OFFICE MEMORANDUM NO. F. 1(17)Imp-II/86, DATED THE 11TH AUGUST, 1986.

* * * * *

5. The President has been pleased to direct that w.e.f. 1-7-1986 Residence—Office Conveyance Allowance admissible to civil servants and Government employees of Railways, Post Offices, T&T Department as well as civilians paid from Defence Estimates at Islamabad, Lahore, Rawalpindi, Multan, Faisalabad, Karachi, Hyderabad (including Kotri), Peshawar and Quetta as sanctioned under Finance Division's O.M. No. F. 3(5) R. 5/81, dated 27th June, 1981 will be indexed in relation to cost of living.

6. Under this arrangement the amount of Residence—Office Conveyance Allowance admissible to an employee at any time will be the Residence-Office Conveyance Allowance due to him under the normal rules multiplied by the index applicable to him from time to time. For the fiscal year 1986-87 the index for purpose of conveyance allowance will be as under:—

- | | | |
|-----|---|-------|
| (a) | Government servants drawing basic pay upto Rs. 1500 p.m. | 1.040 |
| (b) | Government servants drawing basic pay above Rs. 1500 p.m. | 1.030 |

S. No. 20. – OFFICE MEMORANDUM NO. F. 1/7/IMP-II/87, DATED THE 1ST JULY, 1987.

SUBJECT :— *Revision of Basic Pay Scales of Civil Employees of the Federal Government*

* * * * *

8. **Conveyance Allowance.**—The Conveyance Allowance shall continue to be admissible at the Stations specified in para 8 of Finance Division's *O.M. No. F. 1(1)-Imp. 1/77 dated 28-4-1977 at the rates given below:—

- (i) Government servants drawing pay of Rs. 1650/- p.m. and above:—

* See Serial No. 64

- | | | |
|-------|--|----------------|
| (a) | Those maintaining motor-car not registered for commercial purpose. | Rs. 285/- p.m. |
| (b) | Others | Rs. 150/- p.m. |
| (i) | Government servants drawing pay of Rs. 850/- p.m. and above but less than Rs. 1650/- p.m. and maintaining Motor Cycle/Scooter. | Rs. 100/- p.m. |
| (iii) | Others. | Rs. 70/- p.m. |

9. **Indexation of Conveyance Allowance.**—It has been decided that the existing indexation of Conveyance Allowance allowed *vide* this Division's O.M. F. 1(12)-Imp-II/86, dated the 1st July, 1986 for the fiscal year 1986-87 shall be revised (inclusive of the rate of indexation of the Conveyance Allowance of the last year) with effect from 1st July, 1987 as under:—

- | | | |
|-----|---|------|
| (a) | Government servants drawing basic pay upto Rs. 1935/- p.m. | 1.08 |
| (b) | Government servants drawing basic pay above Rs. 1935/- p.m. | 1.07 |

The other conditions regarding grant of indexation of Conveyance Allowance shall continue to apply.

S. No. 21. — OFFICE MEMORANDUM NO. F. 3(1) R.5/90, DATED THE 18TH NOVEMBER, 1990.

SUBJECT:— *Revision of rates of conveyance allowance admissible to Federal Government employees*

The undersigned is directed to refer to paras 8 and 9 of this Division's Office Memorandum No. F. 1/7/Imp. 11/87, dated the 1st July, 1987 and to state that the President has been pleased to allow 20% increase in the existing rates of Conveyance Allowance *w.e.f* 16th November, 1990 subject to a minimum of Rs. 20/- p.m. and maximum of Rs. 50/- p.m. On the basis thereof, the revised rates of Conveyance Allowance will be as follows:—

- | | | |
|-----|---|---------------|
| (i) | Government Servants drawing pay of Rs. 1650/- p.m. and above. | |
| (a) | Those maintaining motor car not registered for commercial purposes. | Rs. 355/-p.m. |
| (b) | Others | Rs. 193/-p.m. |

- (ii) Government Servants drawing pay of Rs. 850/- p.m. and above but less than Rs. 1650/- p.m. and maintaining motor-cycle/scooter. Rs. 130/-p.m.
- (iii) Others. Rs. 96/-p.m.

2. The Autonomous/Semi-Autonomous Bodies/Corporations may revise the rates of Conveyance Allowance admissible to their employees by giving an increase of 20% in their existing rates subject to a minimum of Rs.20/- p.m. and maximum of Rs. 50/- p.m. from the same date.

S.No. 21.A. – OFFICE MEMORANDUM NO. F. 1(5)Imp/2001, DATED THE 1ST SEPTEMBER, 2001.

SUBJECT:– 2001 Revision of pay scale allowances etc.

* * * * *

Part II

11. **Conveyance Allowance.**— The rates of Conveyance Allowance and Motorcycle/Motor car maintenance allowance presently fixed with reference to pay drawn shall be increased and related to Basic Pay scales as follows:

Sr. No.	Existing	Revised
I)	Government servant drawing pay in BS-16 (Gazetted) and above and maintaining motor car not registered for commercial purpose. Rs. 355/-p.m.	BS-16 (Gazetted) & above Rs. 620/- p.m.
II)	Government servant drawing pay of Rs.3240/- per month and above other than those at (I) above Rs. 193/- p.m.	BS-11 and above Rs. 340/- p.m.
III)	Government servants drawing pay of Rs.1688/- p.m. and above but less than Rs. 3240/-p.m. and maintaining motorcycle/Scooter. Rs. 130/- p.m.	BS 1-10 maintaining motor cycle/ Scooter Rs. 230/- p.m.
IV)	Other. Rs. 96/- per month	BS 1-10 Rs. 170/- p.m.

S.No. 21.B. – OFFICE MEMORANDUM NO. 1(1)IMP/2005 DATED 1ST JULY, 2005.

SUBJECT:– 2005 Revision of pay scale allowances etc.

Part II

* * * * *

9. **Conveyance Allowance.**—

- a) Conveyance Allowance shall be admissible on revised rates as follows:

BPS	RATES (RS. PM)
BPS 1-4	340
BPS 5-10	460
BPS 11-15	680
BPS 16-20	1240

Conveyance Allowance @ Rs. 1240/- per month shall also be admissible to those BPS 21 & 22 officers who are not sanctioned official vehicle.

S.No. 21.C. – OFFICE MEMORANDUM NO. 1(1)IMP/2008, DATED 30TH JUNE, 2008.

SUBJECT: – 2008 Revision of pay scale allowances etc.

Part II

* * * * *

7. **Conveyance Allowance. –**

(a) Conveyance allowances shall be admissible on revised rates as follows:

BPS	EXISTING (RS. PM)	REVISED (RS. PM)
BPS 1-4	340	680
BPS 5-10	460	920
BPS 11-15	680	1360
BPS 16-20	1240	2480

(b) Conveyance Allowances @ Rs.2480/- per month shall be admissible to those BPS-20, 21 & 22 officers who are not sanctioned official vehicle.

8. All existing rules/orders on the subject be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue be in force under this scheme.

S. No.22. – F.D. O.M. NO. F.1 (5) IMP/2011-419, DATED 4TH JULY, 2011.

SUBJECT: – *Revision of Basic Pay Scales, Allowances and Pension of Civil Servants of the Federal Government*

X X X X X X X X X X X

10. **Conveyance Allowance:**

i. Conveyance Allowance shall be admissible to all the civil servants in BPS-1 to 15 on revised rates as under:

BPS	EXISTING	REVISED (Rs. P.M.)
BPS 1-4	Rs.680.00 p.m.	Rs.850.00 p.m.
BPS 5-10	Rs.920.00 p.m.	Rs.1150.00 p.m.
BPS 11-15	Rs.1360.00 p.m.	Rs.1700.00 p.m.

- ii. All the Civil servants of the Federal Government (excluding those who are allowed monetized value of Transport or availing Transport Facility) shall be allowed Conveyance Allowance at the prescribed rates **irrespective of their place/station of duty.**

S. No. 23. – F.D. O.M. NO. F.3 (1)R-5/2010, DATED 15TH DECEMBER, 2011

SUBJECT:– *Revision in the Rate of Conveyance Allowance for the Civil Employees of the Federal Government BPS 1-4,*

The undersigned is directed to refer to para 10(i) of Finance Division, Regulations Wing O.M. No. 1(5)Imp./2011-419 dated 04-07-2011 and to state that it has been decided to revise the rate of Conveyance Allowance of the low paid civil employees working in BPS 1-4 from existing Rs. 850/- per month to Rs. 1150/- per month with immediate effect.

S. No. 24. – F.D. O.M. NO. F.3 (1)R-5/2010, DATED 3RD JULY, 2012

SUBJECT:– *Revision in the Rates of Conveyance Allowance for the Civil Servants of the Federal Government BPS 1-19,*

The undersigned is directed to refer to para 7(a) of Finance Division (Regulations Wing's) O.M. No. 1(1)Imp./2008 dated 30-06-2008 para 10(i) of O.M. No. 1(5)Imp./2011-419 dated 04-07-2011, O.M. No F.3 (1)R-5/2010, dated 15th December, 2011 and to state that it has been decided to revise the rates of conveyance allowance admissible to the civil servants working in BPS 1-19 as under w.e.f. 1st July, 2012: –

BPS	EXISTING	REVISED (Rs. P.M.)
BPS 1-10	Rs.1180.00 p.m.	Rs.1500.00 p.m.
BPS 11-15	Rs.1700.00 p.m.	Rs.2000.00 p.m.
BPS 16-19	Rs.2480.00 p.m.	Rs.5000.00 p.m.

S. No. 25. – F.D. O.M. NO. F.3 (1)R-5/2010, DATED 5TH SEPTEMBER, 2012

SUBJECT:— *Revision in the Rates of Conveyance Allowance for the Civil Servants of the Federal Government BPS 1-19 as well as Armed Forces Personnel,*

In partial modifications of Finance Division (Regulations Wing's) O.M. No. F.3(1)-R.5/2010 dated 03-07-2012 on the above subject, it has been decided to further revise the rates of Conveyance Allowance admissible to Civil Servants working in BPS 1-15 as under, applicable w.e.f 1st September, 2012, while the rate of Conveyance Allowance for Civil Servants in BPS 16-19 will remain the same:-

BPS	EXISTING	REVISED (Rs. P.M.)
BPS 1-4	Rs.1500.00 p.m.	Rs.1700.00 p.m.
BPS 5-10	Rs.1500.00 p.m.	Rs.1840.00 p.m.
BPS 11-15	Rs.2000.00 p.m.	Rs.2720.00 p.m.
BPS 16-19	Rs.5000.00 p.m.	Rs.5000.00 p.m.

2. The above said Conveyance Allowance shall be admissible to all the personnel of the Armed Forces in the pay scale equivalent to the BPS 1-19 w.e.f 1st September, 2012, on revised rates, wherever these are applicable as per rules.

S. No. 26. – F.D. O.M. NO. F.3 (1)REG-5/2010, DATED 1ST OCTOBER, 2013.

SUBJECT:— *Revision in the Rates of Conveyance Allowance for the Civil Servants BPS 20-22.*

The undersigned is directed to refer to Finance Division, Regulations Wing OM No.F.3(1)R-5/2010 dated 3-7-2012 and 5-9- 2012 on the above subject, and to say that it has been decided that Conveyance Allowance @ Rs.5000/- per month will also be admissible to officers in BPS 20-22 who are neither availing free transport facility nor have been allowed Monetization of Transport with immediate effect, wherever these rates are applicable under the rules.

S. No. 27. – F.D. O.M. NO. F.3 (1)R-5/2010, DATED 7TH JULY, 2014.

SUBJECT:— *Revision in the Rates of Conveyance Allowance for the Civil Servants of the Federal Government BPS 1-15 as well as Armed Forces Personnel,*

The undersigned is directed to refer to the Finance Division's O.M. No. F.3(1)-R.5/2010 dated 05-09-2012 on the above subject, and to state that Government has decided to enhance the Conveyance Allowance by 5% for employees in BPS 1-15 as under:-

BPS	EXISTING	REVISED
1-4	Rs. 1700/- p.m.	Rs. 1785/- p.m.
5 -10	Rs. 1840/- p.m.	Rs. 1932/- p.m.
11-15	Rs. 2720/- p.m.	Rs. 2856/- p.m.

2. The above said Conveyance Allowance shall be admissible to all Federal Government employees including Armed Forces and Civil Armed Forces in the pay scale BPS 1-15 or equivalent w.e.f 1st July, 2014, wherever these are applicable as per rules.

S. No. 28. – F.D. O.M. NO. F.3 (1)R-5/2010, DATED 1ST JULY, 2016

SUBJECT:— *Grant of Special Conveyance Allowance to Disable Employees.*

The President has been pleased to grant Special Conveyance Allowance to disable employees of Federal Government paid out of Civil Estimates and Defence Estimates, @ Rs.1000/- per month in addition to normal Conveyance Allowance, with effect from 1st July 2016. Following terms and conditions will be applicable for admissibility of this allowance:-

- a. It will be allowed to those Federal Government employees who have been appointed against disable employees' quota, or they have been declared/ certified as disable by an authorized Medical Board thereafter during service;
- b. It will not be admissible during leave of any kind, except medical leave upto one month or casual leave.

Computer Allowance

(61-70)

S. No. 1. – OFFICE MEMORANDUM NO. F. 3(6)R- 1/85, DATED THE 26TH JUNE, 1985.

SUBJECT:— *Grant of Computer Allowance to Computer Personnel.*

The undersigned is directed to state that the question of grant of suitable Computer Allowance to computer personnel has been engaging the attention of the Government for some time past. In order to attract and retain qualified computer personnel in Government Departments, it has been decided to allow Computer Allowance at a uniform rate of Rs. 500/-p.m. *w.e.f* 1-7-1985 to the following categories of computer personnel in organizations having main-frame computer:—

- | | | |
|--|---|---|
| <ol style="list-style-type: none"> 1. System Analyst/Chief System Analyst/Programmer (BPS-18). 2. Programmer/Assistant Programmer/System Analyst (BPS- 17). 3. Computer Operator/Console Operator (BPS-16). | } | <p>or others performing similar duties on main-frame computer in these scales</p> |
|--|---|---|

2. The above allowance would replace any allowance or special pay at present admissible to the above categories of computer personnel.

S. No. 2. – OFFICE MEMORANDUM No. F.3(6)R. 1/85, DATED THE 1ST JULY, 1986

SUBJECT:— *Grant of Computer Allowance to Computer Personnel.*

The undersigned is directed to refer to this Division's O.M. No. F. 3(6)R. 1/85, dated the 26th June, 1985, on the subject noted above and to state that in partial modification of the said O.M. it has been decided to allow the Computer Allowance of Rs. 500/- p.m. to the prescribed categories of computer personnel who are actually employed on whole-time basis, on computer work in Ministries/Divisions/Departments and other Government organizations irrespective of the fact whether main-frame computer is available or not in their organizations, provided they possess the minimum educational qualification, as given below:—

S. No.	Category	Educational Qualification
(i)	Computer Personnel in BPS- 18	Master's Degree in Computer Science or in Mathematics/ Physics/ Statistics/ Economics from a recognised University and computer training.
(ii)	Computer Personnel in BPS- 17	— do —
(iii)	Computer Personnel in BPS-16	Second Class Bachelor's Degree with Computer Science or Math/ Statistics/ Physics/Economics from a recognised University and computer training.

2. The above orders will take effect from 01-07-1986.

S. No. 3. – OFFICE MEMORANDUM NO. F. 3(3)R-1/88, DATED THE 1ST JULY, 1988

SUBJECT:– *Grant of Computer Allowance to Computer Personnel.*

The undersigned is directed to refer to this Division's Circular O.M. No. F. 3(6)R. 1/85, dated the 26th June 1985, and 1st July 1986, on the above mentioned subject and to state that it has been decided to enhance the existing rate of Computer Allowance of Rs. 500/- p.m. to Rs. 1000/- p.m. with effect from 1st July, 1988.

2. It has also been decided to allow Computer Allowance at the rate of Rs. 300/- p.m. to Key Punch Operators/Key Punch Verifying Operators/Data Entry Operators from 1st July, 1988.

3. All other existing terms and conditions regulating the grant of Computer Allowance would remain the same.

S. No. 4. – OFFICE MEMORANDUM NO.F. 3(3)R. 1/88, DATED THE 7TH AUGUST, 1988

SUBJECT:– *Grant of Computer Allowance to Computer Personnel.*

The undersigned is directed to refer to this Division's O.M. No. F. 3(3)-R. 1/88, dated the 1st July, 1988 on the above subject and to state that it has further been decided to allow Computer Allowance to the following categories of Computer Personnel *w.e.f* 1st August, 1988

- | | |
|------------------------------------|---------------|
| (a) Data Control Staff upto BPS-15 | Rs.500/-p.m. |
| w.e.f. 21-8-76 | |
| (b) Senior Computer Personnel in | Rs.1500/-p.m. |
| BPS-19 and above. | |

2. All other existing terms and conditions regulating the grant of Computer Allowance would remain the same.

S. No. 5. – OFFICE MEMORANDUM NO. F. 20(4) R. 5/90, DATED THE 25TH AUGUST, 1992.

SUBJECT:– *Grant of Computer Allowance to Computer Personnel.*

The undersigned is directed to state that the issues pertaining to Computer Allowance have been under consideration for some time past. With a view to clarifying the position in regard to admissibility of the allowance and avoiding irregular drawal of the allowance by non-entitled employees, following decisions have been taken which are communicated to Ministries/ Divisions/Departments for strict compliance.

(A) Basic Criteria

Computer Allowance will be admissible to the qualified and trained computer personnel in the Government departments employed whole-timely on computer in a full-fledged computer centre/cell. The computer centre/cell should be manned by a team of computer personnel who hold appointments under the prescribed recruitment rules. The admissibility of computer allowance shall be further subject to the following conditions.

(B) Designations, Qualification. Computer Training

The future incumbents in BPS-16 and above will be required to possess computer science degree (2nd Class Bachelor Degree for BPS-16 and 2nd Class Master's Degree for BPS-17 and above) along with prescribed computer training and experience as per recruitment rules. However, the existing beneficiaries holding following designations, qualifications, computer training and experience will draw computer allowance: –

(i) Computer Personnel below BPS-16

<i>Designations</i>	<i>Computer Training/Experience</i>
– Key Punch Operator	
– Key Punch Verifying Operator	
– Data Entry Operator	
– Assistant Supervisor (comp)	As prescribed in the recruitment rules of the posts
– Data Control Assistant	
– Data Processing Assistant	
– Data Processing Supervisor	
– Supervisor (Computer)	
– Data Coder	

(ii) Computer Personnel in BPS-16.

Designations	Qualification and Computer Training	Experience
– Data processing Assistant.	Second Class Bachelor Degree in Computer Science from a recognized University	As prescribed in recruitment rules of the posts.
– Computer/System Operator.	OR	
– Data Control Officer.	Those who possess Second Class Bachelor's degree in Statistics/ Maths/Economics/ Physics must possess computer training in at least one programming language <i>e.g.</i> COBOL, RPG-II, FORTRAN, PASCAL etc of a minimum duration of 4 months from a University Govt. Institution or Technical Board.	– do –
– Data Processing Officer.		

(iii) Computer Personnel in BPS-I 9 and above.

Computer allowance for Senior Computer Personnel will be admissible only in those departments where such personnel are physically and exclusively employed on computer jobs on whole-time basis in major computer installations. Following will be the requirements for admissibility of Computer Allowance to Senior Computer Personnel in BPS- 19 and above.

Post (s)	Qualification and Computer Training	Experience
The post(s) held must be in a hierarchy of computer personnel in the Govt. department with an in-house computer installation. The recruitment rules for such posts must require experience in computer software development, programming and system design.	As indicated at (iii) above for computer personnel in BPS-17 and BPS-18.	As prescribed in recruitment rules of the posts

(iv) Computer Personnel in BPS-17 and BPS-18.

Designations	Qualification and Computer Training	Experience
–Data Control Officer	Second Class Master's degree in computer Science from a recognized University.	As prescribed in recruitment rules of the posts.
–Data Processing Officer.	OR	
–Assistant/Junior Programmer.	Those who possess Second Class Master's Degree in Statistics/Maths/Economics/Physics must possess computer training in at least two programming languages e.g. COBOL, RPG-II, FORTRAN, PASCAL, etc of a minimum duration of six months from a University, Government Institution or Technical Board.	
–Programmer		
–Senior/Chief Programmer		
–Systems Analyst		
–Senior/Chief System Analyst.		

CERTIFICATE FOR SENIOR COMPUTER PERSONNEL IN BPS-19 AND ABOVE.

2. While submitting the claim to Audit for authorising the payment of computer allowance for Senior Computer Personnel in BPS-19 and above the following certificate will be issued under the signature of the Head of the Ministry/Division/Department: –

“It is certified that

- (i) Mr. (Name and Designation) is employed on computer job on whole-time basis in a full-fledged in-house computer centre/cell.
- (ii) The post of the officer is sanctioned for the Computer Centre/Cell and the officer has been appointed to the post as per recruitment rules.”

SCIENTIST, ENGINEERS & ECONOMISTS

3. The professionals like Scientists, Engineers and Economists will also be entitled to computer allowance provided they are employed whole-timely on system designing, programming and operation of computer system in full-fledged computer centre/cell.

4. Persons using computer as a tool for other work will not be eligible for Computer Allowance. Persons using PCs for furtherance of research or data will also not be eligible for the allowance. This restriction will apply to all categories of employees including those covered by para 3 above.

5. In case where an employee is promoted within the Computer Cell on a higher computer post but does not-possess the computer training prescribed for the higher post, he will continue to draw the computer allowance admissible at lower post till such time that he qualifies the required computer training for the higher post.

6. An employee who is transferred/promoted/posted outside the computer cell and is not deployed whole-timely on computer job will not be entitled for computer allowance even if he was working earlier in a computer cell on a computer job.

7. If an employee is working on computer/research/design jobs simultaneously, computer being his whole-time job, he will draw only Computer Allowance. Similarly if research work or design work is the whole-time job of an employee, he will draw only Research Allowance or Design Allowance, as the case may be, provided he fulfills the requirements laid down.

8. The facility of Computer Allowance will also be admissible to computer personnel in Autonomous/Semi-Autonomous Bodies/Public Sector Corporations which have adopted the scheme of Government pay scales and allowances in toto. The allowance in such organizations will be admissible at the same rates and on the same conditions as laid down in this O.M.

9. As for the Autonomous/Semi-autonomous bodies/Public Sector Corporations where pay scales are different from the Government, the matter will be referred to the Finance Division for consideration.

10. The instructions contained in this O.M. will be effective from 1st September, 1992.

11. The earlier instructions on the subject of Computer Allowance contained in the Finance Division's O. Ms. No. F. 3(6)RI/85 dated 26-6-1985, 1-7-1986 and O. Ms. No. F. 3(3)R. I/88 dated 1-7-1988 and 7-8-1988 will be deemed to have been modified to the extent of instructions contained in this O.M.

S. No. 6. – OFFICE MEMORANDUM NO. F. 20(4) R. 5/90, DATED THE 6TH NOVEMBER, 1995

SUBJECT:— *Grant of Computer Allowance to Computer Personnel.*

The undersigned is directed to refer to the Finance Division's O.M. No. 20(4) R. 5/90, dated 25TH August, 1992 on the above subject and to state that para 8 & 9 of the aforesaid O.M. may be deemed to have been modified to the following extent with immediate effect:-

Para-8 The facility of Computer Allowance will also be admissible to Computer Personnel in Autonomous/Semi-Autonomous Bodies/Public Sector Corporations, regardless of the fact whether they have adopted the Government Pay Scales and Allowances or not. The allowance in such organizations will be admissible at the same rates and on the same conditions as laid in the O.M. referred to above, with approval of the Finance Division.

Para-9 Deleted

2. This issues with the approval of the competent authority.

S. No. 7. – OFFICE MEMORANDUM NO. F.1(5)IMP/2001, DATED THE 4TH SEPTEMBER, 2001.

SUBJECT:— *Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (BPS 1 – 22) of the Federal Government (2001).*

The President has been pleased to sanction, with effect from 1st December, 2001, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and Pensions, 2001 for the civil employees of the Federal Government in BPS 1 to BPS 22 paid from the Civil Estimates and from the Defence Estimates respectively as shown in the following paragraphs.

x

x

x

x

ALLOWANCES

Computer Allowance. – The Computer Allowance shall be increased subject to the existing conditions of admissibility as under:

<u>Existing Rate</u>	<u>Revised Rate</u>
Rs. 500/-p.m	Rs. 750/-p.m.
Rs. 1000/- p.m.	Rs. 1500/-p.m.

S. No. 8.— F.D. O.M. NO. F.5(1)R.5/2011, DATED THE 7TH MAY, 2013.

SUBJECT:— *Grant of Computer Allowance to Computer Personnel*

The undersigned is directed to refer to the Finance Division's O.M. No. F.20(4) R-5/90, dated 25-08-1992 on the above subject and to clarify that computer allowance is allowed to computer personnel who fulfill the criteria as under:-

- a. Computer Personnel should be employed whole time *on* Computer, in a full-fledged computer centre cell, manned by a team of computer personnel who hold appointments under the prescribed recruitment rules.
- b. Persons using computer as a tool for other work will not be eligible for computer allowance.
- c. Terms and Condition as laid down in para 2 to 11 of the above cited OM as amended vide Finance Division O.M. No. 20(4)R-5/90 dated 06-11-1995 will be applicable.
- d. Computer personnel who were existing beneficiaries in August, 1992 should be holding designations, qualifications, computer training and experience as mentioned in para 1 (B) i, ii, iii, and iv of the Finance Division's OM No 20(4)R-5/90 dated 25-8-1992.
- e. Computer personnel appointed from 1st September, 1992, in BPS 15 and below should possess qualification and training as prescribed in recruitment rules of the posts.
- f. Computer personnel appointed from 1st September, 1992, in BPS 16 and above should possess 2nd Class Bachelor Degree in Computer Science for BPS 16 and 2nd class Master Degree in Computer Science for BPS-17 and above along with prescribed training and experience as per recruitment rules.

S. No. 9. — F.D. O.M. NO. F.5(1)R.5/2011-267, DATED THE 27TH MAY, 2016.

SUBJECT:— *Entitlement of Computer Allowance.*

- i) Computer Personnel / Web Master (BPS-17), having BS (CS) degree awarded after 4 years of post Intermediate education and recognized as equivalent to M.Sc by H.E.C, is entitled for Computer Allowance, if he fulfills the criteria for entitlement of computer allowance;
- ii) Computer Allowance is admissible to the civil servants who fulfill the prescribed criteria for entitlement in terms of Finance Division's O.M.No.F.5(1)R.5/2011, dated 7th May, 2013.

S. No. 10 .– F.D. O.M. NO. F.5(1)R.5/2011-298, DATED THE 2ND JUNE, 2016.

SUBJECT:– *Payment of Computer Allowance.*

The undersigned is directed to refer to Ministry of Defence O.M. No.8/9/D-7/(MAG)/2016, dated 25-05-2016 on the above subject and to clarify as under: -

- (a) Data Control Officers who were in BPS-16 before 1-9-1992 will be entitled to Computer Allowance @ Rs.1,500/- p.m. if they possess 2nd class Bachelors degree in Statistics / Mathematics / Physics and must possess compute training in at least one programming language of a minimum duration of 4 months from a University, Government Institution or Technical Board, in the light of para 1(B)(ii) of Finance Division O.M. No. 20(4)R-5/1990 dated 25-8-1992.
- (b) Data Coder (BPS-12) and Data Controlling Supervisor (BPS-14) who have been upgraded / promoted in BPS-16 after 1-9-1992, will be entitled to Computer Allowance @ Rs.1,500/- p.m. if they have the Bachelor of Science degree in Computer Science, in the light of para 1(B) of Finance Division O.M. No. 20(4)R-5/1990 dated 25-8-1992.
- (c) Data Controlling Officer who do not possess the required degree as mentioned in (a) and (b) above are entitled for Computer Allowance @ Rs.750/- p.m. in the light of para 5 of Finance Division O.M. No. 20(4)R-5/1990 dated 25-8-1992.

Dearness Allowance

(71-95)

S.No. 1.— OFFICE MEMORANDUM FROM GOVERNMENT OF INDIA, FINANCE DEPARTMENT, NO. F. 2(52)-W/44, DATED THE 25TH SEPTEMBER, 1944.

The Government of India have had under consideration the question of granting some relief to those Government servants who have so far received no dearness allowance or other form of cash protection from the prevailing high prices. After carefully examining the various proposals which have been made in this behalf, the conclusion has been reached that Government servants drawing pay above the existing limits for dearness allowance should be granted some direct financial relief to enable them to meet the increased cost of living. The Secretary of State has accordingly been pleased to grant a war allowance to services and officers under his rule-making control, on the following scale :—

- (1) Married Officers, drawing pay up to Rs. 1,000 will receive a war allowance equal to ten per cent of pay, subject to a minimum of Rs. 50 and with marginal adjustment up to Rs. 1,100.
- (2) Single Officers, drawing pay up to Rs. 750 will receive a war allowance equal to five per cent, of pay, subject to a minimum of Rs. 30 and with marginal adjustments up to Rs. 788.

2. The Governor-General-in-Council has also been pleased to extend the concession to his services and officers as follows:—

- (a) Gazetted Officers of the Central Services will receive the same scale of relief as in (1) and (2) above.
- (b) Non-Gazetted officers of the Central Services will receive a dearness allowance at existing rates or a war allowance at 10 per cent of pay whichever is greater.

3. For the purpose of these orders the term "Pay" will include personal pay and special pay but not overseas pay. The term "married" will include widowers with a dependent child or dependent children.

4. The war allowance at the above rates will be given with effect from 1st July, 1944 and up to the end of the war.

S.No. 2.— OFFICE MEMORANDUM FROM GOVERNMENT OF INDIA, FINANCE DEPARTMENT, NEW DELHI, NO. 1(25)-W. 11/45, DATED THE 8TH MAY, 1945.

SUBJECT:— *War Allowance.*

With reference to the Finance Department Office Memorandum No. F. 2(52)-W/44, dated the 25th September 1944, on the subject noted above, the undersigned is directed to state that as several points have been raised with regard to the admissibility of the allowance its amount, the decisions taken on them are set out below for information and guidance.

**(a) Drawing of the dearness allowance during leave*

- (i) The allowance will be admissible during the first four months of leave including leave preparatory to retirement irrespective of the nature and the length of the leave, except that the allowance will not be admissible during extra-ordinary leave or leave out of India.
- (ii) The allowance will be admissible at the rate at which the Government servant was drawing it immediately before proceeding on leave but if he is expected to return, on the expiry of his leave, to a post carrying a lower rate of pay than the one from which he proceeded on leave the allowance will be drawn at the rate admissible in the post to which he is expected to return.

A certificate stating whether or not there is likelihood of the Government servants returning to a post carrying a lower rate of pay should invariably be embodied in the order sanctioning the leave to the Government servant concerned.

- (iii) Subject to the provisions above the allowance will be admissible to Government servants who were on leave on the 1st July, 1944 (the date from which the allowance come into force).
- (iv) Single officers who get married during leave will be eligible for the allowance at the rate admissible to married officers, from the date on which they return to duty on the expiry of the leave and not from the date of marriage.

* Substituted by O.M. No. F. 11 (16)-E 11/46, dated the 7th April, 1947.

(b) *War Allowance liable to income-tax.*

The allowance is liable to income-tax under section 7 of the Indian Income-tax Act 1922. The tax should be deducted at source at the time of payment of the allowance at the rate applicable to the estimated total income of the Government servants under the head "Salaries" including the war allowance. In cases where tax has not been deducted from the allowance already paid, recovery should be made from the salary payable during the remaining months of the current financial year. Orders to the effect have already been issued by the Finance Department (Central Revenue) in their Office Memorandum No. 26(34)-IST-44, dated the 16th November, 1944.

(c) *War Allowance liable to recovery of house rent.*

The allowance is being included at present in the term "emolument" for the purpose of recovery of house rent under Fundamental Rule 45-C but the matter is being re-examined and a further communication will follow if a decision to the contrary is taken.

(d) *War Allowance to person in receipt of certain emoluments from Foreign Government and Indian States.*

Government servants in receipt of any emoluments of the nature of pay, leave salary or pension from Foreign Governments (*e.g.*, Burma) or Indian States, in addition to pay from Government will subject to their total emoluments not exceeding the limit prescribed for eligibility for war allowance, draw the allowance on the basis of their pay from Government. For the purpose of this paragraph pension as originally sanctioned, *i.e.*, before commutation if any, should be taken into account.

(e) *Admissibility of the Allowance to persons in Foreign Service.*

Government servants in foreign service may draw war allowance from the foreign employer on the basis of foreign service pay (excluding Overseas pay), if the foreign employer is willing to bear the cost and provided that the rates of as well as the monetary limits (including marginal adjustments for the eligibility of the allowance) are not higher than those sanctioned for Government servants.

(f) *Admissibility while on Deputation out of India.*

Government servants on deputation out of India for not longer than six months at a time, and drawing pay not exceeding the prescribed limits may be allowed war allowance at the rate at which the allowance would have been drawn had the officer not proceeded on deputation. The allowance will not be admissible to officers posted ex-India to specific posts, e.g., Government of India Trade Commissioners abroad.

(g) *Payment of the Allowance to persons appointed during the course of the month.*

In the case of persons appointed in the course of a month the eligibility for the allowance will be determined with reference to the monthly rate of pay on which the appointment is made and the amount of the allowance will be proportionate to the number of days of actual service in that month.

(h) *Admissibility to persons drawing varying rates of pay.*

Persons drawing varying rates of pay during the course of a month will be entitled to the allowance only if their total pay for the whole month is within the prescribed limits, and be paid the allowance calculated on their total pay for that month.

(i) *Definition of "pay" for purposes of grant of War Allowance.*

The term "pay" for purposes of regulating the allowance will include basic pay, special pay and personal pay only, and will exclude all other payments which reckon as pay or which may be so classified under Fundamental Rule 9(21) please see also paragraphs (d) and (k).

(j) *War Allowance to be rounded to the nearest rupee.*

In calculating the monthly rate of the allowance, fractions of a rupee less than eight annas will be ignored and amount of eight annas and more will count as one rupee. Past cases of payments in which calculations have been made otherwise need not be re-opened.

(k) *Grant of War Allowance to re-employed pensioners.*

Retired Government servants who have been or may be re-employed and who are allowed to draw their pension in addition to pay will be eligible to draw the allowance, if their pay *plus* pension has not exceeded the limits prescribed. In such cases the amount of the allowance will be calculated on *pay plus* pension as originally sanctioned, *i.e.*, before commutation, if any, for this purpose, only pension which is actually drawn will be taken into account and pension which is held in abeyance in full or in part will be ignored.

(l) *Admissibility to persons under suspension.*

Persons under suspension may be allowed to draw the war allowance at the rate at which they drew it prior to their being placed under suspension, or a portion of it, at the discretion of the authority competent to fix the subsistence grant during the period of suspension. In cases where a higher rate of subsistence grant than that admissible under Fundamental Rule 53(b) has been sanctioned, having regard to the present high cost of living war allowance should not ordinarily be granted in addition.

(m) *Grant to Gazetted officers in receipt of separation allowance.*

Married officers in receipts of separation allowance should be treated as "single" for purposes of the grant of war allowance and their allowance regulated accordingly.

*(n) *Drawing of the allowance where both the husband and the wife are employed.*

* Modified by O.M. No. F. 11 (16)-EII/46, dated the 13th January, 1947

No war allowance will be admissible to a married woman whose husband is in Government service whether she is paid from civil or defence estimate. A married woman holding a non-gazetted post whose husband is not in Government service is eligible for war allowance on certifying that her husband is not a Government servant. A married woman holding a gazetted post whose husband is not in Government service is eligible for war allowance at the single rate on certifying that her husband is not a Government servant. A widow without children is eligible for war allowance if holding a gazetted post at the single rate, if a non-gazetted post at the rate prescribed. A widow with a child or children will be eligible for the married rate of holding a gazetted post, otherwise for the non-gazetted rate. No recovery may be made if any payments have been made in the past otherwise than as indicated above.

(o) *Admissibility to officers on contract terms.*

The war allowance may be granted to officers engaged on contract who may be otherwise eligible for it irrespective of whether there is a provision in the contract for the grant to them of any concession or allowance of a general nature which may be sanctioned for officers of corresponding status in the regular service and subject to the condition that they have not already

been allowed in the fixation of their pay and element of compensation to meet the war time increase in the cost of living.

(p) *Admissibility to officers on adhoc rates of pay.*

The war allowance will be admissible only to those officers on *ad hoc* rates of pay whose pay was fixed without taking into account any allowance drawn by them prior to their appointment on the *ad hoc* rate of pay, and compensation for the war time increase in the cost of living.

(q) *Admissibility of war allowance to Military Officers in civil employ.*

Military Officers in civil employ drawing civilian rates of pay will be eligible for the allowance while military officer drawing military rates of pay and allowances will receive such increase as may be sanctioned for those who are serving in the Defence Forces. Orders to this effect have already been issued in this Department Office Memorandum No. F. 2(52)-W/ 44, dated the 28th October, 1944.

OFFICE MEMORANDUM FROM GOVERNMENT OF INDIA, FINANCE DEPARTMENT,
NO. F.11(3)-E.II/46, DATED THE 17TH JULY, 1946.

In continuation of the Finance Department New Delhi Office Memorandum No. F. 1(25) W.11/45, dated the 8th May, 1945, the decisions taken on certain further points are set out below for information and guidance.

1. *War allowance during leave.* – Orders have been issued in this Department letter No. F. 11(3)-E. 11/46, dated the 6th July, 1946, sanctioning the grant of war allowance during the entire period of leave ex-India. As regards leave in India, Burma, Ceylone etc., war allowance will be admissible during the first four months of leave other than extraordinary leave on the conditions set out in paragraph (a) of the Finance Department Office Memorandum No. F. 1(25)-W. 11/45, dated the 8th May, 1945, irrespective of the particular leave rules by which an individual officer is governed.

The question whether war allowance should be granted in India beyond the first four months of a period of leave is under consideration and a decision will be intimated in due course.

2. *Rate of war allowance during leave followed by transfer to a lower paid post.* – Paragraph (a) (ii) of the Office Memorandum, dated the 8th May, 1945 is to be interpreted literally even in cases where the amount of war allowance in the post carrying a lower rate of pay to which he is expected to return on the expiry of the leave is greater than to which he was entitled in the post from which he went on leave.

*3. *Admissibility of war allowance during joining time after leave on transfer to a post on a different rate of pay.* – The admissibility of war allowance during joining time after leave will be determined with reference to its admissibility immediately before the commencement of the joining time. In the cases of joining time falling under clause (a) or clause (d) of Fundamental Rule 107 (a) and (c) or the corresponding provision in the CSR. In the case of joining time under Fundamental Rules 105 (b) or (c) under the corresponding provision in the CSR the amount of the allowance should be the same as that provision if admissible under para. (a) (ii) of the Finance Department Office Memorandum dated the 8th May 1945, *i.e.*, according as the officer is expected to return to a post carrying the same or a higher rate of pay or (ii) a lower rate of pay.

4. *Admissibility of war allowance to persons drawing varying rates of pay.* – For paragraph (h) of the Finance Department Office Memorandum of the 8th May, 1945 the following shall be substituted: –

In the case of persons drawing varying rates of pay in the course of a month the admissibility as well as the amount the allowance will as under paragraph (g) be determined by the emoluments drawn during each particular broken period of a month.

5. The decision intimated in this Office Memorandum will take effect from the 1st April, 1945 and will apply to earlier cases which have not yet been decided. Cases already decided will not be re-opened.

* Please see also O. M. No. F 11(16)-EII/46 dated the 7th April, 1947.

S. No. 3. – OFFICE MEMORANDUM NO. F. 1(4)-PC. 1/49, DATED THE 1ST APRIL, 1949.

SUBJECT:— *Dearness, House-rent, Conveyance and Washing Allowances.*

The undersigned is directed to say that the Governor-General is pleased to sanction until further orders, the grant of the following rates of Dearness, House-rent, Conveyance and Washing Allowances to non-gazetted officers under his rule-making control, paid from Civil Estimates, including employees of the Railway and Posts and Telegraphs Departments and civilians paid from Defence Estimates:—

I—DEARNESS ALLOWANCES

Pay	Dearness Allowance
(i) Below Rs. 50 p.m.	Rs. 26 p. m. if residential accommodation is not provided by Government otherwise Rs. 24 p.m.
(ii) Rs. 50 p.m. and above, but not exceeding Rs. 100	Rs. 30 p.m. 27-1/2% of pay subject to a minimum of Rs. 30 P.m.
(iii) Exceeding Rs. 100 p.m. but not exceeding Rs. 175 p.m.	17-1/2% of pay subject to a minimum of Rs. 48 p.m.
(iv) Exceeding Rs. 175 p.m. but not exceeding Rs. 400 p.m.	
(v) Exceeding Rs. 400 p.m. but not exceeding Rs. 500 p.m.	Rs. 70 p. m.
(vi) Exceeding Rs. 500 p.m. but not exceeding Rs. 750 p.m. with marginal adjustment for individuals drawing more than Rs. 750 p.m.	Rs. 85 p. m.

Note.— Dearness Allowance at the higher rate, *viz.*, Rs. 26 p.m. shown at item (1) above, will be admissible to Class IV staff subject to the following conditions :—

- (a) that the Government servant has not been offered Government accommodation (a certificate of non-availability of Government accommodation will have to be given by the Head of Office before Dearness Allowance at Rs. 26 p.m. can be drawn).

- (b) that the Government servant is not residing with his/her wife/husband or son who is also a Government servant and has been provided with Government accommodation;
- (c) that the Government servant is not residing free of charge with any other Government servant who has been provided with Government accommodation.

2. Deleted.

3. In the case of Government servants (other than Railway employees), the revised rates of Dearness Allowance sanctioned in this Office Memorandum will take effect from the 1st January, 1949. With effect from the same date, all the existing allowances granted from time to time by the late Government of India to meet the high cost of living (including Dearness Allowance, Cost of Living Allowance, Interim Relief, Grain Compensation Allowance, Good Conduct and Personal Pay to Posts and Telegraphs employees, etc.) and the Consolidated Interim Relief sanctioned by the Government of Pakistan, will be discontinued.

4. In the case of Railway employees, the revised rates of Dearness Allowance will take effect from the 1st April, 1949, and from the same date the supply of food grains at concessional rates as well as such of the allowances referred to in para. 3 above, as are at present admissible to Railway servants, will be discontinued.

5. The orders contained in paras 3 and 4 above do not apply to local compensatory allowances which have been granted at some stations on account of the high cost of living at those stations, un-healthy climate or for other similar reasons and such compensatory allowances will continue to be admissible at the existing rates until further orders.

II. – HOUSE-RENT ALLOWANCE

6. House-rent Allowance will be admissible at Karachi, Lahore, and Rawalpindi, -----
----- at the rates mentioned below to all non-gazetted Government servants other than Class IV Government servants: –

Pay	House-rent Allowance
(i) Below Rs. 55 p.m.	Rs. 6 p.m.
(ii) Rs. 55 p.m. and above, but not exceeding Rs. 100 p.m.	Rs. 8 p.m.

- (iii) Exceeding Rs. 100 p.m. but not exceeding Rs. 250p.m. Rs. 10 p.m.
- (iv) Exceeding Rs. 250 p.m. but not exceeding Rs. 400 p.m. 4 Percent of pay subject to a maximum of Rs. 15 p.m. with marginal adjustment for officers, drawing pay up to Rs. 414 p.m.

7. All Class IV Government servants in Karachi, Lahore, Rawalpindi, Dacca, Chittagong and Saidpur who are not provided with free residential accommodation by Government will be entitled to a House-rent Allowance of Rs. 5 p.m. inclusive of the Rs. 2 included in the rate of Rs. 26 p.m. for Dearness Allowance mentioned in Section I.

8. At places other than those specified in paras 6 and 7 above, where House-rent Allowance is admissible at present, all non-gazetted Government servants (other than Class IV staff), will continue to draw the Allowance at the existing rates until further orders.

III.—CONVEYANCE ALLOWANCE

9. A Conveyance Allowance of Rs. 5 p.m. will be admissible at Karachi, Lahore, Rawalpindi, Dacca, Chittagong and Saidpur to all non-gazetted Government servants whose pay does not exceed Rs. 175 p.m. (with marginal adjustment for officers drawing pay upto Rs. 179 p.m.), provided the distance between their residence and the place of duty is not less than 3 miles.

IV.—WASHING ALLOWANCE

10. Washing Allowance of Rs. 1 p.m. will be admissible to all Class IV Government servants drawing pay less than Rs. 50 p.m.

Note. – The word “pay” wherever it occurs in the foregoing paragraphs will be interpreted to mean pay as defined in F. R. 9 (21).

11. The revised rates of House-rent, Conveyance and Washing Allowances sanctioned in this Office Memorandum will take effect from the 1st January, 1949, in the case of all non-gazetted Government servants including Railway employees.

12. These orders supersede all the existing orders relating to the grant of the Allowances mentioned in paras 3 and 4 above. They also supersede all orders regarding House-rent, Conveyance and Washing Allowances, in so far as they pertain to the rates of these allowances.

The other conditions regulating the grant of House-rent, Conveyance and Washing Allowances will continue to apply as heretofore.

13. A Class IV Government servant shall be allowed the option to continue on his existing pay and allowances, including Consolidated Interim Relief, if that be more favourable to him, subject to the following conditions:—

- (i) The right to continue on their existing pay and allowances does not, in the case of Class IV servants on the Railways, include the right to the continuance of the supply of food grains at concessional rates.
- (ii) The option to continue on the existing scales of pay and allowances must be exercised within 3 months of the date of issue of these orders. In the case of a Government servant who is on leave on the date of issue of these orders, the option must be exercised within three months of the date on which he returns to duty.
- (iii) In both the cases mentioned in sub-para (ii) above, the option can be exercised only once and will be final.
- (iv) If the option to continue on his existing scales of pay and allowances is not exercised by a Government servant within the period specified in sub-para. (ii) above, it will be assumed that the Government servant concerned has elected the prescribed scales of pay and allowances.

14. If, in any case, a non-gazetted Government servant to whom these orders apply, has drawn pay and allowances in excess of what would be admissible to him under these orders and the Central (Non-Gazetted) Civil Services (Revision of Pay) Rules, 1949, the recovery of the excess amount paid to him for the period from the 1st January, 1949, up to the date of these orders, shall be waived.

S. No. 4 .— OFFICE MEMORANDUM NO. F. 1 (4)-PCI/49, DATED THE 26TH JULY, 1949.

SUBJECT:—*Dearness Allowance.*

The undersigned is directed to invite attention to clauses (b) and (c) of the Note below para. 1 of this Ministry's Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April, 1949, on the subject noted above and to say that in cases where dearness allowance for Class IV Government servants is drawn at the rate of Rs. 26 p.m. the following certificate will be furnished to the Audit

officer in addition to the certificate prescribed in clause (a) of the Note below para. 1 of the Office Memorandum under reference: —

“Certified that individual certificates have been obtained and recorded in my office to the effect that the conditions prescribed in clause (b) and (c) of the Note below para. 1 of the Government of Pakistan, Ministry of Finance, Office Memorandum F. 1(4)-PCI/49, dated the 1st April, 1949 have been fulfilled.”

It is requested that the drawing and disbursing officers may be instructed accordingly.

S. No. 5. — OFFICE MEMORANDUM NO. F. 1(4)-PCI/49, DATED THE 11TH SEPTEMBER, 1949.

SUBJECT:— *Dearness, House-rent, Conveyance and Washing Allowances.*

A question has been raised whether the revised rates of Dearness Allowances etc., sanctioned in this Ministry's Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April, 1949 should be enforced in the case of the incumbents of non-gazetted posts whose prescribed scales of pay have not yet been notified under the Central (Non-Gazetted) Civil Services (Revision of Pay) Rules, 1949, or whether they should continue to draw the allowances as admissible to them prior to the issue of the above Office Memorandum. The undersigned is directed to state that it has been decided to allow such Government servants to continue to draw Dearness Allowances, etc., at the old rates until the prescribed scales of pay of their posts are notified, when they will be allowed the allowances at the revised rates sanctioned in this Ministry's Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April, 1949, with retrospective effect from the 1st January, 1949, necessary adjustments being made in accordance with the provisions of para. 14 of the Office Memorandum referred to above.

S. No.6. — OFFICE MEMORANDUM NO. P. 1(4)-PCI/49, DATED THE 30TH NOVEMBER, 1949.

SUBJECT:— *Dearness Allowance.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. P.1(4)-PCI/49, dated the 1st April, 1949, and to say that in calculating the monthly rate of Dearness Allowance sanctioned therein, fractions of a rupee less than eight annas will be ignored and amounts of eight annas and more will count as one rupee.

S. No. 7. – OFFICE MEMORANDUM NO. F. 1(4)-PCI/49, DATED THE 15TH FEBRUARY, 1950.

SUBJECT:— *Dearness Allowance.*

In continuation of this Ministry's Office Memorandum No. F. 1 (4)-PCI/49, dated the 30th November, 1949 on the subject indicated above, the undersigned is directed to say that if in any case Dearness Allowance has been calculated and paid in accordance with Rule 789 of the Central Government Compilation of the Treasury Rules, Vol. I, these cases need not be re-opened.

S. No. 8. – OFFICE MEMORANDUM NO. D. 498-PC/50, DATED THE 23RD FEBRUARY, 1950.

The Governor-General has been pleased to decide that in cases where the scale prescribed for a post under the Central (Non-Gazetted) Civil Services (Revision of Pay) Rules, 1949, is lower than the previously existing scale and the incumbent of the post has elected to retain the existing scale of the post but suffers a loss on account of the lower rate of Dearness Allowance admissible under the Ministry of Finance Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April, 1949, the Government servant concerned shall be granted a 'Personal Allowance' at the rates shown below:—

P. & T. Employees :

Equal to the difference between the total of Dearness Allowance, Good Conduct Pay and Grain Compensation Allowance, previously admissible and the Dearness Allowance admissible under the Ministry of Finance Office Memorandum No. F. 1(4)-PC1/49, dated the 1st April, 1949.

Non-P. & T. Employees :

- (a) *To those who were drawing Consolidated Interim Relief.* – Equal to the difference between the Consolidated Interim Relief previously admissible and the Dearness Allowance admissible under the Ministry of Finance Office Memorandum No. F. 1(4)-PC1/49, dated the 1st April, 1949.
- (b) *To others.* – Equal to the difference between the total of Grain Compensation Allowance, old Interim Relief and Dearness Allowance (admissible prior to the introduction of the Consolidated Interim Relief) and the Dearness Allowance

admissible under the Ministry of Finance Office Memorandum No. 1(4)-PC1/49, dated the 1st April, 1949.

S. No.9. – OFFICE MEMORANDUM NO. D. 740-PC/50, DATED THE 22ND MARCH, 1950.

SUBJECT:– *Dearness Allowance.*

The undersigned is directed to invite the attention of the Ministry of Interior etc., to this Ministry's Office Memorandum No. 498-PC/50, dated the 23rd February, 1950. The concession sanctioned therein is admissible only to those non-gazetted Government servants who have elected to retain their existing scales in exercise of the option allowed to them under the Central (Non-Gazetted) Civil Services (Revision of Pay) Rules, 1949, and not to those who have not yet exercised the option. It has now been decided, that in order to facilitate the work of audit officers, the following certificate will be recorded by the drawing officers on the bills wherein claims for the personal allowance are preferred:

“Certified that the persons for whom personal allowance has been claimed in terms of the Ministry of Finance Office Memorandum No. D. 498-PC/50, dated the 23rd February 1950, have elected to retain the existing scales which are higher than the prescribed scales for the posts. “

S. No. 10. – OFFICE MEMORANDUM NO. D. 1526-PC/50, DATED THE 15TH JULY, 1950.

The undersigned is directed to say that the orders issued in this Ministry's Office Memorandum No. D. 498-PC/50, dated the 23rd February, 1950, will take effect from the 1st January, 1949

S. No.11. – OFFICE MEMORANDUM NO. F.9(1)-PC/50, DATED THE 24TH OCTOBER, 1950.

SUBJECT:– *Drawing of Dearness Allowance during leave.*

The undersigned is directed to refer to Section 1 of this Ministry's Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April 1949, and to say that if a Government servant has been on regular leave during the whole or a part of a month, the rate of dearness allowance admissible to him as well as the amount of the allowance will be determined on the basis of the total emoluments (including leave salary) drawn during the month, but in calculating the allowance payable the period of leave without pay if any, will be excluded.

2. For the purpose of the admissibility of dearness allowance 'emoluments' include the amount drawn monthly by a Government servant as pay, special pay, personal pay and other payments classed as 'pay' Overtime allowance, fees and pension, house-rent and other compensatory allowances shall not be taken into account for the purpose of calculating the emoluments.

3. These orders will take effect from the 1st January, 1949.

S. No.12. – OFFICE MEMORANDUM NO. F. 9(2)-PC/50, DATED THE 16TH NOVEMBER, 1950.

SUBJECT:– *Dearness Allowance.*

The undersigned is directed to say that in supersession of the orders contained in this Ministry's Office Memorandum No. D. 1614-PC/50, dated the 11th July, 1950, the Governor-General has been pleased to decide that Class IV Government servants drawing a pay of Rs. 50 p.m. or more, are entitled to Dearness Allowance at the rate of Rs. 30 p.m.

2. These orders take effect from the 1st January, 1949.

S. No.13. – OFFICE MEMORANDUM NO. F. 3(2)-PCI/49, DATED THE 2ND AUGUST, 1951.

SUBJECT:– *Dearness Allowance for Class IV staff.*

In modification of the orders contained in paragraphs 1 and 7 of the Ministry of Finance, Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April, 1949, the Governor-General has been pleased to decide as follows :–

Dearness allowance of Rs. 26 per month sanctioned in the above Office Memorandum for Class IV Government servants drawing pay below Rs. 50 per month who are not provided with residential accommodation by the Government will be abolished and the allowance will be admissible at the uniform rate of Rs. 24 per month to this category of Government servants.

Class IV Government servants drawing a pay of Rs. 50 per month or more will continue to draw dearness allowance according to this Ministry's Office Memorandum No. F. 9(2)-PC/50, dated the 16th November, 1950.

These orders will take effect from the date of issue of this Office Memorandum.

S. No.14. – OFFICE MEMORANDUM NO. F. 10(21)-R.III/53, DATED THE 3RD MARCH, 1954.

SUBJECT:— *Grant of dearness allowance to Government servants under suspension.*

A copy of the late Government of India, Finance Department's Office Memorandum No. F. 2(40) W/43, dated the 20th July, 1943, on the subject mentioned above is circulated for the information of Ministries/Divisions. The term "Dearness Allowance" used in that Office Memorandum may be taken to cover "Cost of Living Allowance".

S.No.15. – OFFICE MEMORANDUM FROM GOVERNMENT OF INDIA, FINANCE DEPARTMENT, NO. F-2(40)-W/43, DATED THE 20TH JULY, 1943.

SUBJECT:— *Grant of dearness allowance to Government servants under suspension.*

Under Fundamental Rule 53 (b), a Government servant under suspension is entitled to draw a subsistence allowance not exceeding one-fourth of his pay. Since dearness allowance is not pay, it cannot be taken into account in calculating the amount of subsistence allowance, nor can it be granted in addition thereto. However since the strict enforcement of these provisions might result in hardship, the Government of India have decided that in any case in which the officer passing the order of suspension considers that having regard to the present high cost of living the amount admissible under Fundamental Rule 53 (b) is not sufficient for subsistence of the suspended Government servant and his family, he may allow him to draw the dearness allowance admissible or a proportion of it in addition to the subsistence allowance.

2. The question of formal amendment of Fundamental Rule 53 (b) is under consideration.

S. No.16. – OFFICE MEMORANDUM NO. F. 6(8)-R. III/54, DATED THE 7TH APRIL, 1954.

SUBJECT:— *Treatment of fractions of a rupee in pay for determining the rate of Dearness Allowance.*

The undersigned is directed to refer to Office Memorandum from this Ministry, No. 5(9)-RII/54, dated the 13th March, 1954, laying down the principle for the treatment of fractions of a rupee in the pay of Government servants for determining the rate of Cost of Living Allowance and to say that the same principle would apply *mutatis mutandis* in the case of Dearness Allowance.

S. No.17.— OFFICE MEMORANDUM NO. F.6(13)-R. III/54, DATED THE 6TH MAY, 1954.

SUBJECT:— *Dearness Allowance.*

Consequent on the issue of this Ministry's Office Memorandum No. F. 3 (2)-PC.1/49, dated the 2nd August, 1951, para. 1 of this Ministry's Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April, 1949 would be deemed to have been modified to the extent indicated below with effect from 2nd August, 1951:—

The phrase "Rs. 26 p.m. if residential accommodation is not provided by Government, otherwise" occurring against Item No. (i) under the column headed "Dearness Allowance" would be deleted.

The NOTE below para. 1 would be deleted.

S. No.18.— OFFICE MEMORANDUM NO. F. 1(7)-R.II(II)/57, DATED THE 18TH JUNE, 1957.

SUBJECT:— *Grant of an ad hoc increase of Rs. 3 p.m. in the existing rates of Dearness Allowance.*

The undersigned is directed to say that the President has been pleased to sanction, with effect from the 1st of April, 1957 and until further orders, an *ad hoc* increase of Rs. 3 p.m. in the amounts of Dearness Allowance at the existing rates admissible to all class III and class IV employees of the Central Government who are paid from Civil Estimates, including those employed in the Railway Division and the Posts and Telegraphs Directorate, and to the whole time staff paid from the contingencies. Orders regarding the Railway and Posts and Telegraphs staff, (other than those employed in the Railway Division and the Posts and Telegraphs Directorate) have been issued separately.

2. Part-time employees and staff engaged on daily wages would not be eligible for this increase.

3. The expenditure involved is debitable to the head "Allowances and Honoraria etc." in the relevant grants.

S. No.19. – OFFICE MEMORANDUM NO. P. 1 (7)-R II(II)/57, DATED THE 15TH JULY, 1957.

SUBJECT:– *Treatment of 50% Dearness Allowance as Dearness Pay.*

The undersigned is directed to say that the President has been pleased to decide that with effect from the 1st of April, 1957 and until further orders, 50% of the Dearness Allowance (as increased by this Ministry Office Memorandum of even number dated the 18th June, 1957) shall be treated as Dearness Pay for all purposes.

2. These orders will apply to all Class III and Class IV employees of the Central Government who are paid from Civil Estimates, including those employed in the Railway Division and the Posts and Telegraphs Directorate and to the whole time staff paid from contingencies. Orders regarding the Railway and Posts and Telegraphs staff, (other than those employed in the Railway Division and the Posts and Telegraphs Directorate) will be issued separately.

3. These orders will not apply to Part-time employees and staff engaged on daily wages.

S. No.20. – OFFICE MEMORANDUM NO. F.1(7)-RII(II)/57, DATED THE 23RD OCTOBER, 1957.

SUBJECT:– *Grant of an ad hoc increase of Rs. 3 in the existing rates of Dearness Allowance and treatment of 50% of Dearness Allowance as Dearness Pay.*

In continuation of this Ministry's Office Memoranda of even number, dated the 18th June, 1957 and 15th July, 1957 on the subject noted above, the undersigned is directed to say that the President has been pleased to sanction, with effect from the 1st April, 1957 and until further orders, an *ad hoc* increase of Rs. 3 p.m. in the amount of Dearness Allowance admissible at the existing rates to Class 11 (Non-Gazetted) employees of the Central Government.

2. The President has also been pleased to decide that with effect from the 1st April, 1957 and until further orders 50% of the Dearness Allowance (as increased) admissible to Class II (Non-Gazetted) employees of the Central Government shall be treated as Dearness Pay for all purposes.

3. These orders will apply to all Class II (Non-Gazetted) employees of the Central Government who are paid from Civil Estimates (excluding the Railway and Posts and Telegraphs staff other than those employed in the Railway Division and the Posts and Telegraphs Directorate).[***].

[***] The words 'and whole time staff paid from contingencies' deleted *vide* M. F. O. M. No. F-3 (25)-R II (I)/57, dated the 14th January, 1958.

4. These orders will not apply to part-time employees and staff engaged on daily wages.

S.No.21. – OFFICE MEMORANDUM NO. F.3(25)-RII(I)/57, DATED THE 22ND NOVEMBER, 1957.

SUBJECT:— *Grant of an ad hoc increase of Rs. 3 in the existing rates of Dearness Allowance and treatment of 50% of Dearness Allowance as Dearness Pay.*

The undersigned is directed to invite a reference to this Ministry Office Memoranda No. F. 1(7)-RII(II)/57, dated the 18th June, 1957, 15th July, 1957, and 23rd October, 1957, on the subject noted above and to state that the President has been pleased to decide that pending further orders no recoveries on account of Conveyance and Local Compensatory Allowance paid up to the 31st October, 1957 should be made from those Government servants who do not remain entitled to these allowances with effect from 1st April, 1957, as a result of the treatment of 50% of Dearness Allowance as Dearness Pay.

S. No.22. – OFFICE MEMORANDUM NO. F. 3(25)-RII(I)/57, DATED THE 26TH FEBRUARY, 1958.

SUBJECT:— *Treatment of 50% of Dearness Allowance as Dearness Pay.*

The undersigned is directed to invite a reference to this Ministry Office Memorandum No. F. 1(7) RII(II)/57, dated the 15th July, 1957 and to para 2 of the Office Memorandum of even number dated the 23rd October, 1957 on the subject noted above, and to state that it has been brought to the notice of this Ministry that the decision to treat 50% of the Dearness Allowance as Dearness Pay has resulted in the reduction of emoluments of certain categories of non-gazetted Government servants. After careful consideration, the President has been pleased to decide that the orders made in the above Office Memoranda will not apply to those Government servants who do not wish to avail themselves of the benefits sanctioned therein. Such Government servants should submit their option to the Head of the Department, in writing, within two *months of the date of these orders. The option, once exercised, shall be final.

These orders will take effect from 1st April, 1957.

* Extended up to 31st August, 1958 by the M. F. O. M. No. F. 3(25)-RII (I)/57, dated the 19th May 1958.

S. No.23.—OFFICE MEMORANDUM NO. F.1(3)-R II(II)/57, DATED THE 30TH SEPTEMBER, 1958.

SUBJECT:— *Grant of Dearness Allowance to Government Servants when both husband and Wife are in Government service.*

The undersigned is directed to say that, under the existing orders on the subject, if both husband and wife are in the Central Government service and the pay of either does not exceed Rs. 200 then both are entitled to the Dearness Allowance at usual rates. If one or both are in receipt of pay of more than Rs. 200, the one getting the lower rate of pay is not entitled to draw the Dearness/Cost of Living Allowance but the one getting the higher pay is entitled to draw the allowance.

2. The question of admissibility of Dearness/Cost of Living Allowance in such cases has been further considered and it has been decided that in cases where both husband and wife are employed under the Central Government both of them should be allowed Dearness/Cost of Living Allowance at existing married rates.

3. The above decision shall take effect from the 1st September, 1958.

S. No.24.— OFFICE MEMORANDUM NO. F. 6(5)-R (5)/60, DATED THE 29TH APRIL, 1960.

SUBJECT :— *Reduction of the 'Personal Allowance' admissible to non-gazetted staff on existing scales of pay by the amount of ad hoc increase of Rs. 3 p.m. in the rates of Dearness Allowance sanctioned in 1957 and of the Interim Relief of Rs. 4 p.m. sanctioned in 1958.*

The undersigned is directed to refer to this Ministry's O.M. No. D. 498-PC/50, dated 23rd February 1950 under which a 'Personal Allowance' was sanctioned to non-gazetted staff electing their existing scales of pay under the Central (Non-gazetted) Civil Service (Revision of Pay) Rules, 1949, and to say that a question has been raised as to whether that personal allowance is subject to reduction to the extent of the *ad-hoc* increase of Rs. 3 p.m. and Interim Relief of Rs. 4 p.m. sanctioned in this Ministry's Office Memoranda No. F. 1(7) RII (II)/57, dated 18th June, 1957 and No. F. 3(29)-RII (I)/58, dated 26th July, 1958 respectively. I am to point out that the 'Personal Allowance' referred to above was sanctioned with a view to compensating the non-gazetted staff electing existing scale of pay for the loss in their emolument resulting from the fact that the dearness allowance sanctioned on the recommendations of the Pakistan Pay Commission under this Ministry's O.M. No. F. 1(4)-PCI/49, dated the 1st April, 1949 in lieu of the pre-existing

allowances granted from time to time to meet the high cost of living had been made applicable to them. It is obvious that the loss referred to above is automatically made up as and when the amounts of dearness allowance at the rates laid down in this Ministry's O.M. dated the 1st April, 1949 are increased by the Government. The *ad-hoc* increase of Rs. 3 p.m. sanctioned in the O.M. of 18th June, 1957 and the Interim Relief of Rs. 4 p.m. sanctioned in the O.M. of 26th July, 1958 are increases in the amounts of dearness allowance at the rate laid down in the O.M. of the 1st April 1949. To the extent of these increases therefore the loss in emoluments referred to above must be treated to have been reduced as also the justification for the 'Personal Allowance' sanctioned in the O.M. of 23rd February, 1950 as a compensation for that loss. The Personal Allowance in question therefore has to be treated as absorbed by the amounts of the *adhoc* increase of Rs. 3 p.m. and of the Interim Relief of Rs. 4 p.m. referred to above.

S. No.25. — OFFICE MEMORANDUM NO. F. 3(29)-RII (I)/58/D. 231 -R (5)/60, DATED THE 18TH MAY, 1960.

SUBJECT : — *Question whether the ad hoc increase of Rs. 3 p.m. in the Dearness Allowance, Dearness Pay and the Interim Relief of Rs. 4p.m. are admissible to Government servants who are drawing Consolidated Interim Relief instead of the Dearness Allowance sanctioned in the Office Memorandum No. F. 1(4)/P.C. 1/49, dated 1st April, 1949.*

The undersigned is directed to say that :—

- (i) the *ad-hoc* increase of Rs. 3 p.m. in the existing rates of dearness allowance sanctioned in this Ministry's Office Memorandum No. F. 1(7)-RII (II)/57, dated 18th June, 1957;
- (ii) the conversion of 50% of dearness allowance into dearness pay sanctioned in this Ministry's Office Memorandum No. F. 1(7)-RII (II)/57 dated the 15th July, 1957 and
- (iii) the interim relief of Rs.4 p.m. sanctioned in this Ministry's Office Memorandum No.F.3(29)-RII (I)/58, dated the 26th July, 1958 :—

are concessions pertaining to, and part and parcel of, the scheme of dearness allowance sanctioned on the recommendation of the Pakistan Pay Commission in this Ministry's Office Memorandum No. F. 1(4)-PCI/49, dated the 1st April, 1949. Some categories of Government servants belonging to certain organisations for various reasons remained outside the scope of the orders regarding dearness allowance contained in the office Memorandum dated the 1st April, 1949, referred to above and were allowed to continue to draw the consolidated *interim* or other allowances, of

similar nature that had been in force before the coming into force of that Office Memorandum. To these categories of Government servants therefore, the orders sanctioning the concessions mentioned at (i), (ii) and (iii) above would not apply.

2. Some of these categories of Government servants had themselves elected, with the permission of the Government not to be governed by the dearness allowance orders contained in the Office Memorandum No. F. 1(4) PCI/49, dated the 1st April, 1949. They may possibly now prefer to change over from the pre-1949 Consolidated *Interim Relief* etc., to the Dearness Allowance sanctioned in the Office Memorandum of the 1st April, 1949 in order thus to be entitled to the three concessions mentioned at (i), (ii) and (iii) above. The President has been pleased to decide that they may be allowed this change-over as a special case, provided that they give their new option in this regard within *3 months of the issue of this Office Memorandum.

3. The President has further been pleased to decide that in the case of the Government servants, who chose to continue even after this to remain outside the purview of the dearness allowance orders contained in the Office Memorandum No. F. 1(4)-PCI/49, dated 1st April, 1949, a part of the pre-1949 Consolidated *Interim Relief* etc., admissible to them will henceforth be treated as dearness pay in terms of this Ministry's Office Memorandum No. F. 1(7)-RII(II)/57, dated the 15th July, 1957. The part of the pre-1949 Consolidated *Interim Relief*, etc., convertible into Dearness Pay would be equal to the amount of Dearness Pay that would have been admissible to the Government servant if he had been governed by the Dearness Allowance orders contained in the Office Memorandum No. F. 1 (4)-PCI/49, dated 1st April, 1949.

S.No.26. – OFFICE MEMORANDUM NO. F. 7 (5)-RI (RWP)/60, DATED THE 20TH SEPTEMBER, 1960.

SUBJECT:– *Increase in the existing rates of Dearness Allowance to the non-gazetted employees of the Central Government.*

The undersigned is directed to say that the President has been pleased to sanction, with effect from the 1st September, 1960, and until further orders, a further increase of Rs. 2 p.m. in the existing rates of Dearness Allowance to such non-gazetted Central Government employees paid from the Civil Estimates including Railways and P & T employees and Civilians paid from

*Extended up to 31-1-61 by M.F. O.M. No. F. 3 (15)-Reg. 2 (KAR)/60, dated the 27-12-60.

Defence Services Estimates as are serving in West Pakistan and whose pay does not exceed Rs. 100 p.m.

2. Orders regarding the Military and Civil Armed Forces personnel of corresponding category shall be issued separately.

3. The term 'pay' used in paragraph 1 above will mean pay as defined in F.R.9 (21).

S. No.27 – F.D. O.M. NO. F.1 (4)-(IMP)2006, DATED 24TH JUNE,, 2006.

SUBJECT:- *Grant of Dearness Allowance @ 15% of Basic Pay.*

The President has been pleased to sanction with effect from 1st July, 2006 and till further orders a Dearness Allowance @ 15 % of the basic pay p.m. to all the civil servants in BPS.1 to 22 of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff, contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment and to all the Armed Forces Personnel/Civil Armed Forces Personnel.

2. The amount of this Dearness Allowance:

- i. will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent.
- ii. will not be admissible to the employees during the tenure of their posting/deputation abroad.
- iii. will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad;
- iv. will be admissible during leave and entire period of LPR except during extra ordinary leave.

3. The above Dearness Allowance should be accommodated within the budgetary allocation for the year 2006-2007 by the respective Ministries/ Divisions/Departments and no supplementary grants would be given on this account.

S. No.28. – F.D. O.M. NO. F.1 (1)-(IMP)2007, DATED 13TH JULY, 2007.

SUBJECT:- *Revision Of Basic Pay Scales And Allowances Of Civil Employees Of Federal Government (2007).*

X X X X X X X X X

6. **Dearness Allowance:** Dearness Allowance @ 15% sanctioned w.e.f. 01-07-2006 shall stand frozen at the level of its admissibility as on 30-06-2007 and the amount shall continue to be admissible to the entitled recipients until further orders but it will not be admissible to new entrants joining Government service on or after 01-07-2007.

X X X X X X X X X

Interm Relief Allowance

(97-103)

S. No. 01.— OFFICE MEMORANDUM NO. F. 12(1)-EG-II/48, DATED THE 30TH NOVEMBER, 1948.

SUBJECT:— *Consolidated Interim Relief.*

The Government of Pakistan have decided that the consolidated interim relief as well as the additional interim relief for the Railways and Posts and Telegraphs employees sanctioned in the Ministry of Finance Resolution No. D-3834-E.G. 11/48, dated the 8th July, 1948, should be clarified as "Allowance".

S. No. 02. — OFFICE MEMORANDUM NO. F. 12(2)-E.G-II/48, DATED THE 7TH JANUARY, 1949.

SUBJECT:— *Consolidated Interim Relief.*

The undersigned is directed to refer to para. 4 of this Ministry's Resolution No. 3834-EGII/48, dated the 8th July, 1948, on the subject noted above and to state that the abolition of the Karachi Compensatory allowance and House Rent allowance as in the paragraph was effective only in so far as the personnel entitled to the Consolidated Interim Relief is concerned.

S. No. 03. — OFFICE MEMORANDUM NO. F. 3(29)-R II(I)/58, DATED THE 26TH JULY, 1958.

SUBJECT:— *Grant of Interim Relief on the Recommendation of Pay Inquiry Commission.*

The undersigned is directed to say that, on the recommendation of the Pay Inquiry Commission with regard to the interim relief that should be granted to the low-paid employees of the Central Government, the President has been pleased to sanction, with effect from the 1st July, 1958 and until further orders, an addition of Rs. 4 per month to the amounts of dearness allowance at the existing rates to non-gazetted civilian employees belonging to Class III and Class IV, who are paid from Civil Estimates, including those employed in the Railway Division and the Posts and Telegraphs Directorate, and whose pay does not exceed Rs. 250 per month, with marginal adjustment for those drawing more than Rs. 250 per month.

No part of this relief will be treated as pay.

This relief will not be admissible to un-married persons.

S. No. 04. – OFFICE MEMORANDUM NO. F. 1(6)-R II(10)/58, DATED THE 18TH DECEMBER, 1958.

SUBJECT:— *Grant of Interim Relief on the Recommendation of the Pay Inquiry Commission.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F.3(29)-RII(I)/58, dated the 26th July, 1958 on the subject noted above and to issue the following further clarification for the information and guidance of the Ministries and Division, etc.: –

- (i) The Interim Relief of Rs. 4 p.m. will also be admissible, subject to the requisite conditions, to the whole-time staff paid from contingencies.
- (ii) The Relief will also be admissible to Widowers with dependent child or children.

2. A question was asked whether written statements of the Government servants concerned to establish their matrimonial status should be accepted for the grant of the *Interim Relief*. The undersigned is to say that it is for the Head of Department concerned to satisfy himself, in whatever manner he may, that the requisite conditions in this regard are fulfilled in each case.

S. No.05. – OFFICE MEMORANDUM NO. F. 3 (8)-RI (RWP)/60, DATED THE 14TH NOVEMBER, 1960.

SUBJECT:— *Grant of Interim Relief.*

The undersigned is directed to say that the President has been pleased to sanction, with effect from the 1st November, 1960 and until further orders, an addition of Rs. 4 p.m. to the existing rates of dearness allowance admissible to the non-gazetted Class II Government servants who are paid from civil estimates, including those employed in the Railway Board and P & T Directorate and whose pay does not exceed Rs. 250 p.m. (with marginal adjustment for those drawing pay upto Rs. 253 p.m.).

2. The conditions laid down and clarifications given in the Ministry of Finance's O.M. No. F. 3 (29)-RII (I)/58, dated the 26th July, 1958 and the 20th October, 1958 and F. 1(6)-RII (II)/58, dated the 18th December, 1958 will also apply *mutatis mutandis* to the grant of this relief.

S. No.06. – OFFICE MEMORANDUM NO. F. 7 (9)-RI (RWP)/62, DATED THE 22ND AUGUST, 1962.

SUBJECT:— *Grant of Relief to low paid employees of the Central Government.*

The undersigned is directed to state that, pending consideration of the report of the Pay & Services Commission, the President has been pleased to sanction, with effect from the 1st July, 1962, and until further orders, relief equal to 10% of basic pay, subject to a minimum of Rs. 5 per mensem and a maximum of Rs. 25 per mensem, to civilian employees of the Central Government, including employees of the Post Office and Telegraph and Telephones Departments and civilians paid from Defence Services Estimates, who are drawing pay upto Rs. 600 per mensem Marginal adjustment will be allowed to those drawing pay upto Rs. 624 per mensem.

2. Relief shall not be admissible to those categories of Government employees whose wages or remuneration is based on local conditions or market rates.

3. The grant of the relief sanctioned in para 1 above shall be subject to the following further conditions: –

- (i) The relief will be merged in the increase to which the categories of Government Servant mentioned in para. 1 above may become entitled according to the decisions which the Government may take on the recommendations of the Pay and Services Commission.
- (ii) For the purpose of the maximum limit of Rs. 600 p.m. mentioned in para. 1 above, "Pay" shall mean pay as defined in F.R. 9(21).
- (iii) No part of this relief will be treated as pay.
- (iv) The relief will be admissible in addition to the *interim* relief sanctioned to certain non-gazetted Class II, Class III and Class IV employees in this Ministry's Office Memoranda No. F. 3 (29) RII (I)/58, dated the 26th July, 1958 and No. 3(8)-R. I (RWP)/60, dated the 14th November, 1960.
- (v) The relief will be admissible during leave, except extraordinary leave, as a separate payment not affected by calculation of average pay, half average pay etc. During

leave preparatory to retirement it will be admissible only for the first four months of the leave.

Fractions of a rupee will be rounded off to the nearest rupee.

S. No. 07. – OFFICE MEMORANDUM NO. F.9(15)-RI(RWP)/63, DATED THE 12TH JUNE, 1963.

SUBJECT: – *Grant of relief to the low paid Government servants vis-a-vis pensioners re-employed in the Central Government.*

The undersigned is directed to invite a reference to this Ministry O.M. No. F. 7 (9)-RI (RWP)/62, dated the 22nd August, 1962, regarding grant of relief to the employees of the Central Government and to state that it has been decided that the relief, subject to the provisions in that O.M. shall be granted to re-employed pensioners also for the period from 1st July, 1962 upto 30th November, 1962 in the cases of non-gazetted Government servants and until further orders in the case of Gazetted Government servants. In their case:

- (1) 'Pay' for the purpose of the maximum limit of Rs. 600 p.m. shall mean
 - (i) Pay plus pension, when pension is drawn in addition to pay ; and
 - (ii) Pay drawn, when entire pension has been held in abeyance as a condition of re-employment.
- (2) *Basic* pay for the purpose of relief at 10% thereof will be the pay plus pension in the cases falling in category (i) above *provided* that when pay plus pension exceeds the maximum pay of the post in the prescribed scale relief will be restricted to 10% of the maximum pay of the post. In cases falling in category (ii) above relief will be calculated at 10% of the pay drawn to the limit of the maximum of the prescribed scale of the post.

Note. – The word 'Pension' used above refers to the amount of pension originally sanctioned (*i.e.* before commutation/surrender, if any) less the amount of pension, if any, held in abeyance as a condition of re-employment.

S. No. 08. – OFFICE MEMORANDUM NO. 1864-RI/64, DATED THE 7TH OCTOBER, 1964.

SUBJECT: – *Grant of relief to the pensioners re-employed in the Central Government.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. 9(15)-RI/63. dated the 12th June, 1963 on the subject noted above, and to say that the interim relief sanctioned therein should be stopped forthwith in cases where the re-employed pensioners have been brought on to the Revised Prescribed/New Scales of Pay.

Ad-hoc Relief Allowances

(105-126)

S. No. 01. – OFFICE MEMORANDUM NO. 8(I)-R5/69, DATED THE 21ST FEBRUARY, 1969.

SUBJECT:— *Grant of ad-hoc relief to low-paid employees of Central Government.*

The undersigned is directed to say that the question of granting relief to the low paid employees of Central Government has been under consideration for some time past and the President has been pleased to sanction an *ad hoc* relief to all Class IV, Class III and Class II (non-gazetted) Government servants, including Civilians paid from Defence estimates, drawing pay upto Rs. 500 p.m. at the following rates :—

- (a) Those drawing pay upto and including Rs. 100/- p.m. 20% of basic pay.
- (b) Those drawing Rs. 101/- p.m. to Rs. 200/- p.m. Inclusive. 15% of basic pay subject to a minimum of Rs. 20/-
- (c) Those drawing above Rs. 200/- to Rs. 500/- p.m. inclusive. 10% of basic pay, subject to a minimum of Rs. 30/-.

Note.— Marginal adjustments will be made for those drawing pay above Rs. 500 p.m.

2. The *ad-hoc* relief, at the above rates will also be admissible to the whole time staff paid from contingencies and to Work-charged staff employed on monthly wages.

3. No part of this relief will be treated as 'pay'.

4. These orders shall take effect from 1st March, 1969, and shall remain in force until further orders.

S. No. 02. – OFFICE MEMORANDUM NO. F. 8(2)-R5/69, DATED THE 21ST FEBRUARY, 1969.

SUBJECT :— *Ad-hoc relief to the Employees of the Autonomous and Semi-autonomous Bodies.*

The undersigned is directed to refer to this Ministry's O.M. No. F. 8(1)-R5/69 dated 21st February, 1969, regarding grant of *ad-hoc* relief to low-paid employees of the Central Government and to say that Ministries/Divisions may suggest to autonomous and semiautonomous bodies under their administrative control to consider the desirability of allowing to their employees

ad-hoc relief within the scope of the O.M. referred to above. In doing so, the pay structure of their employees, differential with Government scales, fringe benefits and agreements with employees unions, if any, should be fully taken into consideration.

S. No. 03. – OFFICE MEMORANDUM NO. F. 8(1)-R5/69, DATED THE 7TH JUNE, 1969

SUBJECT:— *Grant of Ad-hoc Relief to Low-Paid Employees of Central Government.*

The undersigned is directed to refer to this Ministry's O.M. No. F. 8(1)-R5/69, dated the 21st February, 1969, on the subject noted above, and to say that, both for the purpose of determining the admissibility of the relief and calculating the actual amount thereof, pay as defined in F.R. 9(21) (a) (i) should be taken into account.

S. No. 04. – OFFICE MEMORANDUM NO. 4(7)-RI/71, DATED THE 23RD DECEMBER, 1971.

SUBJECT:— *Grant of Ad-hoc Relief to Low-Paid Employees of Central Government – admissibility during leave.*

The undersigned is directed to refer to paragraph 3 of this Ministry's Office Memorandum No. 8 (1)-R5/69, dated the 21st February, 1969, according to which no part of the above *Ad-hoc* Relief is treated as pay.

2. A doubt has been raised as to whether and to what extent the above *Ad-hoc* Relief is admissible during leave. It is hereby clarified that this *Ad-hoc* Relief, although it is not to be treated as pay for any purpose, would be admissible during leave, except during extra-ordinary leave and except after the first four months of the leave preparatory to retirement, to the extent that it would have been admissible if it had been treated as part of pay.

S. No.05. – OFFICE MEMORANDUM NO. F. 1(31)-IMP. II/89, DATED THE 22ND JULY, 1989.

SUBJECT:— *Grant of All-hoc increase to Civilian Employees of Federal Government drawing pay in BPS 1-16.*

The President has been pleased to sanction with effect from 1st July, 1989 and until further orders an *adhoc* increase @ 5% of pay to the civil servants and Government employees of Railway, Post Office and T&T Departments as well as civilian paid from Defence Estimates drawing pay in

BPS 1 to 16. The indexation of pay sanctioned in this Division O.M. No. 1 (31)-IMP. II/88, dated the 1st July, 1988 will continue to be admissible in addition to the *ad hoc* increase being sanctioned now:—

2. The above increase:

- (i) will be classified as a Compensatory Allowance and will not be subject to income tax;
- (ii) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of house rent under FR 45-C.
- (iii) will be admissible during leave and entire period of the leave preparatory to retirement except during extra ordinary leave.
- (iv) will not be admissible to the civil servants posted abroad.

3. In calculating *ad hoc* increase, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

S. No.06.— OFFICE MEMORANDUM NO. F. 1(13)-IMP. II/90, DATED THE 10TH JULY, 1990.

SUBJECT:— *Grant of Adhoc Increase to Civilian Employees of Federal Government drawing pay in BPS 1 to 22.*

The President has been pleased to sanction with effect from 1st July, 1990 and until further orders an *ad hoc* increase @ 10% of existing pay to the civil servants and Government employees of Railways, Post Office and T&T Department as well as civilians paid from Defence Estimates drawing pay in BPS-1 to 22. The indexation of pay sanctioned in this Division's O.M. No. F. 1(13) Imp. II/88 dated 1st July, 1988 and 5% *ad hoc* increase sanctioned in this Division's O.M. No. F. 1(13) Imp. II/89 dated 22-7-1989 will continue to be admissible in addition to the *ad hoc* increase being sanctioned now.

2. The above increase:

- (i) will be classified as an additional compensatory allowance and will not be subject to income tax ;
- (ii) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of house rent under FR 45-C.

- (iii) will be admissible during leave and entire period of the leave preparatory to retirement except during extra ordinary leave, and
- (iv) will not be admissible to the civil servants posted abroad.

3. In calculating *ad hoc* increase, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise and more will count as one rupee.

S. No. 07.— OFFICE MEMORANDUM NO. F. 1(14)-IMP. II/90, DATED THE 20TH SEPTEMBER, 1990.

SUBJECT:— *Grant of Adhoc Increase to the Employees of Corporations/Autonomous/Semi-Autonomous Bodies etc.*

In continuation of the Finance Division's O.M. of even number dated July 10th, 1990 and September 13th, 1990, the President has been pleased to sanction with effect from 1st July, 1990 and until further orders an *ad hoc* increase @ 10% of pay to the employees of the Corporations/Autonomous/Semi-Autonomous Bodies, subject to the fulfillment of the following conditions, if any, of these are applicable to them: —

- (i) They will obtain clearance from their Board of Directors/Governors;
- (ii) they will meet the expenditure in connection with this increase from their own/within the budget allocation without asking for additional budget/supplementary grant from the Government;
- (iii) without putting into further loss to the corporation/Share holders;
- (iv) keeping in view the resource position and any assurance or undertaking they have given to Aid/Loan giving agencies; and
- (v) that no *ad hoc* increase has been allowed to the employees of Corporations/Autonomous/Semi-Autonomous Bodies since the revision of pay scales in 1987 or last revision. In case any increase has been allowed since the last revision of pay scales this increase will be adjusted.

2. The above increase :

- (i) will be classified as a Compensatory Allowance and will not be subject to income tax;

- (ii) will not be treated as part of emoluments for the purpose of calculation of pension and recovery of house rent under FR 45-C;
- (iii) will be admissible during leave and entire period of leave preparatory to retirement except during extra ordinary leave;
- (iv) will not be admissible to the employees posted abroad.

3. The above increase will not be admissible to the Unionized Staff, whose wages are determined through CBA./agreements in terms of Industrial Relations Ordinance, 1969 as amended from time to time and charters of the organization concerned.

4. In calculating *ad hoc* increase fraction of a rupee which is less than fifty paises, will be ignored and that of fifty paises and more will count as one Rupee.

S. No. 08. – OFFICE MEMORANDUM NO. F. 1(26) IMP. II/92, DATED THE 16TH SEPTEMBER, 1992.

SUBJECT :– *Grant of Adhoc Relief to Civilian Employees of Federal Government drawing pay in BPS 1-16.*

The undersigned is directed to refer to this Division's O.M. No. F. 1 (26) Imp. II/92 (i), dated 20-7-1992 on the subject noted above. Competent authority has been pleased to approve that the contingent paid staff in regular pay scales would also be entitled to *ad hoc* relief of Rs. 100/- p.m. sanctioned *vide* our O.M. referred to above with effect from 1-7-1992.

S. No. 09. – OFFICE MEMORANDUM NO. F. 1(9) IMP./94, DATED THE 26TH MARCH, 1994.

SUBJECT:– *Adhoc Relief to the Government Employees.*

The President has been pleased to sanction *w.e.f.* 1-4-1994 and until further orders, and *ad hoc* relief of Rs. 50/- p.m. at uniform rate to all employees in B 1 to 22 of the Federal Government including Defence Forces and Civilian paid from Defence Estimates and employees of banks, DFIs and public sector Corporations/Autonomous/Semi-Autonomous Bodies. Employees appointed on contingent, contract and daily wages basis are also be eligible to receive the above *ad hoc* relief *w.e.f.* 1-4-1994.

2. The above relief:—

- (i) will be classified as a compensatory allowance and will not be subject to income tax.
- (ii) will not be treated as part of emoluments for the purpose of calculation of pension and recovery of house rent under F.R. 45-C.
- (iii) will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.
- (iv) will not be admissible to the civil servants posted abroad.

S. No. 10.— OFFICE MEMORANDUM NO. F. 1 (17)IMP/97, DATED THE 5TH MARCH, 1997.

SUBJECT:— *Grant of Adhoc Relief to Civil Servants of Federal Government drawing pay in BPS 1 to 16.*

The Prime Minister has been pleased to sanction with effect from 1st March, 1997 and until further orders, adhoc relief at a uniform rate of Rs. 300/- per month to the Civil Servants of the Federal Government in B.1 to 16 inclusive of those who are in B-17 by virtue of move-over as well as the employees of Railways, Post Office and T&T Department Civilians paid from Defence Estimates drawing pay in B.1 to 16 inclusive of those who are in B-17 by virtue of move-over.

2. The above increase:-

- i) will not be treated as part of emoluments for the purpose of recovery of house rent under F.R. 45-C;
- ii) will be admissible for the entire period of leave including leave preparatory to retirement;
- iii) will not be admissible for the entire period of leave including leave preparatory to retirement;
- iv) will not be admissible to Civil Servants posted abroad.

S. No. 11.— OFFICE MEMORANDUM NO. F. 1 (17) IMP/97 (i), DATED THE 26TH MARCH, 1997.

SUBJECT:— *Grant of Adhoc Relief to Civil Servants of Federal Government drawing pay in BPS 1 to 16.*

In continuation of this Division's O.M of even number dated 5th March, 1997 the President has been pleased to sanction with effect from 1st March, 1997 and until further orders, adhoc relief

at a uniform rate of R. 300/- per month to contingent paid and contract employees, daily wages employees and work charge employees working in the Ministries/Divisions/Departments and Subordinate Offices as well. The adhoc relief of Rs. 300/- per month will be admissible on Orderly Allowance also on the terms and conditions laid down in the O.M dated 5th March, 1997 referred to above.

S. No. 12.— OFFICE MEMORANDUM NO. F. 1 (17) IMP./97 (ii), DATED THE 26TH MARCH, 1997.

SUBJECT:— *Grant of Adhoc Relief to the employees of corporations, autonomous/semi-autonomous bodies.*

The President has been pleased to sanction with effect from 1st March, 1997 and until further orders, adhoc relief at a uniform rate of Rs. 300/- per month for those employees of public sector corporations and autonomous/semi-autonomous bodies who are in BPS.1-16 or equivalent. This would include those who are in BPS-17 by virtue of move-over except those who are covered under the Industrial Relations Ordinance and/or whose financial terms of service are settled through Collective Bargaining Agents. Besides, it will be subject to the fulfillment of the following conditions, if any, of these are applicable:-

- a. Organizations will obtain clearance from their respective Boards of Directors/Governers;
- b. Organizations will meet the expenditure in connection with this increase from their own budget allocation without asking for additional budget / supplementary grants from government;
- c. Organizations will ensure that this does not lead to further losses to them and their shareholders;
- d. Organizations will keep in view their resource position and any assurance or undertaking they may have given to aid/loan giving agencies

The adhoc relief @ Rs. 300/- per month will be admissible also to contingent paid and contract employees, daily wages employees and work charge employees working in the Autonomous/Semi-Autonomous Bodies and Corporations as well.

2. This increase:

- i) will not be treated as part of emoluments for the purpose of recovery of house rent under F.R. 45-c;

- ii) will be admissible for the entire period of leave including leave preparatory to retirement;
- iii) will not be admissible during extra-ordinary leave; and
- iv) will not be admissible to the Civil Servant posted abroad.

S. No. 13. – OFFICE MEMORANDUM NO. F. 1 (9) IMP/99, DATED THE 31ST DECEMBER, 1999.

SUBJECT: – *Grant of Adhoc Relief @ Rs. 100/- p.m. to the Federal Government Servants in BPS 1-16.*

The President has been pleased to allow *Adhoc Relief @ Rs. 100/- p.m. w.e.f. 1-1-2000* and until further orders to the Civilian employees of the Federal Government as well as Civilians paid from Defence Estimates and Armed Forces Personnel who are in BPS 1 to BPS 16/equivalent. The employees who are in BPS-17 by virtue of move-over will also be entitled to this *adhoc relief*.

1. The above *adhoc relief*:
 - (a) will be subject to Income Tax.
 - (b) will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.
 - (c) will not be treated as part of emoluments for the purposes of calculation of Pension and recovery of House Rent.
 - (d) will not be" admissible to the employees posted/deputed abroad from the country.
 - (e) will be admissible during the period of suspension.
 - (f) will not be admissible during extra-ordinary leave.

S. No. 14. – OFFICE MEMORANDUM NO. F. 1 (9) IMP/99(I), DATED THE 31ST DECEMBER, 1999.

SUBJECT : – *Grant of Adhoc relief @ Rs. 100/- p.m. to the employees in BPS 1 – 16 of Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.*

The President has been pleased to allow *Adhoc Relief @ Rs. 100 p.m. w.e.f. 1-1-2000* and until further orders to the employees in BPS 1–16 of Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.

2. This Allowance will be regulated as under:

- (a) It will be subject to Income Tax
- (b) It will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.
- (c) It will not be treated as part of emoluments for the purposes of calculation of Pension and recovery of House Rent.
- (d) It will not be admissible to the employees posted/deputed abroad from the country.
- (e) It will be admissible during the period of suspension.

3. The cases of the Autonomous/Semi Autonomous Bodies and Public Sector Corporations who have not adopted the Government Pay Scales in toto will continue to be examined by the Standing Committee constituted vide Finance Division's O.M. No. F. 1 (I) Imp/94, dated 26-6-99.

S. No. 15. – OFFICE MEMORANDUM NO. F. 1 (9) IMP/99(II), DATED THE 22ND FEBRUARY, 2000.

SUBJECT:– *Grant of Adhoc relief @ Rs. 100/- p.m. to the employees in BPS 1 – 16 of Autonomous/Semi Autonomous Bodies who have adopted Government Pay Scales in toto.*

The undersigned is directed to refer to this Division's O.M. No. F. 1(9) Imp/99 (i), dated 31-12-1999 on the above subject and to say that *Adhoc Relief* of Rs. 100/-p.m. is also admissible to the employees who are in BPS 17 by virtue of Move-Over in Autonomous/ Semi Autonomous Bodies who have adopted Government Pay Scales in toto.

S. No. 16.— OFFICE MEMORANDUM NO. F. 1 (5) IMP/2001, DATED THE 4TH SEPTEMBER, 2001.

SUBJECT:— *Discontinuation of Allowances.*

The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 1-12-2001.

- i) Cost of Living Allowance to BS 1 to BS 22 @7% of basic pay
- ii) *Adhoc relief of Rs. 300/- p.m. and Rs. 100/- p.m. to BS 1 to 16 (inclusive of BPS-17 by virtue of Move Over).*
- iii) Secretariat/Personal Allowance.

S. No. 17.— OFFICE MEMORANDUM NO. F. 1 (8) IMP/2004, DATED THE 1ST JULY, 2004.

SUBJECT:— *Grant of ad-hoc relief @ 15% of basic pay.*

The President has been pleased to sanction with effect from 1st July, 2004 and till further orders an Ad-hoc Relief @ 15% of the basic pay p.m. to all the civil servants in BPS 1 to 22 of the Federal Government as well as the civilians paid from Defense Estimates including contingent paid staff, retired civil servants re-employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment and to all the Armed Forces Personnel/Civil Armed Forces Personnel.

2. The amount of this Ad-hoc Relief:

- i) Will be subject to Income Tax.
- ii) Will be admissible during leave and entire period of LPR except during extra ordinary leave.
- iii) Will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent.
- iv) Will not be admissible to the employees during the tenure of their posting/deputation abroad.

3. The above Ad-hoc Relief should be accommodated within the budgetary allocation for the year 2004-2005 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

S. No. 18. – OFFICE MEMORANDUM NO. F. 1 (1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT:– *Revision of Basic Pay Scales, Allowances and Pension of Civil Employees of Federal Government (2005).*

The President has been pleased to sanction the revision of Basic Pay Scales Allowances and Pension w.e.f. 1st July, 2005 for the civil employees on the Federal Government, paid from the civil estimates and from the Defence estimates as detailed in the following paragraphs: –

Special Relief Allowance and Adhoc Relief:

Special Relief Allowance and Adhoc Relief sanctioned w.e.f. 1-7-2003 and 1-7-2004 respectively shall stand frozen at the level of their admissibility as on 30-6-2005 and the amount shall continue to be admissible to the entitled recipients until further orders but it will cease to be admissible to new entrants joining Government service on or after 1-7-2005 as well as to those employees to whom it was ceased to be admissible under the existing conditions.

S. No. 19. – OFFICE MEMORANDUM NO. F. 1 (8) IMP/2004, DATED THE 10TH JANUARY, 2005.

SUBJECT:– *Grant of ad-hoc relief @ 15% of basic pay.*

In continuation of this Division's O.M.No.F.1(8) Imp/2004, dated 01.07.2004 on the above subject, the undersigned is directed to clarify that the Ad-hoc Relief @ 15% of basic pay granted w.e.f. 01.07.2004 is also admissible to those contract employees and the retired re-employed Armed Forces Officers/personnel who hold civil posts in Basic Pay Scales on standard terms and conditions of contract appointment contained in Establishment Division's O. M No.10/52/95-R.2, dated 18.07.96 as amended from time to time.

S. No.20. – F.D. O.M. NO. F.1 (7) IMP/2009-I DATED 21ST JULY, 2009.

SUBJECT:– *Grant of Ad-hoc Relief Allowance-2009 to all Civil Employees*

The President has been pleased to sanction with effect from 1st July, 2009 and till further orders, an Ad-hoc Relief Allowance - 2009 to all civil employees of the Federal Government (other than Civil Armed Forces) as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment as detailed below:

BPS 1-16
BPS 17-22

20% of the basic pay
15% of the basic pay

2. The amount of this Ad-hoc Relief Allowance:
- i) will be subject to Income Tax,
 - ii) will be admissible during leave and entire period of LPR except during extraordinary leave.
 - iii) Will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House rent,
 - iv) Will not be admissible to the employees during the tenure of their posting/deputation abroad,
 - v) Will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible **to them** had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Ad-hoc Relief – 2009 will also include the amount of personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scale.

4. The above Ad-hoc Relief Allowance should be accommodated within the budgetary allocation for the year 2009-2010 by the respective Ministries/ Divisions/Departments and no supplementary grants would be given on this account.

S. No.21. – F.D. O.M. NO. F.1 (7) IMP/2009-III, DATED 23RD JULY, 2009.

SUBJECT:— *Grant of Ad-Hoc Relief Allowance – 2009 and an Allowance Equal to one Month's Basic Pay to Civil Armed Forces Personnel*

The President has been pleased to sanction the following Allowances to the Civil Armed Forces personnel including FC, NWFP and Baluchistan till further orders:

- a) An allowance equal to one month's **basic** pay to the Civil Armed Forces Personnel including FC, NWFP and Baluchistan deployed on the western front with effect from July 1, 2009,
- b) Ad-hoc Relief Allowance -2009 to all the remaining Civil Armed Forces Personnel (i.e. other than those mentioned at 'a' above) with effect from July 1, 2009 at the following rates:

Civil Armed Forces Personnel equivalent to BPS 1-16 ..	20% of the Basic Pay
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Civil Armed Forces Personnel equivalent to BPS 17-22 ..	15% of the Basic Pay
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2. The amount of above mentioned Ad-hoc Relief Allowance-2009 and an allowance equal to one month's basic pay:

- i) will be subject to Income Tax,
- ii) will be admissible during leave and entire period of LPR except during extra ordinary leave.
- iii) Will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House rent,
- iv) will not be admissible to the employees during the tenure of their posting/deputation abroad,
- v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible **to them** had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Ad-hoc Relief-2009 will also include the amount of personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scale.

4. The Ad-hoc Relief Allowance 2009 and an allowance equal to one month's basic pay should be accommodated by the respective Ministries/Divisions/ Departments from within the budgetary allocation for the year 2009-2010 and no supplementary grants would be given on this account.

S. No.22. – F.D. O.M. NO. F.1 (1) IMP/2010-622, DATED 5TH JULY, 2010.

SUBJECT: – *Grant of Ad-hoc Allowance – 2010 @ 50% of Existing Basic Pay and Medical Allowance*

The President has been pleased to sanction with effect from 1st July, 2010 and till further orders an Ad-hoc Allowance – 2010 @ 50% of the existing basic pay of Basic Pay Scales, 2008 to all civil employees of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment.

2. The amount of this Ad-hoc Allowance:

- i) will be subject to Income Tax,
- ii) will be admissible during leave and entire period of LPR except during extra-ordinary leave.

- iii) will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House rent,
- iv) will not be admissible to the employees during the tenure of their posting/deputation abroad,
- v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Ad-hoc Allowance - 2010 will also include the amount of personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

4. This Ad-hoc Allowance will not be admissible to the personnel of Armed Forces, Civil Armed Forces, ICT Police, National Highways & Motorways Police, Federal Board of Revenue and employees of other Departments who have already been allowed an allowance equal to one month's basic pay.

S. No.23. – F.D. O.M. NO. F.1 (5) IMP/2011-419, DATED 4TH JULY, 2011.

SUBJECT: – *Grant of Ad-hoc Allowance - 2010 @ 50% of Existing Basic Pay and Medical Allowance*

X X X X X X X X X X

5. **Ad-hoc Relief Allowances granted upto 01-07-2009:**

The following Ad hoc Relief Allowances granted upto 01-07-2009 shall stand discontinued with effect from 01-07-2011 having been merged in the Basic Pay Scales-2008 so as to introduce Basic Pay Scales-2011:-

Sr. No.	Name of Ad-hoc Allowance	Office Memorandum and Date	Admissible Rate
i.	Special Additional Allowance - 1999 (01-07-1999)	F.1(7)Imp/99 dated 23-07-1999	25% (BPS 1-16) and 20% (BPS 17-22) on BPS-1994
ii.	Special Relief Allowance - 2003 (01-07-2003)	F.1(4)Imp/2003 dated 30-06-2003	15% of the basic pay on BPS-2001
iii.	Ad-hoc Relief - 2004 (01-07-2004)	F.1(8)Imp/2004 dated 01-07-2004	15% of the basic pay on BPS-2001
iv.	Dearness Allowance - 2006 (01-07-2006)	F.1(4)Imp/2006 dated 24-06-2006	15% of the basic pay on BPS-2005
v.	Ad-hoc Relief Allowance-2009 (01-07-2009)	F.1(7)Imp/2009-I dated 21-07-2009	20% (BPS 1-16) and 15% (BPS 17-22) on BPS-2008

6. **Ad-hoc Allowance - 2010 (if admissible):**

- i. The Ad-hoc Allowance - 2010 @ 50% of the running basic pay of Basic Pay Scales - 2008 admissible to the Civil Servants including FBR employees (if admissible in that organisation) shall stand frozen at the level of its admissibility as on 30-06-2011.
- ii. All the new entrants shall be allowed Ad hoc Allowance - 2010 @ 50% of the minimum of relevant Basic Pay Scales - 2008 (if admissible in that organisation) on notional basis with effect from 01-07-2011, till further orders, and shall stand frozen at the same level.

7. **Ad-hoc Relief Allowance - 2011:**

- i. An Ad-hoc Relief Allowance - 2011 @ 15% of the running basic pay of Basic Pay Scales-2008 to all the Civil Servants of the Federal Government as well as civilians paid out of Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01-07-2011 and shall stand frozen at the same level.
- ii. All the new entrants shall be allowed Ad hoc Relief Allowance-2011 @ 15% of the minimum of relevant Basic Pay Scales-2008 on notional basis with effect from 01-07-2011, till further orders, and shall stand frozen at the same level.
- iii. The Ad-hoc Relief Allowance will be subject to Income Tax.
- iv. The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR.
- v. The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- vi. The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad.
- vii. The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
- viii. The Ad-hoc Relief Allowance will be admissible during the period of suspension.
- ix. The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

S. No.24. – F.D. O.M. NO. F.1 (3) IMP/2012, DATED 2ND JULY, 2012.

SUBJECT:- *Grant of Ad-hoc Relief Allowance - 2012 @ 20% of Basic Pay to the Civil Employees of the Federal Government*

The President has been pleased to sanction with effect from 1st July, 2012 and till further orders, an Ad-hoc Relief Allowance - 2012 @ 20% of basic pay to all civil employees of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment.

2. The amount of this Ad-hoc Relief Allowance - 2012:
 - i) will be subject to Income Tax.
 - ii) will be admissible during leave and entire period of LPR except during extraordinary leave.
 - iii) will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House Rent.
 - iv) will not be admissible to the employees during the tenure of their posting/deputation abroad.
 - v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance - 2012 will also include the amount of personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

4. The above Ad-hoc Relief Allowance - 2012 shall be accommodated from within the budgetary allocation for the year 2012-2013 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

S. No.25. – F.D. O.M. NO. F.1 (2) IMP/2013-594, DATED 16TH JULY, 2013.

SUBJECT:- *Grant of Ad-hoc Relief Allowance - 2013 @ 10% of Basic Pay to the Civil Employees of the Federal Government*

The President has been pleased to sanction with effect from 1st July, 2013 and till further orders, an Ad-hoc Relief Allowance - 2013 @ 10% of basic pay to all civil employees of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment.

2. The amount of this Ad-hoc Relief Allowance - 2013:
 - i) will be subject to Income Tax.

- ii) will be admissible during leave and entire period of LPR except during extraordinary leave.
- iii) will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House rent,
- iv) will not be admissible to the employees during the tenure of their posting/deputation abroad,
- v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance - 2013 will also include the amount of personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scale.

4. The above Ad-hoc Relief Allowance-2013 shall be accommodated from within the budgetary allocation for the year 2013-2014 by the respective Ministries/ Divisions/Departments and no supplementary grants would be given on this account.

S. No.26. – F.D. O.M. NO. F.1 (4) IMP/2014-663, DATED 7TH JULY, 2014.

SUBJECT:– Grant of Ad-hoc Relief Allowance - 2014 @ 10% of Basic Pay and Increase in Medical Allowance of the Civil Employees of the Federal Government

The President has been pleased to sanction with effect from 1st July, 2014 and till further orders, an Ad-hoc Relief Allowance - 2014 @ 10% of basic pay to all civil employees of the Federal Government as well as the civilians paid from Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment.

- 2. The amount of this Ad-hoc Relief Allowance - 2014:
 - i) will be subject to Income Tax.
 - ii) will be admissible during leave and entire period of LPR except during extraordinary leave.
 - iii) will not be treated as part of emoluments for the purpose of calculation of pension/gratuity and recovery of House Rent.
 - iv) will not be admissible to the employees during the tenure of their posting/deputation abroad.
 - v) will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

3. The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance - 2014 will also include the amount of personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scales.

S. No.27. – F.D. O.M. NO. F.1 (3) IMP/2015-630, DATED 7TH JULY, 2015.

SUBJECT:– *Revision of Basic Pay Scales and Allowances of Civil Servants of the Federal Government (2015)*

X X X X X X X X X X

6. **Ad-hoc Relief Allowances:**

The following Ad-hoc Relief Allowances granted w.e.f. 01-07-2011 and 01-07-2012 shall cease to exist with effect from 01-07-2015:

Sr. No.	Name of Ad-hoc Relief Allowance	Office Memorandum and Date	Admissible Rates
i.	Ad-hoc Relief Allowance - 2011 (01-07-2011)	F.1(5)Imp/2011-419 dated 04-07-2011	15% of the basic pay on BPS-2008
ii.	Ad-hoc Relief Allowance - 2012 (01-07-2012)	F.1(3)Imp/2012 dated 02-07-2012	20% of the basic pay on BPS-2011

7. **Ad-hoc Allowance - 2010 (if admissible), 2013 and 2014:**

- i) The Ad-hoc Allowance-2010 @ 50% of the basic pay of Basic Pay Scales-2008 (where admissible to the Civil employees) shall continue to stand frozen at the level of its admissibility/drawn as on 30-06-2015;
- ii) All the new entrants shall be allowed Ad-hoc Allowance-2010 @ 50% of the minimum of relevant Basic Pay Scales-2008 (if admissible in that organisation) on notional basis with effect from 01-07-2015, till further orders, and shall stand frozen at the same level;
- iii) The Ad-hoc Relief Allowances-2013 and 2014 @ 10% each shall stand frozen at the level of its admissibility as on 30-06-2015;
- iv) All the new entrants shall be allowed Ad-hoc Relief Allowances-2013 and 2014 @ 10% each of the minimum of relevant Basic Pay Scales-2011 on notional basis with effect from 01-07-2015, till further orders, and shall stand frozen at the same level.

8. **Ad-hoc Relief Allowance - 2015:**

- i) An Ad hoc Relief Allowance-2015 @ 7.5% of the running basic pay of Basic Pay Scales-2015 to the civil employees of the Federal Government as well as civilians paid out of Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01-07-2015 till further orders;
- ii) The Ad-hoc Relief Allowance will be subject to Income Tax;
- iii) The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR except during extra-ordinary leave;

- iv) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent;
- v) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad;
- vi) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad;
- vii) The Ad-hoc Relief Allowance will be admissible during the period of suspension;
- viii) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

S. No.28. – F.D. O.M. NO. F.1 (2) IMP/2016-333, DATED 1ST JULY, 2016.

SUBJECT:– *Revision of Basic Pay Scales and Allowances of Civil Servants of the Federal Government (2016)*

X X X X X X X X X X

6. **Ad-hoc Relief Allowances:**

The following Ad-hoc Relief Allowances granted w.e.f. 01-07-2013, 01-07-2014 and 01-07-2015 shall cease to exist with effect from 01-07-2016:

Sr. No.	Name of Ad-hoc Relief Allowance	Office Memorandum and Date	Admissible Rates
i.	Ad-hoc Relief Allowance - 2013 (01-07-2013)	F.1(2)Imp/2013-594, dated 16-07-2013	10% of the basic pay on BPS-2011
ii.	Ad-hoc Relief Allowance - 2014 (01-07-2014)	F.1(4)Imp/2014-663, dated 07-07-2014	10% of the basic pay on BPS-2011
iii.	Ad-hoc Relief Allowance - 2015 (01-07-2015)	Para-8 of F.1(3)Imp/ 2015-630, dated 07-07-2015	7.5% of the basic pay on BPS-2015

7. **Ad-hoc Allowance - 2010 (if admissible):**

- i) The Ad-hoc Allowance-2010 @ 50% of the basic pay of Basic Pay Scales-2008 (where admissible to the Civil employees) shall continue to stand frozen at the level of its admissibility/drawn as on 30-06-2016;
- ii) All the new entrants shall be allowed Ad-hoc Allowance-2010 @ 50% of the minimum of relevant Basic Pay Scales-2008 (if admissible in that organisation) on notional basis with effect from 01-07-2016, till further orders, and shall stand frozen at the same level;

8. **Ad-hoc Relief Allowance - 2016:**

- i) An Ad hoc Relief Allowance-2016 @ 10% of the running basic pay of Basic Pay Scales-2016 to the civil employees of the Federal Government as well as civilians paid out of Defence Estimates including contingent paid staff and contract

employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01-07-2016 till further orders;

- ii) The Ad-hoc Relief Allowance will be subject to Income Tax;
- iii) The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR except during extra-ordinary leave;
- iv) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent;
- v) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad;
- vi) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad;
- vii) The Ad-hoc Relief Allowance will be admissible during the period of suspension;
- viii) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

Special Relief Allowance

(127-131)

S. No. 01. – OFFICE MEMORANDUM NO. F. 1 (4) IMP/2003, DATED THE 30TH JUNE, 2003.

SUBJECT:– *Grant of special relief allowance.*

The President has been pleased to sanction with effect from 1st July, 2003 and till further orders a Special Relief Allowance @ 15% of the basic pay p.m. to all the civilian employees in BPS.1 to 22 of the Federal Government as well as the civilians paid from Defense Estimates and to all the Armed Forces Personnel/Civil Armed Forces Personnel.

2. The amount of this Allowance :

- i) Will be subject to Income Tax.
- ii) Will be admissible during leave and entire period of LPR except during extraordinary leave.
- iii) Will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent
- iv) Will not be admissible to the employees during the tenure of their posting/deputation abroad.

3. The above Relief should be accommodated within the budgetary allocation for the year 2003-2004 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

S. No. 02. – OFFICE MEMORANDUM NO. F. 1 (4) IMP/2003, DATED THE 25TH OCTOBER, 2003.

SUBJECT:– *Grant of special relief allowance to the employees of autonomous/semi autonomous bodies.*

The undersigned is directed to refer to Finance Division's O. M. No.F.1(4)Imp/2003, dated 30.06.2003, on the above subject and to state that inquiries have been received from Ministries/Division/Departments as to whether the 15% Special Relief Allowance specified therein will also be admissible to the employees of Autonomous/Semi Autonomous Bodies under Federal Government. It is clarified that unless the Allowance is specifically extended to such Bodies, the O. M. ibid being specific to Government servants is not applicable to the employees of Autonomous/Semi Autonomous Bodies. It has, therefore, been decided that grant of the said Special Relief Allowance to the employee of such Bodies will be decided by the Standing

Committee constituted under Finance Division after the cases are referred to it, duly cleared by the Boards of respective Bodies, through concerned Ministries/Divisions.

S. No. 03. – OFFICE MEMORANDUM NO. F. 1 (4) IMP/2003(i), DATED THE 25TH OCTOBER, 2003.

SUBJECT:– *Grant of special relief allowance.*

In continuation of this Division's O.M.No.F.1 (4) Imp/2003, dated 30.06.2003, the undersigned is directed to clarify that the Special Relief Allowance @ 15% of basic pay (excluding allowances) is also admissible to the Contingent Paid employees of the Federal Government including those paid from Defense Estimates. However, it is not admissible to contract, daily wage, work charged and casual employees.

S. No. 04. – OFFICE MEMORANDUM NO. F. 1 (4) IMP/2003, DATED THE 18TH MAY, 2004.

SUBJECT:– *Grant of special relief allowance.*

In continuation and partial modification of this Division's O.M.No.F.1 (4) Imp/2003(i), dated 25.10.2003, on the above subject, the undersigned is directed to clarify further that the Special Relief Allowance @ 15% of basic pay granted w.e.f. 01.07.2003 is also admissible to the employees employed/re-employed on standard terms and conditions of contract appointment contained in Establishment Division's O.M.No.F.10/52/95-R-2, dated 18.07.96 as amended from time to time.

S. No.5. – OFFICE MEMORANDUM NO. 1(1)IMP/2005, DATED 1ST JULY, 2005.

SUBJECT:– *Basic Pay Scales 2005 Part-II – ALLOWANCES*

X X X X X

5. *Special Relief Allowance and Adhoc Relief.* – Special Relief Allowance and Adhoc Relief sanctioned w.e.f. 1-7-2003 and 1-7-2004 respectively shall stand frozen at the level of their admissibility as on 30-6-2005 and the amount shall continue to be admissible to the entitled recipients until further orders but it will cease to be admissible to new entrants joining

Government service on or after 1-7-2005 as well as to those employees to whom it was ceased to be admissible under the existing conditions.

S. No.6. – OFFICE MEMORANDUM NO. 1(1)IMP/2008, DATED 30TH JUNE, 2008.

SUBJECT:– *Basic Pay Scales 2008 Part-II – ALLOWANCES*

X X X X X

5. *Special Additional Allowance, Special Relief Allowance, Adhoc Relief and Dearness Allowance.* – Special Relief Allowance, Adhoc Relief and Dearness Allowance shall continue to be admissible at frozen level on existing conditions.

Exchange Compensation Allowance

Discontinued with effect from 01-03-1994 and merged in Foreign Allowance vide Ministry of Foreign Affairs letter No. Rules-11/11-92 dated: 10-04-1994 and M.F O.M No. 1332-R5/64, dated: 13-07-1994

(133)

Expatriation Allowance

Abolished vide S. No. 35 – OFFICE MEMORANDUM NO. F. 10 (4)-RI/72, DATED THE 20TH APRIL, 1972.

(135)

Fire Wood Allowance

(137-139)

S. No.1. – OFFICE MEMORANDUM NO. F.5(4)-R 13/80, DATED THE 16TH JUNE, 1980.

SUBJECT:– *Grant of Special Area Compensatory Allowance and Firewood Allowance to Federal Government employees posted in N.W.F.P.*

The Government of N.W.F.P. had sanctioned the grant of Firewood Allowance for the period from 1st November, 1979 to 15th April, 1980 for its employees in Dir proper and Chitral District at the following rates *vide* their letter No. SO. SR-II (FD)-2-II/78-Vol. II, dated 11th December, 1979: –

- (a) District Chitral
Rs. 4.50 per head per day.
- (b) Dir (proper only)
Rs. 2.00 per head per day.

2. The President has been pleased to sanction the grant of Firewood Allowance during winter every year to all Federal Government employees posted and residing in District Chitral and Dir (proper only). The rates of allowances for 1980-81 and thereafter and the terms and conditions which will be notified for their employees by the Government of N.W.F.P. will also apply *mutatis mutandis* to the employees of the Federal Government.

S. No.2. – F.D. O.M. No F.1 (5) IMP/2011-419, DATED 4TH JULY, 2011.

SUBJECT:– *Revision of Basic Pay Scales, Allowances and Pension of Civil Servants of the Federal Government*

X X X X X X X X X X X

11. **Miscellaneous Allowances:**

Rates of the following Allowances have been revised as noted against each:-

X X X X X X X X X X X

S.No.	Name of Allowance	Existing Rates	Revised Rates
viii.	Firewood Allowance	Rs.4.50 per head per day	Rs.10.00 per head per day

X X X X X X X X X X X

Foreign Allowance

This is now dealt with by the Ministry of Foreign Affairs and is included in "Financial Management at Missions Abroad Vol-II (Guidelines for Internal Controls)"

(141)

House Rent Allowance

(143-169)

House Rent Allowance

INTRODUCTION

In order to ease the burden on the Government Servants the Government provides official accommodation to them at various places but if Government accommodation is not available they are allowed hiring of houses at the prescribed rates or paid home rent.

A. PLACE AT WHICH IT IS ADMISSIBLE TO FEDERAL EMPLOYEES

Sr. No.	Main Cities	Suburbs	Justifications
1.	Karachi	Gharo	Serial No.13 Appendix A
		Dhabeji	Serial No.13 Appendix A
		Drigh Road	Serial No.01 Appendix A
		Malir Cantt	Serial No.01 Appendix A
		Landhi	Serial No.01 Appendix A
		Mango Pir	Serial No.01 Appendix A
		Nazimabad	Serial No.01 Appendix A
		Mauripur	Serial No.01 Appendix A
		Korangi Creek	Serial No.01 Appendix A
		DCH Ibrahim Haidri	Serial No.01 Appendix A
		Malir	Serial No.02 Appendix A
		Kemari	Serial No.02 Appendix A
		Manora Island Intervening Stations of Jumma Goth, Pipri Between Landhi and Ghaor Dhabeji	Serial No.03 Appendix A
2.	Islamabad	Godani	Serial No.15 Appendix A
		Outside Islamabad Municipal limits but within Federal Territory Islamabad	Serial No.09 Appendix A
3.	Rawalpindi	Dhamial	Serial No.03 Appendix A
		Wah Cantt	Serial No.04 Appendix A
		Taxila	Serial No.07 Appendix A
		Sihala Sohan Camp	Serial No.08 Appendix A
		Nur Surian	Serial No.19 Appendix A
		Golra	Serial No.19 Appendix A
		Sangjani	Serial No.19 Appendix A

4.	Lahore	Muridke	Serial No.12 Appendix A
		Waga	Serial No.11 Appendix A
		Municipal and Cantt Limits	Serial No.02 Appendix A
5.	Peshawar	University Town	Serial No.10 Appendix A
6.	Quetta		
7.	Faisalabad		
8.	Multan		
9.	Hyderabad	Kotri	Serial No.06 Appendix A
10.	Gujranwala	Income Tax Office Part Of Gujranwala	Serial No.21 Appendix A
11.	Bahawalpur	Municipal limits	Serial No.22 Appendix A
12.	Sargodha	Khushab Joharabad	Serial No.17 Appendix A Serial No.17 Appendix A
13.	Sialkot		Serial No.23 Appendix A
14.	Sukkur		Serial No.23 Appendix A
15.	D. G. Khan		Serial No.33 Appendix B
16.	Gilgit		Serial No.34 Appendix B
17.	Gwadar		Serial No.36 Appendix B

DISTRICTS/TEHSIL HEADQUARTERS**OTHER THAN SPECIALLY MENTIONED ABOVE INCLUDE**

- Mandi Bahauddin as Tehsil Head Quarter Serial No.16 Appendix A
- Phalia as Tehsil Head Quarter Serial No.16 Appendix A
- Rabwa Part of Chinniot Tehsil Head Quarter Serial No.18 Appendix A
- Agency Head Quarter/Tehsil of Tribal Areas Serial No.14 Appendix A

B(i) REVISION OF RENTAL CEILING FOR HIRING RESIDENTIAL ACCOMODATION AT SIX SPECIFIED STATIONS I.E. ISLAMABAD, RAWALPINDI, LAHORE, QUETTA, KARACHI AND PESHAWAR.

**GOVERNMENT OF PAKISTAN
MINISTRY OF HOUSING AND WORKS**

No. F. 4(8)/92-Policy

Islamabad, the 1st October, 2014

OFFICE MEMORANDUM

SUBJECT: REVISION OF RENTAL CEILINGS FOR HIRING OF RESIDENTIAL ACCOMMODATION AT SIX SPECIFIED STATIONS I.E. ISLAMABAD, RAWALPINDI, LAHORE, QUETTA, KARACHI AND PESHAWAR.

The Federal Government is pleased to enhance rental ceiling for hiring of residential accommodation in Federal Ministries/Divisions/Attached Department/Subordinate Offices at Islamabad, Rawalpindi, Karachi, Lahore, Quetta and Peshawar as under: -


Entitlement B.S	<u>Existing Rental Ceiling</u>		<u>Revised Rental Ceiling</u>	
	Islamabad	Other Specified Stations	Islamabad	Other Specified Stations
1-2	Rs. 2410/-	Rs. 2260/-	Rs. 3254/-	Rs. 3051/-
3-6	Rs. 3765/-	Rs. 3310/-	Rs. 5083/-	Rs. 4469/-
7-10	Rs. 5625/-	Rs. 5035/-	Rs. 7594/-	Rs. 6797/-
11-13	Rs. 8485/-	Rs. 7360/-	Rs. 11455/-	Rs. 9936/-
14-16	Rs. 10660/-	Rs. 9305/-	Rs. 14391/-	Rs. 12562/-
17-18	Rs. 14110/-	Rs. 12310/-	Rs. 19049/-	Rs. 16619/-
19	Rs. 18760/-	Rs. 16055/-	Rs. 25326/-	Rs. 21674/-
20	Rs. 23560/-	Rs. 20260/-	Rs. 31806/-	Rs. 27351/-
21	Rs. 28210/-	Rs. 24385/-	Rs. 38084/-	Rs. 32920/-
22	Rs. 33760/-	Rs. 30600/-	Rs. 45576/-	Rs. 41310/-

2. The **enhanced rental ceilings come into force with immediate effect** and will apply to: -

- i). All cases of fresh hiring.
- ii). Cases where the allottee/occupant is obliged to pay difference of rent to the owner out of his own resources. In such a case the rent may be increased upto the owner's demand (indicated at the time of hiring) or the allottee/occupant's revised rental ceiling whichever is less.
- iii). Cases of houses hired under Rule 8(i) of the Accommodation Allocation Rules, 2002 or M/o Housing and Works' O.M No. 2(3)/2003-Policy dated 31-07-2004 of which lease has expired. The lease agreement may be executed with the owner as per current rental assessment of the house or the occupant's revised rental ceiling or the owner's demand, whichever is the less.
- iv). Cases of houses hired under Rule 9(i) of the Accommodation Allocation Rules, 2002 on self-hiring basis: In such a case, the existing rent of the house may be increased upto the revised rental ceiling of the allottee/occupant or the rental assessment of the house whichever is less.

P.T.O

3. The above rental ceilings may also be applied, mutatis-mutandis, in cases of requisitioned houses otherwise qualifying for increase in rent/compensation in accordance with the relevant rules/instructions.
4. In all other cases of hired houses except in cases where additions/alterations have been made with the prior permission of the Government, the benefit of revised rental ceilings will be permissible only on the expiry of the current lease agreement.
5. The existing instructions issued on the subject from time to time will remain in force with the above modifications.
6. All the Ministries/Divisions/Attached Department/Subordinate offices will meet the increased expenditure out of their respective budgetary allocations and no additional funds will be allowed to them for this purpose during the current financial year (2014-2015).
7. This issues with the concurrence of Finance Division vide their U.O No. 4(9)R.14/2007/856/S/FS/2014, dated 23.9.2014 and Prime Minister's Office U.O No. F. 2990/SPM/14, dated 30.09.2014.


 (Obaid-ud-Din)
 Section Officer (Policy)
 Ph. 051-9209192

Distribution:

1. Secretary to the President, President's Secretariat, Islamabad.
2. Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. Minister for Housing & Works, Islamabad.
4. Secretaries, all Ministries/Divisions with the request to also circulate this O.M. in their Attached Departments/Sub-ordinate Offices.
5. Principal Information Officer, Press Information Department, Islamabad.
6. PRO, Ministry of Housing & Works, Islamabad.
7. All Officers of the M/o Housing and Works, Islamabad.
8. Estate Offices, Islamabad/Lahore/Karachi/Peshawar/Quetta.

(ii) H.R.A Rates

1. At other specified eight Stations and suburbs at 45% of minimum revised Basic pay scale (without indexation)
2. Other at 30% of minimum revised Basic pay scale (without indexation)

B. CONDITIONS OF ELIGIBILITY

1. HRA will not be allowed to officials who have been provided with Government Accommodation.
2. House Rent Allowance shall be admissible during entire period of leave including leave preparatory to retirement and will also apply to leave on half average pay.
3. Government Servants while on training abroad may be allowed to draw HRA which would be admissible to them but for training abroad.
4. Grant of House Rent Allowance to Federal Government Employees Posted in Azad Jamu Kashmir.
5. If the Husband/Wife are living together in Government residential accommodation no HRA admissible.
 - 5(i). In case in which one of the husband/wife is employed by the Federal Government and the other by an autonomous body which has adopted the National Pay Scales and Allowances as admissible to Government Servants, house rent allowance will be admissible to both of them in terms of this O.M. noted No 1 returned
 - 5(ii). In case where one of the husband/wife is employed by the Federal Government and the other by an autonomous body having its own rules/regulations, the one employed in the Federal Government will be entitled to house rent allowance, while the other employed in the autonomous body will be governed by the rules of that body in this regard.
 - 5(iii). House Rent Allowance will not be admissible where one of the Husband/Wife is employed by the Federal Government and the other by the organization posted at the same stations and one of them has been provided the accommodation by the Government or autonomous organization. House Rent Allowance will also not be admissible in cases where both of the Husband/wife is employed in autonomous organizations posted at the same station and one them has been provided the accommodation by the autonomous organization.

5(iv) For this purpose posting of one of the Husband/Wife at Rawalpindi and other at Islamabad shall be treated as posting at one place.

5(v) House Rent Allowance will be admissible to both old and new incumbents.

5(vi) House Rent will be admissible if an official is living in his own house or with relatives or friends.

D(i). HOUSE RENT RECOVERY

a) All hired accommodation provided by the Government was subject to 5% House Rent Recovery. This has been exempted from January 1, 2008.

Ministry of Housing and Works O. M No. F.4(8)/92 Policy dated January 21, 2008.

b) Government owned accommodation will continue to be subject to deduction of 5% of emoluments. Serial No. 32, Appendix B

(ii) Emoluments to be Reckonable for recovery of 5% House Rent

- i) Computer Allowance
- ii) Designation Allowance
- iii) Design Allowance
- iv) Deputation Allowance
- v) Instructional Allowance
- vi) Entertainment Allowance
- viii) Charge Allowance
- ix) Warden Allowance
- x) Performance Evaluation Allowance
- xii) Special Allowance
- xiii) Senior Post Allowance
- xiv) Personal Allowance
- xv) Qualification Allowance
- xvi) Non- Practicing Allowance

House Rent Appendix

Appendix A

S. No. 1. – OFFICE MEMORANDUM NO. F. 9(6)-PC/50, DATED THE 17TH JANUARY, 1951.

SUBJECT:- *House Rent and Conveyance Allowances*

The undersigned is directed to refer to paragraph 2 of this Ministry's Office Memorandum No. F.1 (4)PCI/49, dated the 5th August, 1949, and to say that it has since been decided that the localities specified in the Schedule attached to this Office Memorandum will be treated as the suburbs of Karachi, Dacca, Chittagong and Saidpur for the purpose of the above orders. As regards Lahore, the allowances will be admissible only within the limits of the Lahore Corporation. Orders regarding the suburbs of Rawalpindi will be issued latter.

SCHEDULE

KARACHI

Drigh Road

Malir Cantonment

Landhi

Mango Pir

Nazimabad

Mauripur

Karanghi Creak

*Deh Ibrahim Hydri

DACCA

XXXXXXXXXXXX

Relates to East Pakistan

CHITTAGONG

XXXXXXXXXX

Relates to East Pakistan

SAIDPUR

XXXXXXXXXXXX

Relates to East Pakistan

S. No. 2. – OFFICE MEMORANDUM NO. F. 9(6)-PC/50, DATED THE 17TH APRIL, 1951.

SUBJECT:- *House-Rent and Conveyance Allowances*

In continuation of the Ministry of Finance Office Memorandum No. F. 9(6)-PC/50, dated the 17th January, 1951, on the subject mentioned above, the undersigned is directed to say that it has since been decided tht House-rent and Conveyance allowances will be admissible within the

territorial limites of the Lahore Corporation as well as Lahore Cantonment area. It has further been decided that the above allowances will be admissible within the Cantonment and Municipal areas of Rawalpindi.

In the schedule attached to the Office Memorandum referred to above, under the heading Karachi, the following additions may please be made:

Malir
Keamari.

S. No. 3. – OFFICE MEMORANDUM NO. F. 9(6)-PC/50, DATED THE 25TH OCTOBER, 1951.

SUBJECT:- *House-Rent and Conveyance Allowances*

In continuation of the Ministry's Office Memorandum No. F. 9(6)-PC/50, dated the 17th April, 1951, on the above subject, the undersigned is directed to say that it has since been decided that for the purpose of the admissibility of house rent and conveyance allowances, Manora Island and Dhamial will be treated as suburbs of Karachi and Rawalpindi respectively.

S. No. 4. – OFFICE MEMORANDUM NO. F. 10(3)-RI/71, DATED THE 15TH JULY, 1971.

SUBJECT:- *House-Rent and Conveyance Allowances*

The undersigned is directed to refer to this Ministry's Office Memorandum No. 1(4)-PCI/49, dated the 1st April, 1949 (as amended from time to time) and to say that it has been decided that Wah Cantt. shall be treated as suburb of Rawalpindi for the purpose of admissibility of house-rent and conveyance allowances to non-gazetted Government servants serving at Wah Cantt. to the extent and under the conditions applicable for eligibility to these allowances at Rawalpindi.

2. These orders shall take from effect from the 1st July, 1971.

S. No. 5. – OFFICE MEMORANDUM NO. 5(27)-NG-IMP/72, DATED THE 29TH JANUARY, 1973.

SUBJECT:- *Scheme of National Scales of Pay, Allowances and other Fringe Benefits for non-gazetted civil employees (other than teaching personnel).*

Reference this Division's O.M. No. 1 (2)-NG-Imp/71, dated 8-3-72, on the above subject, as amended.

2. Representations were made to this Divisions for withdrawal of the existing conditions for admissibility of the House Rent Allowance sanctioned in Part-11 (c) of para 1 of the above O.M. After due consideration, it has been decided to withdraw one of those conditions, namely, the condition of production of rent receipt. Accordingly, payment of the above Allowance to the Govt. servant, who is otherwise entitled to it in respect of the privately rented house in his occupation, will no longer be subject to his producing evidence of payment of rent of that house to the landlord.

2. This decision will be effective from 1-3-72.

S. No. 6. – OFFICE MEMORANDUM NO. 5(2)-NG-IMP/72, DATED THE 29TH JANUARY, 1973.

SUBJECT:- *Scheme of National Scales of Pay, Allowances and other Fringe Benefits for non-gazetted civil employees (other than teaching personnel).*

Reference this Division's O.M. No. 1 (2)-NG-Imp/71, dated 8th March, 1972, on the above subject:

2. The President has been pleased to decide as under :-

x x x x

**See in "Compilation of General Orders relating to Travelling Allowance."*

House Rent Allowance:

2. Kotri shall be treated as a suburb of Hyderabad for purpose of grant of house rent allowance as sanctioned in clause (c) of Part-11 of para 1 of the Ministry of Finance O.M. No. 1(2)-NG-Imp/71, dated the 8th March, 1972.

3. These orders will take effect from the 1st March, 1972.

S. No. 7. – OFFICE MEMORANDUM NO. F. 10(1)-RI/74, DATED THE 13TH MARCH, 1974.

SUBJECT:- *Local Compensatory Allowance, House rent and Conveyance Allowances.*

The undersigned is directed to say that it has been decided that Taxila shall be treated as a part of Rawalpindi for the purpose of admissibility of House Rent, Conveyance Allowance * * * to Federal Government employees serving at Taxila to the extent and under the conditions applicable for eligibility of these allowance at Rawalpindi.

2. These orders shall take from effect from the 1st March, 1974.
-

S. No. 8. – OFFICE MEMORANDUM NO. F. 4(14)-R(13)76, DATED THE 8TH JANUARY, 1977.

SUBJECT:- *Local Compensatory Allowance, House Rent Allowance and Residence-Office Conveyance Allowance.*

The undersigned is directed to say that it has been decided that the area covered by Sohan Camp-Sihala shall be treated as a suburb of Rawalpindi for the purpose of admissibility X X X House Rent and Residence-Office Conveyance Allowance to Federal Government employees serving at the aforesaid area to the extent and under the conditions applicable for eligibility of these allowance at Rawalpindi.

2. These orders shall take from effect from the 1st January, 1977.
-

S. No. 9. – OFFICE MEMORANDUM NO. F. 4(1)-R-13/77, DATED THE 27TH JANUARY, 1977.

SUBJECT:- *Special Compensatory Allowance, House Rent Allowance and Residence-Office Conveyance Allowance.*

The undersigned is directed to say that it has been decided that the areas falling outside the municipal limits of Islamabad bt are included in the Federal territory shall be treated as a suburb of Islamabad for the purpose of admissibility of * * * House Rent and Residence-Office Conveyance Allowances to Federal Government employees serving in these areas to the extent and under the conditions applicable for eligibility of these allowances.

2. These orders shall be deemed to have taken effect from 1st July, 1976 but no recoveries shall be made for any period prior to 1st July, 1976 during which these allowances were paid to any employees.

S. No. 10. – OFFICE MEMORANDUM NO. F. 4(6)-R(13)/77, DATED THE 16TH JUNE, 1977.

SUBJECT:- *Local Compensatory Allowance, House Rent Allowance and Residence-Office Conveyance Allowances.*

The undersigned is directed to say that it has been decided that 'University Town' shall be treated as a suburb of Peshawar for the purpose of admissibility of * * * House Rent and Residence—Office Conveyance Allowances to Federal Government employees serving in this area to the extent and under the conditions applicable for eligibility of these allowance.

2. These orders shall be deemed to have taken effect from 1st March, 1977 but no recoveries shall be made for any period prior to 1st March, 1977 during which these allowances were paid to any employee.

S. No. 11. – OFFICE MEMORANDUM NO. F. 12(20)-R 13/78, DATED THE 20TH SEPTEMBER, 1978.

SUBJECT:- *Declaration of Wagah as suburb of Lahore for the purpose of admissibility of House Rent and Conveyance Allowances.*

The undersigned is directed to say that it has been decided that Wagah shall be treated as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.

2. These orders shall take from effect from September 1, 1978.

S. No. 12. – OFFICE MEMORANDUM NO. F. 12(22)-R 13/78, DATED THE 29TH OCTOBER, 1978.

SUBJECT:- *Declaration of Muridke as suburb of Lahore for the purpose of admissibility of House Rent and Conveyance Allowances.*

The undersigned is directed to say that it has been decided that Muridke shall be treated as suburb of Lahore for the purpose of admissibility of house rent and conveyance allowances.

2. These orders shall take from effect from October 1, 1978.

S. No. 13. – OFFICE MEMORANDUM NO. F. 12(25)-R 13/78, DATED THE 1ST NOVEMBER, 1978.

SUBJECT:- *Declaration of Gharo-Dhabaji as suburb of Karachi for the purpose of admissibility of House Rent and Conveyance Allowances.*

The undersigned is directed to say that it has been decided that Gharo-Dhebeji shall be treated as suburb of Karachi for the purpose of admissibility of house rent and conveyance allowance.

2. These orders shall take from effect from 1st November, 1978.

S. No. 14. – OFFICE MEMORANDUM NO. F. 3(3)-R 13/78, DATED THE 30TH NOVEMBER, 1978.

SUBJECT:- *Grant of house rent allowance to Federal Government employees posted at agency Headquarters/Tehsils of tribal areas of NWFP.*

The undersigned is directed to refer to para 7(b) of this Division O.M. No. F. 1(1)-Imp. 1/77, dated the 28th April, 1977, regarding revision of pay and allowances of civil employees of the Federal Government and to clarify that Federal Government employees not provided with government accommodation and posted at agency headquarters and tehsil headquarters in tribal areas of N.W.F.P. will also be entitled to house rent allowance at 10% of the minimum of the relevant pay scale subject to the prescribed conditions.

S. No. 15. – OFFICE MEMORANDUM NO. F. 3(27)-R 13/80, DATED THE 10TH JULY, 1980.

SUBJECT:- *Declaration of intervening stations of Jumma Goth, Pipri and Gaddar between Landhi and Gharo-Dhabeji as suburbs of Karachi for the purpose of admissibility of House Rent and Conveyance Allowances.*

The undersigned is directed to refer to the Division O.M. No. F. 12(25)-R-13/78, dated 1st November, 1978 and to say that the President has been pleased to decide that the intervening stations of Jumma Goth, Pipri and Gaddar lying between Landhi and Gharo Dhabeji, shall also be treated as suburbs of Karachi for the purpose of admissibility of House Rent and Conveyance Allowance.

2. These orders shall take from effect from 1st July, 1980.

S. No. 16. – OFFICE MEMORANDUM NO. P. 3(13)-R. 13/80, DATED THE 2ND OCTOBER, 1980.

SUBJECT:- *Admissibility of House Rent Allowance to Federal Government employees posted at Phalia and Mandi Bahauddin.*

The undersigned is directed to say that the President has been pleased to decide that Phalia and Mandi Bahauddin shall, with effect from 1st April, 1980, be treated as Tehsil Headquarter for the purpose of admissibility of House Rent Allowance for Federal Government employees.

S. No. 17. – OFFICE MEMORANDUM NO. F.3(18)-R 13/80, DATED THE 2ND OCTOBER, 1980.

SUBJECT:- *Admissibility of House Rent Allowance to Federal Government employees posted at Khushab and Jauharabad.*

The undersigned is directed to say that the President has been pleased to decide that Khushab and Jauharabad shall, with effect from 1st June, 1980, be treated as Tehsil Headquarter for the purpose of admissibility of House Rent allowance for Federal Government employees.

S. No. 18. – OFFICE MEMORANDUM NO. F.3(22)-R13/80, DATED THE 2ND OCTOBER, 1980.

SUBJECT:- *Admissibility of House Rent Allowance to Federal Government employees posted at Rabwa.*

The undersigned is directed to say that the President has been pleased to decide that Rabwa shall, with effect from 1st July, 1980, be treated as part of Chiniot, which is a Tehsil Headquarter, for the purpose of admissibility of House Rent allowance for Federal Government employees.

S. No. 19. – OFFICE MEMORANDUM NO. F.3(3)-R.5/82-559-R.5/84, DATED THE 2ND DECEMBER, 1984.

SUBJECT:- *Declaration of Intervening Stations of Nur, Surian, Golra and Sangjani between Rawalpindi and Taxila as suburbs of Rawalpindi for the purpose of admissibility of House Rent and Conveyance Allowances.*

The undersigned is directed to refer to this Division O.M. No. 10(1)-R.1/74, dated 13-3-1974, and to say that the President has been pleased to decide that the intervening stations of Nur, Surian, Golra and Sangjani lying between Rawalpindi and Taxila shall also be treated as suburbs of Rawalpindi for the purpose of admissibility of House Rent and Conveyance Allowance.

2. These orders shall take from effect from 1st December, 1984.

S. No. 20. – OFFICE MEMORANDUM NO. F. 1/7/IMP-II/87, DATED THE 1ST JULY, 1987.

SUBJECT:- *Revision of Basic Pay Scales of Civil Employees of the Federal Government.*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs.

x x x x x x x x x x x x x

7. **House Rent Allowance.**— All employees not provided with Government accommodation and posted at the stations specified in para 1 (a) of Finance Division's O.M. No. F.2(9) R.5/81 dated 27-6-1981 shall continue to be entitled to house rent allowance at 45% of the minimum of the relevant Basic Pay Scale without indexation sanctioned *vide* Finance Division's

O.M. No. F.I (13) Imp. 11/86 dated 1-7-1986. At all other places this allowance will be allowed at 30% of the minimum of relevant basic pay scale without indexation against the existing rate of 20% of the minimum of the relevant Basic Pay Scales.

8. **Conveyance Allowance.**— The Conveyance Allowance shall continue to be admissible at the Stations specified in para 8 of Finance Division's O.M. No. F. 1(1)-Imp. 1/77 dated 28-4-1977 at the rates given below: —

- | | | |
|-------|--|----------------|
| (i) | Government servants drawing pay of Rs. 1650/- p.m. and above: — | |
| | (a) Those maintaining motor-car not registered for commercial purpose. | Rs. 285/- p.m. |
| | (b) Others | Rs. 150/- p.m. |
| (ii) | Government servants drawing pay of Rs. 850/- p.m. and above but less than Rs. 1650/- p.m. and maintaining Motor Cycle/Scooter. | Rs. 100/- p.m. |
| (iii) | Others. | Rs. 70/- p.m. |

9. **Indexation of Conveyance Allowance.**— It has been decided that the existing indexation of Conveyance Allowance allowed *vide* this Division's O.M. F. 1(12)-Imp-II/86, dated the 1st July, 1986 for the fiscal year 1986-87 shall be revised (inclusive of the rate of indexation of the Conveyance Allowance of the last year) with effect from 1st July, 1987 as under: —

- | | | |
|-----|---|------|
| (a) | Government servants drawing basic pay upto Rs. 1935/- p.m. | 1.08 |
| (b) | Government servants drawing basic pay above Rs. 1935/- p.m. | 1.07 |

The other conditions regarding grant of indexation of Conveyance Allowance shall continue to apply.

S. No. 21. — OFFICE MEMORANDUM NO. F. 2(6)R.5/84, DATED THE 15TH APRIL, 1991.

SUBJECT:— *House Rent Allowance and Conveyance Allowance.*

The undersigned is directed to convey the sanction of the President to allow House Rent Allowance at 45% of the minimum of pay scale to Government employees posted at **Gujranwala**

as admissible at nine specified stations mentioned in para 1(a) of Finance Division's O.M. No. F.2 (9)-R-5/81 dated 27-6-1981. Conveyance Allowance at the rates laid down in Finance Division's O.M. No. F.3(1)-R.5/90 dated 18-11-1990 will also be admissible to the Government employees at Gujranwala.

2. These orders shall take from effect from the date of issue of this O.M.

S. No. 22. – OFFICE MEMORANDUM NO. F. 2(2)R.5/91, DATED THE 31ST DECEMBER, 1991.

SUBJECT:- *House Rent Allowance and Conveyance Allowance.*

The undersigned is directed to convey the sanction of the President to allow house rent allowance at 45% of the minimum of pay scale and conveyance allowance at prescribed rates to the government employees posted within municipal limits at Bahawalpur. This facility will be admissible w.e.f. 1st December, 1991.

S. No. 23. – OFFICE MEMORANDUM NO. F. 2(2) R. 5/91-VOL. II, DATED THE 23RD MAY, 1992.

SUBJECT:- *House Rent Allowance and Conveyance Allowance.*

The undersigned is directed to convey the sanction of the President to allow house rent allowance at 45% of the minimum of pay scale and conveyance allowance at prescribed rates to the Government employees posted within municipal limits at **Sargodha, Sialkot and Sukkur**. This facility will be admissible w.e.f. 1st July, 1992.

S. No. 24. – OFFICE MEMORANDUM NO. F. 2 (6) R.5/85-396, DATED THE 11TH MARCH, 1993.

SUBJECT:- *Admissibility of House Rent Allowance and Conveyance Allowance to the Income Tax Department.*

The undersigned is directed to refer to the correspondence resting with CBR's O.M. No. 18/15/92-AIT-III dated 21-4-1993 on the above subject and to state that it has been decided that office of the Commissioner Income Tax Gujranwala shall be treated as part of Gujranwala city for

admissibility of house rent allowance and conveyance allowance to the employees of the said office.

2. These orders shall take effect from the 15th April, 1991 or from the date the above mentioned office was shifted to the present location whichever is later.

Appendix B.

S. No. 25. – OFFICE MEMORANDUM NO. F. 5(17)-GAZ-IMP.(I)/73, Dt: 20-11-1974.

SUBJECT: – *Scheme of National Scale of Pay, Allowances and other Fringe Benefits for non-gazetted/ Gazetted Civil Employees (other than teaching personnel *and other than Flight Engineers/ Pilots/Flight Inspectors in the Civil Aviation Department). – House Rent Allowance.*

The undersigned is directed to refer to this Division's O.M. No. F. 5(17)-Gaz. Imp. I/73, dated the 29th January, 1974 on the above subject and to say that several queries have been received from various quarters in respect of admissibility of the house rent allowance to the Federal Government employees in terms of clause (c) in part II of paragraph 1 of this Division's O.M. No. 1(2)NG-Imp/71, dated 8-3-1972 and clause (A) in Part II of paragraph 1 of this Division's O.M. No. F. 1(36)-Gaz.IMP-I/73, dated 18-8-1973. It is hereby clarified as follows: –

- (i) The house rent allowance shall be admissible also to Federal Government employees living in private houses at specified stations as are owned by themselves, their wives, relatives or friends.
- (ii) If both husband and wife being Government servants are residing together at the same station in a Government residence allotted to one of them, house rent allowance shall not be admissible to the other even if the station is a specified one.
- ** (iii) In case at (ii) above, if none of them has been provided with Government residence and both are posted at a specified station, the house rent allowance shall be admissible to both of them. Posting of one of the partners (*i.e.* husband or wife) at Rawalpindi and the other at Islamabad shall be treated as posting at one place.
- (iv) A Government servant who was allotted a Government residence but has surrendered it on his own, shall also be eligible to draw house rent allowance from the date of vacation of the Government residence, provided the station is a specified one.
- (v) If a Government servant is offered Government residence but he declines to accept it on personal grounds, he shall be paid the house rent allowance, provided the station is a specified one.

- (vi) If a Government servant owns a house at a specified station which is under his occupation, he shall be eligible for the house rent allowance even if he is not otherwise eligible for Government accommodation on the Estate Office Pool.
- (vii) In the case of un-married sons and daughters who are entitled to Government residences but are residing with their parents having been allotted a Government residence, the house rent allowance shall be payable to them subject to suspension of their title to Government residence which can be revived from the date when they elect not to receive the house rent allowance.
- (viii) In the case of Government employees living with their relatives, friends etc. in houses provided to the latter by Government, the house rent allowance at specified stations shall be paid subject to necessary permission to the sharing of Government accommodation being obtained from the Estate Office.
- (ix) *[].

*Added *vide* G.P. F.D., Corrigendum No. F. 1(36) Gaz-Imp. 1/73, date the 20th May, 1974.

** Substituted *vide* G.P., F.D., O.M. No. F. 3(32)-R13/79-D. 52/80, dated the 29th April, 1980.

S.No. 26. – G.P.F. D. U.O. NO. 536-R. 13/78, DATED 24-1-1979.

SUBJECT: – *Admissibility of House Rent Allowance during leave on average pay and LPR,*

Reference: – Auditor General's U.O.No.468-A/24-73, dated 3-10-1977 on the above subject (Annexure).

The presumption made in the above note is confirmed. The Allowance will be calculated on the basis of pay entitlement during leave.

(ANN EXURE)

Auditor General's u. o. No. 468-A/24-73, dated 3-10-1977.

SUBJECT: – *Admissibility of House Rent Allowance during leave on average pay and LPR.*

Will the Finance Division please refer to their O.M. No. F. 12(3)-R. 13/77 D-156, dated 9-3-77 on the above subject.

2. In the aforesaid O.M. it has been decided that House Rent Allowance shall be admissible during the entire period of leave including LPR. It is presumed that these orders will apply to leave on half pay as well. The presumption, if correct, may please be confirmed or factual position clarified for the guidance of all concerned.

S. No. 27. – FINANCE DIVISION'S U.O. NO. 517-R. 3(80), DATED 30-4-1980.

SUBJECT:— *Admissibility of House Rent Allowance to Deputy Secretaries in the Federal Secretariat and equivalent posts.*

Will the Auditor General of Pakistan kindly refer to his u.o. No. 427-A/24-77(III), dated 7-4-1980 (Not reproduced).

2. The matter has been examined in this Division. According to this Division's O.M. No. F. 1(8)- Imp.I/77, dated 5-1-78, it has been decided that all categories of incumbents of the post of Deputy Secretary to the Federal Government and other equivalent posts in the Federal Secretariat carrying NPS-18 plus special pay of Rs.440/- shall draw pay in the Revised National Scale of Pay No. 19 (Rs. 2250-100-2750) without special pay. Accordingly the incumbent of the posts equivalent to the post of Deputy Secretary carrying NPS-18 plus special pay of Rs.440/- p.m. outside the Federal Sectt., shall not draw pay in the RNPS-19.

3. We, therefore, agree with the interpretation of A.G. Punjab that the House Rent Allowance is admissible in such cases with reference to the minimum of Grade 18.

S. No. 28. – OFFICE MEMORANDUM NO. 12(25)-R.13/79-744-R.5/81, Dt: 30-09-1981.

SUBJECT:— *Grant of House Rent Allowances to Federal Government employees posted in Azad Jammu and Kashmir.*

The undersigned is directed to say that the President has been pleased to decide that Federal Government employees posted to Azad Jammu and Kashmir territory by virtue of the services shall, with effect from 1st July, 1981 and until further orders, be granted House Rent allowance at the revised rates prescribed by the Azad Government of the State of Jammu and Kashmir for its employees under letter No. FD .41/11083-11143/81, dated the 15th July, 1981 (Annexure).

(Annexure)

The Azad Government of the State of J.K. letter No. F. D./41/11083-11143/81, dated 15th July, 1981.

SUBJECT : – *Revision of rates of House Rent Allowance.*

Sir,

I am directed to refer to this office No. FD/7760-7820/Reg./79, dated 29-7-1979 regarding the subject mentioned above, and to say that the President, Azad Jammu and Kashmir has been pleased to decide that as from 1-7-1981, the rates of House Rent Allowance will be as follows:—

- | | |
|-------------------------------|---|
| (a) Muzaffarabad | 45% of the minimum of the relevant revised National Scale of Pay. |
| (b) District and Headquarters | Tehsil 20% of the minimum of the relevant revised National Scale of Pay |

2. The other existing conditions regulating the grant of this Allowance shall continue to apply.

S. No. 29. – OFFICE MEMORANDUM NO. F. 2(2)-R.5/88, DATED THE 10TH APRIL, 1988.

SUBJECT:— *Scheme of National Scales of Pay, Allowances and other fringe benefits for non-gazetted civil employees house rent allowance.*

The undersigned is directed to state that under the existing orders contained in clause (ii) of this Division's O.M. No. F. 5 (17) Gaz. Imp (1)/73, dated 20-11-1974 on the above subject, house rent allowance is not admissible to a Government servant in case his/her spouse, also being a Government servant and posted at the same station, has been provided with the accommodation. Several references have been received and various agencies enquiring about the admissibility of house rent allowance in cases where one of the husband/wife is employed in the Federal Government and other in the autonomous organization or in the cases where both of the husband/wife are involved in the autonomous organizations and accommodation has been provided to one of the spouses.

2. The matter has been considered and it is clarified that house rent allowance will not be admissible in cases where one of the husband/wife is employed by the Federal Government and the other by the autonomous organization posted at the same station," and one of them has been provided with the accommodation, whereby the Federal Government or by the autonomous organization. House rent allowance will also not be admissible in cases where both of the husband/wife are employed in autonomous organizations, posted at the same station, and one of them has been provided with the accommodation by the autonomous organization. For this

purpose the posting of one of the spouses (husband/ wife) at Rawalpindi and the other at Islamabad shall be treated as posting at one place.

3. The Ministries/ Divisions are requested to ensure that the above instructions are observed by the Government employees and those serving in autonomous organization under their administrative control.

S. No. 30. – OFFICE MEMORANDUM NO. F. 2(1)R.5/91, DATED THE 25TH AUGUST, 1991.

SUBJECT:– *Admissibility of house rent allowance to married government servants where either of the husband/wife has been provided with government accommodation.*

The undersigned is directed to say that the question of the grant of house rent allowance to husband/wife serving in Government and posted at the same station, if accommodation is provided to one of them by Government, has been duly considered. It has been decided that if both the husband and wife are living together in residential accommodation provided by the Government at the same station, no house rent allowance shall be allowed to either of them. If, however, the spouse is living separately from husband/wife, the house rent allowance shall be admissible to one of them who does not reside in Government accommodation.

S. No.31 – OFFICE MEMORANDUM NO. F. 2(1) R. 5/94, DATED 27TH DECEMBER, 1994

SUBJECT:– *Admissibility of House Rent Allowance and Conveyance Allowance*

The undersigned is directed to state that with reference to para 5(ii) of the Finance Division's O.M. No. F. 1(2)-Imp/94(i) dated 15-6-1994, queries are being received from various quarters as to what would be the admissibility of house rent allowance and conveyance allowance for new incumbents appointed on or after 1-6-1994. In this regard it is clarified that admissibility of the two allowances would be as follows: –

- (i) *House Rent Allowance.* – Both old and new incumbents will draw the same amount of house rent allowance which was admissible in May 1994 according to the prescribed rate/ percentage on the basis of the relevant pay scale operative in May 1994.

- (iv) *Conveyance Allowance*. – Both old and new incumbents will draw present rates of conveyance allowance according to the pay limits/instructions contained in this Division's O.M. No. F. 3(2)R.5/91 dated 11-12-1994.

S. No. 32. – Finance Division U. O. NO. F. 8(45)/R-14/84-1241/99, DATED 30TH NOVEMBER, 1999.

SUBJECT: – *Emoluments reckonable towards 5% house rent recovery.*

Reference Estate Office letter No. 5(Gen)AEO/Rent, dated the 21st January, 1998 and subsequent letter of even number dated 24th June, 1998 on the subject noted above.

2. Finance Division examined the proposal whether the following allowances are reckonable towards 5% house rent recovery:—

- (i) Computer Allowance.
- (ii) Designation Allowance.
- (iii) Design Allowance.
- (iv) Deputation Allowance.
- (v) Instructional Allowance.
- (vi) Entertainment Allowance.
- (vii) Charge Allowance.
- (viii) Teaching Allowance.
- (ix) Warden Allowance.
- (x) Performance Evaluation Allowance.
- (xi) Research Allowance.
- (xii) Special Allowance.
- (xiii) Senior Post Allowance.
- (xiv) Personal Allowance.
- (xv) Qualification Allowance.
- (xvi) Non-Practicing Allowance.

3. Under the existing policy the aforementioned allowances are inclusive in the term of "emoluments" and therefore, 5% house rent recovery may be deducted from the pay of

government servant, who has been allotted government accommodation or provided the facility of hired residential house through Estate Office.

4. This issues with the approval of J.S.(R).

S. No. 33. – FINANCE DIVISION O.M. NO. F. 2(3) R. 5/2002, DATED 24TH JANUARY, 2011

SUBJECT:– *Declaration of Dera Ghazi Khan as big city for the purpose of house rent allowance and conveyance allowance.*

The undersigned is directed to state that in pursuance of the orders of Lahore High Court, Multan Bench, Multan dated 23-11-2010 in writ petition No.3570/2002, it has been decided to declare Dera Ghazi Khan as big city with immediate effect for the purpose of House Rent Allowance @ 45% of the minimum of pay scale and conveyance allowance at prescribed rates for the Government employees posted within municipal limits of Dera Ghazi Khan.

S. No. 34. – FINANCE DIVISION O.M. NO. F. 2(2) R. 5/2002, DATED 17TH JANUARY, 2013

SUBJECT:– *Declaration of Gilgit as Big City for the purpose of House Rent Allowance*

The undersigned is directed to say that on a summary moved by Kashmir Affairs & Gilgit Baltistan Division the Prime Minister of Pakistan had been pleased to approve the proposal to declare Gilgit as big city for the purpose of House Rent Allowance and Conveyance Allowance. Finance Department, Government of Gilgit Baltistan notified the same vide their notification No. Fin-A-3(14)/2010 dated 18-10-2011.

2. Demands from different quarters have been received in the Finance Division to extend the above facility to the Federal Government employees posted in Gilgit city. The matter has been considered in the Finance Division. It has been decided that the Terms and Conditions as laid down in Government of Gilgit Baltistan Finance Department notification No. Fin-A3(14)/2010 dated 18-10-2011 (Copy enclosed) would also be applicable to all employees of Federal Government serving in Gilgit, with immediate effect.

3. Expenditure involved therein will be met out of the already sanctioned budget grant of respective Federal Government departments.

S. No. 35. – FINANCE DIVISION O.M. NO. F. 2(1) R. 5/2007, DATED 18TH APRIL, 2013

SUBJECT:– *Admissibility of House Rent Allowance to married Government Servant's where either of the spouses has been a provided with accommodation.*

The undersigned is directed to say that as per existing policy of the Government, contained in the Finance Division's O.M's No.2(2) R-5/83 dated 10-04-1988 and No.2(1)R-5/1991 dated 25-8-1991, if both the husband and wife are living together in residential accommodation provided by the Government at the same station, no house rent allowance shall be allowed to either of them. However, if the spouse is living separately from husband/wife, the house rent allowance is admissible to one of them who does not reside in Government accommodation.

2. Appeals against the above mentioned policy were filed in Federal Service Tribunal and Federal Shariat Court by some employees of the Federal Government, requesting that the impugned rule may be set aside/ amended being unjust and repugnant to the injunctions of Islam. Their appeals were accepted and Federal Service Tribunal in its judgment dated 28-06-2010 in case No. 185(R) CS/2008 directed to take fresh decision and frame rules for the entitlement of house rent allowance to the respective spouses when one of them is allowed an official residence. Federal Shariat Court in its judgment dated 12-12- 2012 in Shariat petition No.8/1 of 2004 and 4 linked Shariat petitions, declared that the impugned O.M./Rules to the extent of depriving of the House Rent Allowance to one of the spouses who are civil servants, and one of them is allotted Government accommodation, are repugnant to the injunctions of Islam and therefore in view of article 203 D (3) of the constitution, directed the Federal Government and Provincial Governments to take necessary steps to amend impugned O.M's/Rules referred to above, so as to bring the same in conformity with the injunctions of Islam.

3. To implement the above cited judgments of Federal Service Tribunal and Federal Shariat Court, Government has decided, with immediate effect, that in case both the spouses are employees of Government/autonomous/semi-autonomous organization and posted at same/ different station, they will both be entitled to House Rent Allowance. However if they are living in Government accommodation, House Rent Allowance will not be admissible to the one in whose name Government accommodation has been allotted.

4. The earlier instructions on the subject of House Rent Allowance will be deemed to have been modified to the extent of instructions contained in this O.M.

S. No. 36. – FINANCE DIVISION O.M. NO. F. 2(1) R. 5/2011, DATED 19TH JANUARY, 2016

SUBJECT: – *Declaration of Gwadar as Big City.*

The undersigned is directed to state that the competent authority has been pleased to declare Gwadar as big city for the purpose of House Rent Allowance @ 45% of initial Basic Pay 2008, for the Federal Government employees posted within municipal limits of Gwadar, w.e.f 01-01-2016, in the light of Directive No.3067 of the then Prime Minister Secretariat (Public) Communication No. PMDIR/2255/DS/(Imp)/PAW/12 dated 10-12-2012.

2. Financial impact would be met out of already sanctioned budget of the respective Ministries/ Divisions/ Departments.

3. This issues with the approval of the Finance Secretary.

Hill Allowance

(171-184)

S. No. 1. — OFFICE MEMORANDUM NO. F. 7(1)-PC/50, DATED THE 13TH OCTOBER, 1950.

SUBJECT:— *Local Compensatory and Hill Allowances.*

(B) *Hill Allowance at Nathiagali, Murree and Quetta.*

<i>Category</i>	<i>Rate of Allowance</i>
Non-Migratory Staff.....	Rs. 20 p.m. for the period from 15th Nov. to 15th March (four months) every year.
Migratory Staff.....	15% of pay subject to a minimum of Rs. 20 and a maximum of Rs.50 p.m.

S. No. 2. — OFFICE MEMORANDUM NO. F. 7 (1)-PC/50, DATED THE 19TH DECEMBER, 1950.

SUBJECT:— *Local Compensatory and Hill Allowances.*

The undersigned is directed to invite attention to this Ministry Office Memorandum No. F. 7 (1)-PC/50, dated the 13th October, 1950 and to say that although these orders take effect from the 1st January, 1949, they apply only to Government servants who were in service on the date of issue of the orders, namely, 13th October, 1950 “and no arrears on account of the allowances will be admissible to Government servants who left service before that date.

S. No. 3. — OFFICE MEMORANDUM NO. F. 7 (8)-PC/50, DATED THE 5TH FEBRUARY, 1951.

SUBJECT:— *Local Compensatory and Hill Allowances.*

The undersigned is directed to invite reference to paragraph 3 of this Ministry’s Office Memorandum No. F. 7(1)-PC/50, dated the 13th October 1950, in which it has been laid down that the payment of Local Compensatory Allowances during leave will be governed by the provisions of Supplementary Rule 6. According to Audit Instruction No. (2) below Supplementary Rule 6 ‘Leave’ as defined in Supplementary Rule 6(a) includes “Extraordinary leave”. Local Compensatory Allowance is, therefore, admissible during period of extraordinary leave under the orders as they are worked. As it has never been the intention to allow this allowance during any

period of extraordinary leave, it has been decided in consultation with the Auditor General of Pakistan that the Local Compensatory and Hill Allowances will not be admissible during extraordinary leave, notwithstanding the provisions of the Audit instruction referred to above.

S. No. 4. — OFFICE MEMORANDUM NO. F. 7 (1)/PC/50, DATED THE 23RD APRIL, 1951.

SUBJECT:— *Local Compensatory and Hill Allowances.*

The undersigned is directed to invite attention to paragraph 4 of this Ministry's Office Memorandum No. F.7(1)/PC/50, dated the 13th October, 1950, wherein it has been laid down that protection in the existing rates of Local Compensatory and Hill Allowances will not be admissible if a Government servant is promoted to a post on a higher time scale even if he is subsequently re-appointed to the original post. This point has been further considered and the Governor-General has now been pleased to decide that if a Government servant is appointed to officiate in a higher post and is later reverted to his original post at the same station, he shall, on reversion continue to enjoy the protection referred to above.

S. No. 5. — OFFICE MEMORANDUM NO. F. 7 (9)-PC/50, DATED THE 16TH JULY, 1951.

SUBJECT:— *Hill Allowance.*

In continuation of the Ministry of Finance Office Memorandum No. F. 7(9)-PC/50, dated the 9th March, 1951, on the subject mentioned above, the undersigned is directed to say that it has now been decided that the hill allowance sanctioned in the Ministry of Finance Office Memorandum No. F. 7(1)-PC/50, dated the 13th October, 1950, will be admissible in the whole of the Murree tehsil area. It has further been decided that the localities specified below will be treated as the suburbs of Nathiagali for the purpose of the grant of the hill allowance:

Nathiagali.

1. Mochi Dhora.
2. Dungagali.
3. Kalabagh.
4. Baragali.

S. No. 6. — OFFICE MEMORANDUM NO.F.7(9)-PC/51, DATED THE 25TH OCTOBER, 1951.

SUBJECT:— *Local Compensatory and Hill Allowances.*

In continuation of this Ministry's Office Memorandum of even number dated the 16th July, 1951, on the above subject, the undersigned is directed to say that it has been decided that for the purpose of the grant of Local Compensatory Allowance sanctioned in this Ministry's Office Memorandum No. F. 7(1)-PC/50, dated the 13th October, 1950, Manora Island and Dhamial shall be treated as suburbs of Karachi and Rawalpindi respectively. It has also been decided that for the purpose of the grant of Hill Allowance sanctioned in the Office Memorandum, dated the 13th October, 1950, referred to above, the following localities shall be treated as suburbs of Quetta: —

1. Kechi Beg.
2. Killi Shadanzai.
3. Killi Kirani.
4. Wood Cock Spinny.
5. Hanna.
6. Spin Karez.
7. Brewry Road and Hill.
8. Sheikh Mand.
9. Zangi Lorah.
10. Baleli.
11. Samungli.

S. No. 7.— OFFICE MEMORANDUM NO. 684-R III/52, DATED THE 26TH FEBRUARY, 1952.

SUBJECT:— *Local Compensatory and Hill Allowances.*

In continuation of this Ministry's Office Memorandum No. F. 7(9)-PC/50, dated the 25th October, 1951, on the subject noted above, the undersigned is directed to say that it has been decided that for the purpose of the grant of the Local Compensatory Allowance sanctioned in this Ministry's Office Memorandum No. F. 7(I)-PC/50, dated 13th October, 1950, Jabba Jheel shall be treated as suburb of Peshawar.

S. No. 8. — OFFICE MEMORANDUM NO. F. 12(6)-R III/52, DATED THE 13TH MAY, 1952.

SUBJECT:— *Local Compensatory and Hill Allowances.*

In continuation of this Ministry's Office Memorandum No. 684-RIII/52, dated the 26th February, 1952, on the subject mentioned above, the undersigned is directed to say that it has been decided that for the purpose of the grant of Hill Allowance sanctioned in this Ministry's Office Memorandum No. F. 7(I)-PC/50, dated the 13th October, 1950, Urak and Sariab shall be treated as suburbs of Quetta. It has also been decided that for the purpose of grant of Local Compensatory Allowance sanctioned in this Ministry's Office Memorandum, dated the 13th October, 1950, referred to above Ojhari Camp shall be treated as suburb of Rawalpindi.

S. No. 9. — OFFICE MEMORANDUM NO. D. 2736-R III/53, DATED THE 24TH JUNE, 1953.

SUBJECT:— *Local Compensatory and Hill Allowances.*

The undersigned is directed to invite a reference to para. 4 of this Ministry's Office Memorandum No. F. 7(I)-PC/50, dated the 13th October, 1950, on the above subject and to say that a question has arisen whether the protection in the existing rate of local allowances admissible to a Government servant should be discontinued on his promotion to the Selection Grade of his cadre. As promotion from the ordinary scale to the Selection Grade scale of a Cadre has the same effect as promotion to a post on a higher time-scale, as far as pay is concerned it has been decided that protection given in para 4 of the orders referred to will not be admissible on promotion of a Government servant from the ordinary Grade to the Selection Grade of a cadre.

S. No. 10. — OFFICE MEMORANDUM NO. AL. NG. 1/1/63-IMP, DATED THE 26TH MARCH, 1963.

SUBJECT:— *Revision of the rates of (i) House Rent Allowance; (ii) Recovery of House Rent; (iii) Conveyance Allowance; (iv) Washing Allowance; (v) Local Compensatory Allowance; (vi) Hill Allowance; and (vii) Special Area Compensatory Allowance admissible to non-gazetted government servants consequent upon revision of the Pay Scales.*

(f) *Hill Allowance:*

Nathiagali, Murree and Quetta including their suburbs specified from time to time.

<i>Category</i>	<i>Rate</i>
Non-migratory staff.	No change.
Migratory staff	12% of pay (instead of the present 15%) subject to a minimum of Rs. 20/- p.m. and maximum of Rs. 50/- p.m.
x	x

2. These orders apply to revised prescribed scales. In the case of those whose "Revised Prescribed" scales have not yet been notified, payment of the above mentioned allowances, and recovery of house rent, may be made provisionally on the existing basis as though no revision of pay and allowances has taken place. In such cases, when the revised prescribed scales have been notified, adjustment of allowances should be made on the revised basis with effect from 1st April, 1963.

S. No. 11. – OFFICE MEMORANDUM NO. AL. NG. 1/1/63/IMP, DATED THE 1ST JUNE, 1964.

SUBJECT:— *Revision of the rates of (i) House Rent Allowance; (ii) Recovery of House Rent; (iii) Conveyance Allowance; (iv) Washing Allowance; (v) Local Compensatory Allowance; (vi) Hill Allowance; and (vii) Special Area Compensatory Allowance admissible to non-gazetted Government servants consequent upon revision of the pay scales.*

x

3. The undersigned is further to say that with effect from 1st June, 1964 the orders contained in this Ministry's O.M. No. Al. Ng. 1/1/63-IMP, dated the 26th March, 1963, as amended from time to time, will also apply to those non-gazetted Government servants whose scales of pay have been consolidated in accordance with this Ministry's O.M. NO. Py. Ng. 1 (12)-Imp, dated the 31st March, 1964.

S. No. 12. – OFFICE MEMORANDUM NO. F. 12(3)-RI /72, DATED THE 24TH APRIL, 1972.

SUBJECT: – *Extension of the period for grant of the Hill Allowance to non-gazetted non-migratory staff.*

The President has been pleased to decide that the Hill Allowance admissible to non-migratory staff under this Ministry's Office Memorandum No. F. 7(1)-PC/50, dated the 13th October, 1950, as amended, will, with effect from the financial year 1972-73, be admissible, subject to the other existing conditions, for the period from 15th September to 15th March, (six months) each year.

S. No. 13. – OFFICE MEMORANDUM NO. D. 510-R3/73-F. 10(9)-RI/73, DATED THE 28TH JUNE, 1973.

SUBJECT : – *Grant of Special Area Compensatory Allowance and Hill Allowance to Central Government employees serving in Chitral District.*

The undersigned is directed to say that the President has been pleased to sanction grant of
 x x x x Hill Allowance to Central Government employees serving in Chitral
 District at the rates and subject to the conditions stated below : –

Non-gazetted Govt. employees Rs.20/- p.m. for the period from 15th November,
 to 15th March (four months) every year.

2. For purposes of these orders the term 'pay' will mean pay as defined in FR 9(21) (a).
3. Admissibility of the above allowance during leave and temporary transfer will be regulated by the provisions of Supplementary Rule 6 *et seq.*
4. The above allowance will be classified as 'Compensatory Allowance as defined in FR 9(5).
5. These orders will take effect from 1-6-1973 and will remain in force until further orders.

S. No. 14. – OFFICE MEMORANDUM NO. F. 12(6)-RI/72-D. 691 -R3/73, DATED THE 18TH JULY, 1973.

SUBJECT:– *Liberalisation of the Hill Allowance admissible at specified stations.*

The President has been pleased to decide that the Hill Allowance admissible to non-migratory staff at the specified stations for six months under this Division's O.M. No. F. 12(3)-RI/73 dated 24-4-72, will now be allowed throughout the year.

2. It has also been decided that the rate of the above Allowance for all non-migratory staff, local as well as non-local, will now be Rs. 30/- p.m. instead of Rs. 20/- p.m. as at present.

3. These orders will take effect from 1-7-73 and will remain in force until further orders.

S. No. 16. – OFFICE MEMORANDUM NO. D. 947-R3/73-F. NO. 12(6)-RI/72, DATED THE 13TH FEBRUARY, 1974.

SUBJECT:– *Grant of Hill Allowance to Central Government employees serving in Northern Areas.*

The undersigned is directed to say that the President has been pleased to sanction grant of Hill Allowance to Central Government employees serving in Northern Areas @ Rs. 20/- per month for the period from 15th November to 15th March (4 months) every year.

2. Admissibility of the allowance during leave and temporary transfer will be regulated by the provisions of Supplementary Rule 6 *et-seq.*

3. The above allowance will be classified as Compensatory Allowance as defined under F.R.9(5).

4. These orders will take effect from 1-2-74 and will remain in force until further orders.

S. No.17. – OFFICE MEMORANDUM NO. P. 6(3)-R(14)/75, DATED THE 15TH JULY, 1975.

SUBJECT:— *Grant of Quetta Special Hill Allowance.*

The President has been pleased to decide that the non-migratory staff of the Federal Government stationed at Quetta will be allowed an allowance to be known as “Quetta Special Hill Allowance” @ Rs. 40/- per month on the following conditions:—

- (i) The above allowance will be admissible to the employees drawing pay upto Rs. 335/- per month.
- (ii) Marginal adjustments shall be allowed upto pay of Rs. 344/- p.m. so that the total of pay and “Quetta Special Hill Allowance” does not exceed Rs. 375/- per month.
- (iii) The existing provisions governing the grant of Hill Allowance shall, with necessary modifications, apply to the grant of “Quetta Special Hill Allowance”.

2. The Hill Allowance hitherto admissible to the non-migratory staff at Quetta shall continue to be admissible at the existing rate and under the existing conditions to the staff drawing pay of and exceeding Rs. 345/- p.m., but shall cease to be admissible in respect of employees entitled to “Quetta Special Hill Allowance”.

3. These orders will take effect from 1-7-1975 and will remain in force until further orders.

S. No. 18. – OFFICE MEMORANDUM NO. F. 1(2)-IMP.I/77, DATED THE 28TH APRIL, 1977.

SUBJECT:— *Revision of Pay Scales and Allowances for Civil Armed Forces personnel below commissioned rank.*

Appendix H to O.M. No. F.1 (2)-Imp. I/77, dated 28-4-1977.

REVISED RATES OF ALLOWANCES OF CIVIL ARMED FORCES EFFECTIVE FROM 1-5-1977.

S. No.	Name of allowance	Existing rates	Revised rates
7.	Local Compensatory Allowance	Varying rates	(a) For married personnel living with families : – (i) @ 10% of pay at Karachi and Islamabad, and (ii) @ 5% of pay at Lahore, Rawalpindi, Peshawar and Quetta. (b) All others living at the above specified towns, @ 50% of the above rates respectively.
8.	Quetta Hill Allowance	Rs. 20/- p.m.	(a) Rs. 30/- p.m. for married personnel living with families. (b) All others Rs. 15/- p.m.

S. No. 19. – OFFICE MEMORANDUM NO. F. 6 (1)-R 13/78, DATED THE 15TH OCTOBER, 1978.

SUBJECT:– *Hill Allowance at Murree.*

The undersigned is directed to say that it has been decided that the existing rates of Hill Allowance admissible to Federal Government employees posted at Murree shall be increased to 25% of pay subject to a maximum of Rs. 100/- per month irrespective of pay.

2. The above orders will take effect from October 1, 1978.

S. No.20. – OFFICE MEMORANDUM NO. F.6(1)-R 13/80, DATED THE 29TH JANUARY, 1980.

SUBJECT:– *Grant of Hill Allowance to Federal Government employees in Balochistan.*

Under the existing orders Hill Allowance is admissible at the rate of Rs. 30 p.m. to Federal Government employees serving at Quetta and its specified suburbs, who are drawing pay upto Rs. 1000 p.m. irrespective of the grade. The President has been pleased to decide that the Hill Allowance at the above rate, with effect from 1-2-1980, will also be admissible to Federal Government employees serving at other hill stations in Balochistan situated at a height of 5500 feet and above, as is admissible to Provincial Government employees vide Finance Department, Government of Balochistan notification No. FD(R)II-6/78, dated the 15th July, 1978.

S. No.21. – OFFICE MEMORANDUM NO. F.3(1)-R 13/82-D 26/86, DATED THE 5TH FEBRUARY, 1986.

SUBJECT:– *Grant of Hill Allowance to Federal Government Employees in Balochistan*

The undersigned is directed to refer to this Division's Circular O.M. No. F.6(1)-R 13/80, dated the 29th January, 1980 on the above mentioned subject and to clarify that the Hill Allowance of Rs. 30/- p.m. sanctioned therein to Federal Government employees serving in Balochistan, is restricted to the employees in B-1 to B-15, irrespective of pay limit, as is admissible to the Provincial Government employees, *vide* Finance Department, Government of Balochistan Notification No. FD (R)II-6/78, dated the 15th July, 1978 (copy enclosed).

NOTIFICATION FROM GOVERNMENT OF BALOCHISTAN, FINANCE DEPARTMENT,
NO. FD (R)II-6/78, DATED THE 15TH JULY, 1978.

No. FD(R)II-6/78. – In partial modification of this Department's notification of even No. dated 6th April, 1977, the Governor of Balochistan has been pleased to allow Hill Allowance to all the Government servants drawing pay in National Pay Scales 1 to 15 and posted/appointed permanently at a height of 5500 feet and above in Balochistan with immediate effect.

STATIONS

- | | | |
|--------------------------|-----------------------|------------------------------|
| 1.Quetta District | 2.Kalat | 3.Kohing |
| 4.Iskalku. | 5.Malghuzar. | 6.Umar dhor. |
| 7.Pandran. | 8.Nichara. | 9.Surab. |
| 10.Khuddi Patch Mohammad | 11.Khuddi Gamar Khan. | 12.Bitagu. |
| 13.Rodinjo. | 14.Benn Chah. | 15.Shahar Karim Bakhsh. |
| 16.Nimargh. | 17.Zard. | 18.Mandi Haji. |
| 19.Durg zai. | 20.Manguchar. | 21.Mastung. |
| 22.Pringabad. | 23.Spezand. | 24.Daghari. |
| 25.Kolpur. | 26.Satakzai. | 27.Qamruddin Karez. |
| 28.Shella Bagh. | 29.Zarghun. | 30.Khoshab. |
| 31.Murgh Zikriazai. | 32.Tora Aghbargi. | 33.Churman. |
| 34.Khanai. | 35.Khanozai. | 36.Barshore, |
| 37.Toba Kakrri. | 38.Toba Achakzai. | 39.Kan Mehtarzai. |
| 40.Zehri. | 41.Killa Abdullah. | 42.Ziarat. |
| 43.Kawas. | 44.Tangai. | 45.Kuchh. |
| 46.Ahmadun. | 47.Gogi. | 48.Sanjavi. |
| 49.Ahmadzai Kili. | 50.Darazanda. | 51.Mana. |
| 52.Muslim Bagh. | 53.Mulla Zai. | 54.Killi Sharin. |
| 55.Salak. | 56.Ispethatar. | 57.Gadap. |
| 58.Misken Zai. | 59.Gurgut. | 60.Hazar Ganji. |
| 61.Ahmadabad. | 62.Mali. | 63.Chah Bali. |
| 64.MurghaFaqirZai. | 65.Kalu. | 66.Juhan. |
| 67.Shahar Gohar Khan. | 68.Chuttak. | 69.Mian Khan Goth. |
| 70.Shaikhri. | 71.Fauj Ali. | 72.Hajika. |
| 73.Rahmatzai | 74.Shah Ali Zai. | 75.Rahaman Ali Zai. |
| 76.Durgzai. | 77.Tul. | 78.Ghulam NabiGoth |
| 79.Isa Khan. | 80.Gorithai. | 81. Shahar Rasool
Bakhsh. |
| 82.Shahar Mohammad | 83.Daber.Bakhsh. | 84.Shahar Ziarati. |
| 85.Pataian Zai. | 86.Kumbi. | 87.Khisum. |
| 88.Kitati. | 89.Imamdad Khan. | 90.Umar Dhor. |
| 91.Zailiz | 92.Pandran. | 93.Jalal Abad. |

94.Shahar Haji.

95.Killi Alam Khan.

96.Pir Alizai.

97.Shahar Rashid Khan.

S. No. 22. – OFFICE MEMORANDUM NO. F. 6 (1) R(13)/81 DATED THE 19TH FEBRUARY, 1992.

SUBJECT:– *Grant of Hill Allowance to Federal Government Employees in Baluchistan.*

In partial modification of the orders issued on the subject from time to time, the President has been please to allow Hill Allowance @Rs. 100/- p.m. to Federal Government employees in BPS-1 to 15 serving at hill stations in Baluchistan situated at a height of 5,500 feet and above sea level w.e.f 1-1-1992, as is admissible to Provincial Govt. employees in Baluchistan.

S. No.23. – F.D. O.M. NO. F.1 (5) IMP/2011-419, DATED 4TH JULY, 2011

SUBJECT:– *Revision of Basic Pay Scales, Allowances and Pension of Civil Servants of the Federal Government.*

X X X X X X X X X X X

11. **Miscellaneous Allowances:**

Rates of the following Allowances have been revised as noted against each:-

S.No.	Name of Allowance	Existing Rates	Revised Rates
vii.	Hill Allowance	@ 25% of pay upto a maximum of Rs.100.00 p.m.	At a fixed rate of Rs.200.00 p.m.

X X X X X X X X X X X

Local Compensatory Allowance

Revision of Basic Pay Scales 1983 Part-II Allowances

Local Compensatory Allowance and Leave Travel Concession and Rest and Recreation Allowance.—
As from the 1st July, 1983, the existing Dearness Allowance, Local Compensatory Allowance wherever admissible and the Leave Travel Concession and Rest and Recreation Allowance in lieu thereof, shall cease to be admissible to an employee who draws pay in these Basic Pay Scales.

(185)

Night Duty and Over Time Allowance

(187-210)

S. No. 1. – OFFICE MEMORANDUM NO. F. 12(1)-(R)/47, DATED THE 23RD OCTOBER, 1947.

SUBJECT:— *Grant of Overtime Allowance to the Drivers of Staff Cars.*

The undersigned is directed to say that it has been represented to this Ministry that since the drivers of staff cars are frequently required to be on duty at odd hours, they should be granted some overtime allowance. The Ministry of Finance are generally opposed to the grant of overtime allowance to Government officers and staff. They, however, feel that the case of staff car drivers is exceptional and that they are required to be on duty very early in the morning and very late at night much more frequently than the other staff. In the circumstances this Ministry have decided that the drivers of staff cars may be given overtime allowance at the following rates : —

1. For duty between 6 A.M. and 9 A.M. Annas.-/10/-.
2. For duty between 6 P.M. and 10 P.M. Annas.-/10/-.
3. For duty between 10 P.M. and 6 A.M. Rs. 1/-.

The allowances will be earned separately for the three periods and will be admissible only if the period of duty exceeds one hour.

**S. No. 2. – OFFICE MEMORANDUM NO. D. 4-R. E. I/47, DATED THE 14TH JANUARY, 1948, AS AMENDED BY CORRIGENDUM NO. F. 32 (3)-R/48, DATED THE 24TH FEBRUARY, 1948.

SUBJECT:— *Grant of Night Duty Allowance to the Drivers of Staff Cars*

The undersigned is directed to say that some representations for the grant of Night Duty Allowance, on the analogy of the clerks attending night duty have been received from some drivers of staff cars. As the circumstances which justify the grant of Night Duty Allowance to clerks, exist in such cases also, this Ministry has decided to grant Annas */12/- per night as Night Duty Allowance to Staff Car Drivers who are posted on night duty. These drivers would have to be on duty from 5-30 p.m. to 10.00 a.m. and as such they would not be entitled to any Over-time Allowance in addition to their Night Duty Allowance. Therefore, the Over-time Allowance sanctioned in this Ministry Office Memorandum No. F.12-1(R)47, dated the 23rd October, 1947, would not be operative in such cases.

(Revised by O.M. No. 4(7)-R(ii)/56 at 4.9.1956) serial 12.

S. No. 3. – OFFICE MEMORANDUM NO. D. 2498-E.G. 11/48, DATED THE 26TH MAY, 1948.

SUBJECT:— *Night Duty Allowance for Class IV Government Servants.*

The undersigned is directed to convey the sanction of the Government of Pakistan to the continuance of the sanction conveyed in the late Government of India, Finance Department Office Memorandum No. 1(1)-E. II-Spl/46, dated the 19th August 1946, upto the 30th September, 1948, or till the decision on the recommendations of the Pakistan Pay Commission is announced whichever is earlier.

S. No. 4. – OFFICE MEMORANDUM NO. F. 12(1)-R/47, DATED THE 7TH JUNE, 1948.

SUBJECT:— *Grant of Overtime Allowance to the Drivers of staff cars.*

The undersigned is directed to say that in supersession of this Ministry Office Memorandum No. F. 12(1)-R/47, dated the 23rd October, 1947, on the above subject, it has been decided that the overtime allowance admissible to the drivers of Government cars will henceforth be regulated as follows:—

- (a) On working days: Annas four per hour for duty outside the normal working hours (10 A.M. to 5-30 P.M.) subject to a minimum of As. -/8/- and a maximum of Rs. 1/8/- per day.
- (b) On Sundays and Closed holidays: Overtime allowance at the rates for duty at all hours.

Note. – The minimum and maximum will be based on the total overtime in a day.

Drivers on regular night duty will continue to receive night duty allowance at the rate of annas twelve per night (as sanctioned in this Ministry Office Memorandum No. D. 4-R.E. 1/47, dated the 14th January, 1948). A night duty driver will also be entitled to overtime allowance, if he is required to perform day-duty from 10 A.M. to 5-30 P.M.

(Superceded by OM No. F (12) (c)-R/47 of 7.6.1948).

S. No. 5. – OFFICE MEMORANDUM NO. F. 32(3)-R/48, DATED THE 8TH NOVEMBER, 1948.

SUBJECT:— *Classification of Overtime Allowance and Night Duty Allowance to staff car Drivers.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 12(1)-R/47, dated the 7th June, 1948, and to state that the overtime allowance sanctioned therein and the night duty allowance sanctioned in this Ministry's Office Memorandum No. D. 4-R E. 1/47, dated the 14th January, 1948, are of the nature of honorarium and not pay as defined in F.R. 9(21). These allowances, should, therefore, be classified in the accounts under 'Allowances and Honoraria'.

S. No. 6. – OFFICE MEMORANDUM NO. 319-EGII/49, DATED THE 26TH JANUARY, 1949.

SUBJECT:— *Night Duty Allowance for Class IV Government Servants.*

The undersigned is directed to convey the sanction of the Governor-General to the continuance of the orders contained in this Ministry's Office Memorandum No. 5488-EG II/48, dated the 23rd October, 1948, upto the 28th February, 1949, or till Government's decision on the recommendations of the Pakistan Pay Commission is announced, if that is earlier.

S. No. 7. – OFFICE MEMORANDUM NO. 2233-E.G. II/49, DATED THE 18TH JULY, 1949.

SUBJECT:— *Night Duty Allowance for Class IV Government Servants.*

The undersigned is directed to convey the sanction of the Governor-General to the continuance of the orders contained in this Ministry's Office Memorandum No. 319-EG II/49, dated the 26th January, 1949, on the above subject up to 31st August, 1949 or till the Government decision on the recommendation of Pakistan Pay Commission in this behalf is announced, whichever is earlier.

2. In amplification of the orders contained in the late Government of India, Finance Department Office Memorandum No. 1(1)-E. II-Spl/46, dated 19th August, 1946, referred to in this Ministry's Office Memorandum No. 2498-EG. II/48, dated 26th May, 1948, the undersigned is to state that the intention is to allow the Night Duty Allowance to Class IV servants who perform duty for whole night between the hours 8 p.m. to 6 a.m.

S. No. 8. – OFFICE MEMORANDUM NO. F. 2(1)-EG.II/49, DATED THE 22ND FEBRUARY, 1950.

SUBJECT:— *Night Duty Allowance for Class IV Government Servants.*

The undersigned is directed to convey the sanction of the Governor-General to the continuance, until further orders, of the concession of Night Duty Allowance for Class IV Government servants which was last extended upto the 31st August, 1949, *vide* this Ministry's Office Memorandum No. 2233-E. G. II/49, dated the 18th July, 1949.

2. This allowance is admissible to Class IV Government servants who perform duty for the *whole night* between the hours 5.30 p.m. to 10 a.m.

S. No. 9. – OFFICE MEMORANDUM NO. 5896-RIII/51, DATED THE 22ND JANUARY, 1952.

SUBJECT:— *Overtime Allowance to the Drivers of staff cars and Dispatch Riders.*

In supersession of all previous orders on the subject noted above, the undersigned is directed to say that the Overtime Allowance to the Drivers of Government cars and Dispatch Riders may be regulated as follows :—

	<i>On Working Days :</i>	Annas 4 per hour for duty outside the normal office
(i)	Drivers of Staff Cars	hours (<i>viz.</i> , 9 a.m. to 4.30 p.m. on all days and 9 a.m. to 12 (noon) on Fridays) subject to a minimum of annas eight and maximum of Rs. 1/8 <i>per diem</i> .
(ii)	Dispatch Riders (Motorcycle messengers)	Annas 3 per hour for work outside the normal working hours (9 a.m. to 4.30 p.m. on all days and 9 a.m. to 12 (noon) on Fridays) subject to a minimum of annas six and maximum of Re. 1 per day.
	On Sundays and closed Holidays —	Overtime Allowance at the above rates for duty at all hours.

Note.1. – The minimum and maximum will be based on the total overtime in a day.

Note. 2. – Normal Office hours during the month of Ramzan will be office hours fixed during that month.

2. For the purpose of calculation of overtime allowance, duty for half an hour and more should be treated equivalent to one hour's duty while duty for less than half an hour should be ignored.

3. Drivers of Staff Cars on regular night duty will be entitled to overtime allowance in addition to usual night duty allowance if required to perform duty outside the night duty hours.

S. No. 10. – OFFICE MEMORANDUM NO. F. 15(10)-RII(II)/55, DATED THE 9TH APRIL, 1955.

SUBJECT:– Grant of Overtime Allowance

The question regarding the grant of overtime allowance has been reviewed and the following instructions are issued:–

1. No employee should be paid any overtime allowance without a certificate of the Controlling Officer to the effect that he has been on duty during the normal duty hours and that it will not be possible to compensate him for the overtime work by grant of off days during slack period, unless –

- (i) Such Overtime allowance is admissible under some statutory provisions; or
- (ii) For any particular Department or office a special sanction for exemption from this Office Memorandum is obtained from the Ministry of Finance.

2. Overtime Allowance paid to any employee except under (i) and (ii) above should not in any month exceed 25% of his pay for that month.

3. No gazetted officer or a non-gazetted employee drawing pay, exceeding Rs. 350/- per month should ordinarily be paid overtime allowance, except as provided at (i) and (ii) above.

S. No. 11. – OFFICE MEMORANDUM NO. F. 15(10)-RII(II)/55, DATED THE 15TH OCTOBER, 1955.

SUBJECT:— *Grant of Overtime Allowance.*

The undersigned is directed to invite reference to this Ministry's Office Memorandum of even number dated the 9th April, 1955, on the subject noted above and to say that the orders contained therein do not apply to the staff car drivers and dispatch riders whose overtime allowance will continue to be regulated under this Ministry Office Memorandum No. 5896-RIII/51, dated the 22nd January, 1952.

S. No. 12. – OFFICE MEMORANDUM NO. F. 4 (7)-RII (II)/56, DATED THE 4TH SEPTEMBER, 1956.

SUBJECT:— *Grant of Night Duty Allowance to the Drivers of staff cars.*

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. D. 4-RE. 1/47 dated the 14th January, 1948 on the subject noted above and to say that the President has been pleased to decide that with effect from the 1st September, 1956, the rate of Night Duty Allowance admissible to Staff Car Drivers shall be raised to rupee 1 per night.

S. No. 13. – OFFICE MEMORANDUM NO. F. 4 (4)-R II (II)/56, DATED THE 5TH SEPTEMBER, 1956.

SUBJECT:— *Grant of night duty allowance to Class IV Government servants.*

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F. 2 (I)-E.G. II/49, dated the 22nd February, 1950, on the subject noted above and to say that the President has been pleased to decide that, with effect from the 1st September, 1956, the rate of Night Duty Allowance admissible to Class IV Staff shall be revised as shown below: –

Daftries	Annas 12/- per night.
Peons	Annas 8/- per night.

S. No.14. – OFFICE MEMORANDUM NO. F.4(1)-RII(II)/59, DATED THE 24TH MARCH, 1959.

SUBJECT:– *Overtime Allowance to the Drivers of Government staff cars and Dispatch Riders.*

In partial modification of this Ministry's Office Memorandum No. 5896-R-III/51, dated the 22nd January, 1952 on the subject noted above, the undersigned is directed to say that the President has been pleased to decide that the Overtime Allowance will henceforth be admissible to the drivers of Government Staff cars and Dispatch Riders, subject to the requisite conditions, at the following rates on working days : –

- | | |
|---|--|
| (i) Drivers of Staff Cars | Annas 6 per hour for duty outside the normal office hours, subject to a maximum of Rs. 3 per diem. |
| (ii) Dispatch Riders (Motorcycle Messengers). | Annas 4 per hour for duty outside normal working hours subject to a maximum of Rs. 2 per diem. |

S. No.15. – OFFICE MEMORANDUM NO. F. 16 (II)-R2 (RWP)/61, DATED THE 11TH NOVEMBER, 1961.

SUBJECT:– *Grant of Night Duty Allowance to Dispatch Riders.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 4 (7)-RII(II)/56, dated the 4th September, 1956, and to say that the President has been pleased to decide that Dispatch Riders who are posted on night duty shall be granted Night Duty Allowance at the rate of Re. 1 (Rupee one only) per night.

S. No. 16. – OFFICE MEMORANDUM NO. F. 16(6)-R2(RWP)/62, DATED THE 6TH AUGUST, 1962.

SUBJECT:– *Overtime Allowance – Staff Car Drivers.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. 5896-RIII/51, dated the 22nd January, 1952, as amended by Office Memorandum No. F. 4(1)-RII(II)/59, dated the 24th March, 1959, on the above subject, according to which overtime allowance is admissible for the actual hours of duty outside the normal working hours. It has been represented to this Ministry that staff car drivers should be allowed overtime allowance for the

entire period of detention from the closing hours in connection with official duty and not for the actual hours of duty only. The matter has been considered in this Ministry and the President has been pleased to decide that in cases where the interval between the closing and the time on which the driver is required for duty, and also between two spells of duty of the staff car driver, is not more than one hour, overtime allowance shall be allowed for the entire period of detention in connection with duty.

S. No.17. – OFFICE MEMORANDUM NO. D. 373-R5/64, DATED THE 4TH MARCH, 1964.

SUBJECT:— *Overtime Allowance to the Drivers of Government Staff Cars and Dispatch Riders.*

The undersigned is directed to refer to this Ministry's O.M. No. F. 4(1)-RII(II)/59, dated the 24th March, 1959 on the subject mentioned above and to say that the President has been pleased to decide that the overtime allowance will be admissible to the Dispatch Riders (Motor-cycle messengers) at the same rate at which it is admissible to Drivers of Government staff cars. The allowance will be admissible subject to the requisite conditions on working days only.

2. These orders shall take effect from the 19th September, 1963 *i.e.* the date from which the Dispatch Riders are to be treated as Class IV Government servants for all purposes including T.A., leave and pension etc., in terms of Establishment Division's O.M. No. 8/15/63-DI, dated the 19th September, 1963.

S. No.18. – OFFICE MEMORANDUM NO. F. 3(1)-R5/64, DATED THE 29TH MARCH, 1965.

SUBJECT :— *Overtime Allowance to the Drivers of Staff Cars and Dispatch Riders.*

The undersigned is directed to refer to this Ministry's O.M. No. F. 4 (1)-R2C2)/59, dated 24th March, 1959 on the subject noted above and to say that Paisa 37 per hour may be substituted for Annas 6 per hour in the above orders as a results of introduction of decimal coinage with effect from 1st January 1961.

S. No. 19. – OFFICE MEMORANDUM NO. F. 545-IMP. II/65, DATED THE 20TH OCTOBER, 1965.

SUBJECT:— *Overtime Allowance.*

The undersigned is directed to refer to this Ministry's O.M. No. F. 15 (10) R II(II)/55, dated the 9th April, 1955 (copy above) and to say that consequent on the latest revision of pay scales, the President has been pleased to decide that, with effect from the 1st October, 1965, the pay limit of

Rs. 350/- p.m. for the admissibility of the Overtime Allowance laid down in paragraph 3 of the above O.M. shall be raised to Rs. 460.00 p.m.

2. These orders shall apply to all employees of the Central Government to whom this Ministry's O.M. dated the 9th April, 1955 applied, but shall be subject to such modification as may be made as a result of the Government decisions on the recommendations of the Pay and Services Commission,

S. No.20. – LETTER TO A.G.P.R., RAWALPINDI, NO. 2430-R5/65 DATED THE 4TH DECEMBER, 1965.

SUBJECT:— *Grant of Night Duty Allowance @ Rs. 3.00 per night to Clerical staff posted on night duty in Ministries/Division, etc.*

I am directed to say that it has been reported to this Ministry that bills relating to night duty allowance @ Rs. 3.00 per night in respect of clerical staff posted on night duty presented to A.G.P.R. by various Ministries/Divisions etc. have been returned un-passed with the remarks that copy of Ministry of Finance orders under which the above-mentioned night duty allowance is admissible may be supplied. Such an objection appears to be rather un-usual, keeping in view the fact that AGPR has been accepting such bills ever since partition. Notwithstanding that the matter is being examined in this Ministry to avoid inconvenience to clerical staff posted on night duty, however, it has been decided that bills relating to night duty allowance payable to clerical staff may be passed as usual provisionally until further orders.

S. No. 21. – LETTER ADDRESSED TO THE ACCOUNTANT GENERAL, PAKISTAN REVENUES, ISLAMABAD (COPY ENDORSED TO ALL MINISTRIES/DIVISIONS ETC.), NO. F. 15(1)-R5/68, DATED THE 23RD JANUARY 1968.

SUBJECT:— *Grant of Night Duty Allowance to clerical staff posted on night duty in the Central Secretariat*

Sir,

I am directed to refer to this Ministry's letter No. 2430-R5/65, dated 4th December, 1965 addressed to your Camp Office Rawalpindi on the above subject, and to say that the instructions contained therein are hereby cancelled. Consequently, henceforth no night duty allowance should

be paid to any clerical staff except in particular cases in which this allowance has been or may hereafter be, duly sanctioned with the concurrence of the Regulation Wing of this Ministry.

S. No.22. — OFFICE MEMORANDUM NO. F. 14(5)R5/68, DATED THE 17TH MAY, 1968.

SUBJECT:— *Overtime Allowance to the Drivers of Government Staff Cars and Dispatch Riders on Sundays and closed holidays.*

The undersigned is directed to refer to this Ministry's O.M. No. 373-R5/64, dated 4th March, 1964 on the above subject and to say that the orders issued therein were intended to regulate the grant of overtime allowance to dispatch riders on working days only. They were not intended to *cancel* the previous orders regarding grant of overtime allowance to dispatch riders on Sundays and closed holidays. Therefore, the orders regulating grant of overtime allowance to dispatch riders on Sundays and closed holidays as in this Ministry's O.M. No. 5896-RIII/51, dated 22nd January, 1952, as amended from time to time, have continued to be in force.

2. It may be added that according to the O.M. No. 5896-RIII/51, dated 22nd January, 1952, dispatch riders as well as staff car drivers were entitled to overtime allowance on Sundays and closed holidays, at the same rates at which this allowance was admissible to them on working days. The rates applicable on working days, however, were enhanced both for dispatch riders and staff car drivers under the O.M. No. F. 4(1) RII(II)/59, dated 24th March, 1959 and later for dispatch riders only under the O.M. No. 373-R-5/64, dated 4th March, 1964. It follows that these enhanced rates, with effect from the dates from which they came into force, became applicable on Sundays and closed holidays also.

S. No.23. — OFFICE MEMORANDUM NO. F. 4 (I)-IMP/66, DATED THE 31ST MARCH, 1970.

SUBJECT:— *Overtime Allowance to the Drivers of Government Staff Cars and Dispatch Riders.*

The undersigned is directed to refer to this Ministry's Office Memoranda No. F.4(1)-RII (II)/59, dated the 24th March, 1959, No. D. 373-R5/64, dated the 4th March, 1964 and No. F. 3(1)-R5/64 dated the 29th March, 1965 on the subject noted above and to say that the President and CMLA has been pleased to decide that with effect from 1st March, 1970 overtime allowance to Staff-car Drivers and Dispatch Riders shall be revised from Paise 37 per hour to Paise 55 per hour, subject to a maximum of Rs. 4.50 per day.

2. The existing conditions regulating the grant of this allowance will remain unchanged.

S. No. 24. – OFFICE MEMORANDUM NO. F. 10(5)-RI/71, DATED THE 1ST DECEMBER, 1971.

SUBJECT:— *Overtime Allowance to Drivers of Government Staff Cars and Dispatch Riders.*

Reference this Ministry's O.M. No. F.4(1)-IMP/66, dated the 31st March, 1970 on the above subject.

2. There has been some doubt as to the scope of the term "Staff-Car Drivers" occurring in the above Office Memorandum and in the previous general orders referred to therein. It is hereby clarified that the above term includes whole-time Government drivers of all kinds of motor vehicles, whose scale of pay is the same as that and whose normal duty hours are not shorter than those of the drivers of the Staff Car, as defined in the "Rules for the use of Staff Cars, 1959".

S. No. 25. – OFFICE MEMORANDUM NO. F. 10(2)-REG-I/72, DATED THE 2ND NOVEMBER, 1972.

SUBJECT:— *Grant of Night Duty Allowance to Staff-Car Drivers, Dispatch Riders and Class IV Government Seroants.*

The undersigned is directed to refer to this Division's Office Memoranda No. F.4(7)-RII-(II)/56, dated 4-9-1956, No. F. 1 (42)-Admn. (RWP)/60, dated 18-6-1960, and No. F.16(11)-R2 (RWP)/61, dated 11 -11 -61, on the above subject, and to convey the sanction of the President to the rates of Night Duty Allowance laid down therein being enhanced, with immediate effect, as follows:—

					<i>Enhanced Rates</i>
Staff Car Drivers & Dispatch Riders	Rs. 1.50 per night.
Class IV Employees	Rs. 1.10 per night.

S. No.26. – OFFICE MEMORANDUM NO. F.12 (1)-R2/74, DATED THE 30TH APRIL, 1974.

SUBJECT:— *Grant of Overtime Allowance.*

Reference this Ministry's O.M. No. F. 15(10)R-II (II)/55, dated the 9th April, 1955, on the subject mentioned above.

2. Instances have come to the notice of this Division in which grant of Overtime Allowance to Government servants is not being regulated strictly in accordance with the provisions contained in the O.M. referred to above. It is requested that the contents of the said orders may be brought to the notice of all concerned for strict compliance.

3. It has also been decided that the scope of the circular order dated 9-4-1955 referred to above should also be extended to the employees of the Autonomous and Semi Autonomous Organizations under the administrative control of the Federal Government, excepting where such employees are entitled to overtime allowance under any statutory provisions. Ministries/Divisions are requested to issue necessary orders in respect of the Autonomous and Semi-Autonomous Organizations under their administrative control under intimation to this Division.

S. No.27. – OFFICE MEMORANDUM NO. F.2(2)-R-II/77-315, DATED THE 19TH MAY, 1977.

SUBJECT :— *Overtime Allowance to the Drivers of Government Staff Cars and Dispatch Riders.*

Reference this Division Office Memorandum No. F. 4(1) R-11 (II)/59, dated the 24th March, 1959 and O.M. No. D. 373-R-5/64, dated 4-3-1964, as amended from time to time, on the subject noted above.

2. It has been decided that the overtime allowance will also be admissible to the jeep drivers at the same rate at which it is admissible to the drivers of Government Staff Cars, subject to the requisite conditions on working days.

3. These orders shall take immediate effect.

S.No.28. – OFFICE MEMORANDUM NO. F.1(14)-R-II/77, DATED THE 16TH MAY, 1978.

SUBJECT : – *Overtime Allowance to the Drivers of the Government Staff Cars and Dispatch Riders.*

The undersigned is directed to refer to this Division's O. M. No. F. 4(l)-Imp/66, dated the 31st March, 1970 on the subject noted above and to say that the President has been pleased to decide that with effect from 1st May, 1978 overtime allowance to Staff Cars Drivers and Dispatch Riders shall be revised from paisa 55 per hour to rupee 1/- per hour, subject to a maximum of Rs. 6/- per day.

2. The existing conditions regulating the grant of this allowance will remain unchanged.

S. No.29. – OFFICE MEMORANDUM NO. F. 6(3)-R9/80, DATED THE 14TH MAY, 1980.

SUBJECT: – *Revision of the rates of Night Duty Allowance.*

The undersigned is directed to say that the existing rate of Night Duty Allowance of Rs. 3 per night in the case of clerks was prescribed by the late Government of India whereas the rates admissible in the case of Staff Car Drivers/Dispatch Riders and Naib Quasids were last revised in 1972 in this Division O. M. No. 10(2)-RI/72, dated the 2nd November, 1972. The question of its upward revision has been under consideration. The President has been pleased to decide that the rates of night duty allowance shall, with immediate effect, be revised as under: –

	Existing Rates	Revised Rates
(1) Assistants/Clerks	Rs. 3 per night.	Rs. 6 per night.
(2) Staff Car Drivers/DRs	Rs. 1.50 per night.	Rs. 3 per night.
(3) Naib Quasids	Rs. 1.10 per night.	Rs. 2.25 per night.

S. No.30. – OFFICE MEMORANDUM NO. F.4(1)-R5/81, DATED 12TH JULY, 1981.

SUBJECT: – *Revision of pay-limit for the Grant of Overtime Allowance.*

The undersigned is directed to refer to this Division's O.M. No. 545-Imp. II/65, dated the 20th October, 1965 on the above subject and to say that the President has been pleased to decide

that, with effect from 1st July, 1981, the pay limit of Rs. 460/- p.m. for the admissibility of Overtime Allowance shall be raised to Rs.736/-p.m.

2. These orders shall apply to all employees of the Federal Government to whom this Division's O.M. dated 9th April, 1955 applied.

S. No. 31. – OFFICE MEMORANDUM NO. F. 7(2)-R. 5/82, DATED THE 14TH JULY, 1982.

SUBJECT:– *Overtime Allowance to the Drivers of the Government Staff Cars and Despatch Riders.*

The undersigned is directed to refer to this Division's O.M. No. F. 1(14)-R. 11/77, dated 16th May, 1978, on the subject noted above, and to say that the President has been pleased to decide that, with effect from 1st July, 1982, Overtime Allowance to Staff Car Drivers and Dispatch Riders shall be allowed at the revised rate of Rs. 1.50 per hour, subject to a maximum of Rs. 8.00 per day.

2. The existing conditions regulating the grant of this allowance will remain unchanged.

S. No. 32. – OFFICE MEMORANDUM NO. 5(3)-R. 5/83, DATED THE 1ST NOVEMBER, 1983.

SUBJECT:– *Revision of Pay-Limit for the Grant of Overtime Allowance.*

The undersigned is directed to refer to this Division's O.M. No. F. 4(1)-R. 5/81, dated the 12th July, 1981, on the above subject and to state that the upper pay limit of Rs. 736/ - p.m. for the purpose of admissibility of Overtime Allowance as mentioned in the O.M. referred to above shall now be raised to Rs. 1250/- p.m. with immediate effect.

2. All other existing conditions regulating the grant of Overtime Allowance will however remain unchanged.

S. No. 33. – OFFICE MEMORANDUM NO. F. 4(2) R-5/85, DATED THE 24TH JUNE, 1985.

SUBJECT: – *Overtime Allowance to the Drivers of the Government Staff Cars and Dispatch Riders.*

The undersigned is directed to refer to this Division's O.M. No. F. 7(2)-R. 5/82, dated 14th July, 1982, on the subject noted above, and to say that the President has been pleased to decide that, with effect from 1st July, 1985, Overtime Allowance to Staff Car Drivers and Dispatch Riders shall be allowed at the revised rate of Rs. 3.00 per hour, subject to a maximum of Rs. 15.00 per day.

2. The existing conditions regulating the grant of this allowance, including the provisions of Rule 275 of the Federal Treasury Rules, which are reproduced below for facility of reference, will remain unchanged.

Rule 275 of Federal Treasury Rule

OVERTIME ALLOWANCE

“Subject to any general or special orders issued by the Government in this behalf, every bill in which overtime allowances are claimed shall contain a certificate of the head of the office to the following effect: –

“Certified that: –

- (a) the men for whom overtime allowances are claimed in this bill have actually earned by working overtime;
- (b) the periods for which overtime allowances are claimed in this bill have been checked with the initial records and found correct;
- (c) the overtime allowances are claimed at rates sanctioned by competent authority; and
- (d) the overtime allowances have been taken into account in calculating the income-tax due from the Government servants noted in this bill.

Note: – In cases in which overtime is paid out of fees recovered from private parties and credited in the Public Account, the drawing officer should certify on the bill that the prescribed fees have been realised and credited into the treasury.”

S. No. 34. – OFFICE MEMORANDUM NO. F. 4(2)-REG. 5/87-586, DATED THE 8TH SEPTEMBER, 1987.

SUBJECT:— *Revision of Pay-Limit for the grant of Overtime Allowance.*

The undersigned is directed to refer to this Division's O.M. No. F. 5(3)-R. 5/83, dated the 1st Nov., 1983, on the above subject and to state that the upper pay limit of Rs. 1250/- p.m. for the purpose of admissibility of Overtime Allowance as mentioned in the O.M. referred to above shall now be raised to Rs. 1650/- p.m. with effect from 1st September, 1987.

2. All other existing conditions regulating the grant of Overtime Allowance will however remain unchanged.

S. No. 35. – OFFICE MEMORANDUM NO. F. 1(12) IMP. 11/91, DATED THE 29TH JUNE, 1991.

SUBJECT:— *Revision of basic pay scales and fringe benefits of civil employees of the Federal Government 1991.*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs.

Night Duty Allowance:

The existing rates of Night Duty allowance shall be enhanced as under: —

- | | | |
|-------|--|--|
| (i) | For Assistants/Clerks : | From Rs. 6/- per night to Rs. 8/- per night. |
| (ii) | For staff Car Drivers/Dispatch Riders. | From Rs. 3/-per night to Rs. 4/-per night. |
| (iii) | For Naib Qasid | From Rs. 2.50 per night to Rs. 3.50 per night. |

x

x

x

x

Overtime Allowance admissible to Staff Car Drivers :

The existing maximum limit of overtime allowance of Rs. 30/- per day shall be enhanced to Rs. 36/- per day.

S. No. 36. – OFFICE MEMORANDUM NO. F. 4(2) R. 5/87, DATED THE 11TH DECEMBER, 1994.

SUBJECT:– *Revision of Pay-Limit for the Grant of Overtime Allowance.*

The undersigned is directed to refer this Division's O.M. No. F. 4 (2) R. 5/87 dated 13-10-1991 on the above subject and to state that the upper pay-limit of Rs. 2400/- p.m. for the admissibility of Overtime Allowance as mentioned in the O.M'. referred to above, shall be raised to Rs. 3240/-p.m. with effect from 1st June, 1994.

2. All other existing conditions regulating the grant of Overtime Allowance will, however, remain unchanged.

S. No. 37. – OFFICE MEMORANDUM NO. F. 4 (3) R.5/2002, DATED THE 9TH MARCH, 2002.

SUBJECT:– *Revision of pay limit for the grant of Overtime Allowance.*

The undersigned is directed to refer to this Division's O. M No. F.4 (2) R.5/87 dated 11th December, 1994 on the above subject and to state that upper pay limit of Rs.3240/- per month for the admissibility of Overtime Allowance as mentioned in the O. M. referred to above, is hereby raised to Rs.4860/- per month with immediate effect.

2. All other existing conditions regulating the grant of Overtime Allowance will, however, remain unchanged.

S. No. 38. – OFFICE MEMORANDUM NO. F. 4 (3) Reg.5/2002, DATED THE 3RD JULY, 2002.

SUBJECT:– *Overtime Allowance to the staff car Drivers and Dispatch Riders.*

The undersigned is directed to refer the Finance Division's O. M. No. F.4 (3) R.5/91 dated 11th August, 1991 on the subject noted above and to state that the competent authority has been pleased to enhance the overtime allowance admissible to staff car driver/dispatch riders from Rs.6.00 per hour to Rs. 9/- per hour subject to maximum limit of Rs. 50/- per day, with effect from 1st July, 2002. Overtime allowance to staff car drivers/dispatch riders will only be paid if it has been verified by the officer concerned.

S. No. 39. – OFFICE MEMORANDUM NO. F. 4(3) R.5/2002, DATED THE 17TH JULY, 2002.

SUBJECT:— *Removal of pay-limit for the grant of Overtime Allowance to the staff car Drivers/Dispatch Riders.*

The undersigned is directed to refer to this Division's O. M. No. F. 4(3) R.5/2002 dated 09-03-2002 on the above subject and to state the upper limit of pay fixed for the admissibility of Overtime Allowance is hereby dispensed with and the allowance would be admissible to the entitled categories without pay limit with immediate effect:

2. All other existing conditions regulating the grant of Overtime Allowance will, however, remain unchanged.

S. No. 40. – OFFICE MEMORANDUM NO. F.4 (3) Reg.5/2002-243, DATED THE 7TH AUGUST, 2004.

SUBJECT:— *Overtime Allowance to the staff car Drivers and Dispatch Riders*

The undersigned is directed to refer to Finance Division's O. M. No. 4(3) Reg. 5/2002 dated 3rd July, 2002 on the subject noted above and to state that it has been decided to enhance the overtime allowance admissible to staff car drivers/dispatch riders from Rs.9.00/- per hour to Rs.10.00/- per hour subject to a maximum limit of Rs.60/- per day, w.e.f. 1-8-2004. The existing condition that the overtime allowance to staff car drivers/dispatch riders will only be paid if it has been verified by the office concerned will continue to apply.

S. No.41. – OFFICE MEMORANDUM NO. F. 1(1) /Imp/2005, DATED THE 1ST JULY, 2005

SUBJECT:—*Revision of basic Pay Scales, Allowances and Pension of Civil Employees of Federal Government (2005).*

The President has been pleased to sanction the revision of Basic Pay Scales Allowances and Pension w.e.f. 1st July, 2005 for the civil employees on the Federal Government, paid from the civil estimates and from the Defence estimates as detailed in the following paragraphs: –

Night Duty Allowance

	Existing	Revised
For Assistant/Clerks	Rs.8/- per night	Rs.10/- per night
Drivers/DRs	Rs.4/- per night	Rs.5/- per night
Naib Qasid	Rs.3.50/- per night	Rs.5/- per night

Over Time Allowance to Drivers of Government Staff Cars/Jeeps and Dispatch Riders will be admissible on Sundays and closed Holidays.

Conditions:—

- i) Ministry's Office Memorandum No. D. 4-R E. 1/47, dated the 14th January, 1948, are of the nature of honorarium and not pay as defined in F.R. 9(21). These allowances, should, therefore, be classified in the accounts under 'Allowances and Honoraria'.
- ii) President has been pleased to decide that in cases where the interval between the closing and the time on which the driver is required for duty, and also between two spells of duty of the staff car driver, is not more than one hour, overtime allowance shall be allowed for the entire period of detention in connection with duty.
- iii) The orders regulating grant of overtime allowance to dispatch riders on Sundays and closed holidays as in this Ministry's O.M. No. 5896-RIII/51, dated 22nd January, 1952, as amended from time to time, have continued to be in force.
- iv) There has been some doubt as to the scope of the term "Staff-Car Drivers" occurring in the above Office Memorandum and in the previous general orders referred to therein. It is hereby clarified that the above term includes whole-time Government drivers of all kinds of motor vehicles, whose scale of pay is the same as that and whose normal duty hours are not shorter than those of the drivers of the Staff Car, as defined in the "Rules for the use of Staff Cars, 1959".
- v) It has also been decided that the scope of the circular order dated 9-4-1955 referred to above should also be extended to the employees of the Autonomous and Semi Autonomous Organizations under the administrative control of the Federal Government, excepting where such employees are entitled to overtime allowance under any statutory provisions. Ministries/Divisions are requested to issue necessary orders in respect of the Autonomous and Semi-Autonomous Organizations under their administrative control under intimation to this Division.

S. No.42.—OFFICE MEMORANDUM NO. F. 4 (3) R.5/2002, DATED THE 15TH SEPTEMBER, 2005.

SUBJECT:— *Revision of pay-limit for the grant of Overtime Allowance to the staff car Drivers/Dispatch Riders.*

The undersigned is directed to refer to this Division's O. M. No. F. 4(3) R.5/02 dated 09-03-2002 on the above subject and to state that with the revision in pay scales, the upper pay-limit of Rs. 4860/- p.m. for the admissibility of Overtime Allowance as mentioned in the O. M. referred to above, is hereby raised to Rs. 5590/- p.m. with immediate effect.

2. All other existing conditions regulating the grant of Overtime Allowance will, however, remain unchanged.

S. No. 43.— OFFICE MEMORANDUM NO. F. 4 (1) Reg.5/2006, DATED THE 26TH JUNE, 2006.

SUBJECT:— *Overtime Allowance to the staff car Drivers and Dispatch Riders.*

The undersigned is directed to refer to Finance Division's O. M. No. 4(3) Reg.5/2002/243 dated 7th August, 2004 on the subject noted above and to state it has been decided to enhance the overtime allowance admissible to staff car drivers/dispatch riders from Rs.10/- per hour to Rs.15/- per hour subject to a maximum limit of Rs.90/- per day, w.e.f. 01-07-2006. The existing condition that the overtime allowance to staff car drivers/dispatch riders will only be paid if it has been verified by the officer concerned will continue to apply.

S. No. 44.— OFFICE MEMORANDUM NO. F. 4(3) R.5/2002, DATED THE 17TH JULY, 2006

SUBJECT:— *Removal of pay-limit for the grant of overtime allowance to the staff car Drivers/Dispatch Riders.*

OVERTIME ALLOWANCE

"Subject to any general or special orders issued by the Government in this behalf, every bill in which overtime allowances are claimed shall contain a certificate of the head of the office to the following effect:—

“Certified that: –

- (a) the men for whom overtime allowances are claimed in this bill have actually earned by working overtime;
- (b) the periods for which overtime allowances are claimed in this bill have been checked with the initial records and found correct;
- (c) the overtime allowances are claimed at rates sanctioned by competent authority ;
and
- (d) the overtime allowances have been taken into account in calculating the income-tax due from the Government servants noted in this bill.

Note: – In cases in which overtime is paid out of fees recovered from private parties and credited in the Public Account, the drawing officer should certify on the bill that the prescribed fees have been realised and credited into the treasury.”

S. No. 45. – F.D. O.M. NO. F.1(1)Imp/2010-624, DATED THE 5TH JULY, 2010.

SUBJECT: – *Revision of Rates of Special Pays and Allowances.*

X X X X X X X X X X

i) Night Duty Allowance

Description	Existing Rates	Revised Rates
a) Assistants/Clerks	Rs.10/- per night	Rs.40/- per night
b) Staff Car Drivers/Dispatch Riders/Naib Qasids	Rs.05/- per night	Rs.25/- per night

X x x x x x

S. No.46 – F.D. O.M. NO. F.4(1)R-5/2006-511, DATED THE 4TH AUGUST, 2010

SUBJECT: – *Overtime Allowance to the Staff Car Drivers and Dispatch Riders*

The undersigned is directed to refer to Finance Division’s O.M. No. 4(1)R-5/2006 dated 26th June, 2006 on the subject noted above and to state that it has been decided to enhance

the overtime allowance admissible to staff car drivers/dispatch riders from Rs.15/- per hour to Rs.20/- per hour subject to a maximum limit of Rs.120/- per day, w.e.f. 01-08-2010. The existing condition that the overtime allowance to staff car drivers/dispatch riders will only be paid if it has been verified by the officer concerned will continue to apply.

S. No. 47. – F.D. O.M. NO. F.4(1)R-5/2010, DATED THE 9TH AUGUST, 2012.

SUBJECT:– *Overtime Allowance to the Staff Car Drivers and Dispatch Riders*

The undersigned is directed to refer to Finance Division's O.M. No. 4(1)R-5/2006-511 dated 4th August, 2010 on the subject noted above and to state that it has been decided to enhance the overtime allowance admissible to staff car drivers/dispatch riders from Rs.20/- per hour to Rs.25/- per hour subject to a maximum limit of Rs.150/- per day, w.e.f. 01-08-2012. The existing condition that the overtime allowance to staff car drivers/dispatch riders will only be paid if it has been verified by the officer concerned will continue to apply.

S. No. 48. – F.D. O.M. NO. F.4(1)R-5/2010, DATED THE 6TH JULY, 2015.

SUBJECT:- *Overtime Allowance to the Staff Car Drivers and Dispatch Riders.*

The undersigned is directed to refer to Finance Division's O.M. No. 4(1)R-5/2010 dated 9th August, 2012 on the above subject and to state that it has been decided to enhance the overtime allowance admissible to staff car drivers/dispatch riders from Rs.25/- per hour to Rs.40/- per hour subject to a maximum limit of Rs.240/- per day, w.e.f. 01-07-2015. The existing condition that the overtime allowance to staff car drivers/dispatch riders will only be paid if it has been verified by the officer concerned, will continue to apply.

**Non-Practicing Allowance/ Rural Compensatory
Allowance for Doctors**

(211-216)

S. No. 1. – OFFICE MEMORANDUM NO. PY. GZ. 10(1)-IMP/64, DATED THE 30TH DECEMBER, 1964.

SUBJECT:– *Introduction of 'New Scales' of Pay for Gazetted Officers – Class I and Class II posts under the Health Division.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. Py. Gz. 1(7)-IMP/63, dated the 22nd April, 1964 on the subject noted above and to state that [***].

2. [***].

*3. The Non-practising allowance, wherever admissible, will be enhanced from Rs. 150 to Rs. 200 for Class I officers and from Rs. 75 to Rs. 100 for Class II (Gazetted) Officers.

S. No. 2. – OFFICE MEMORANDUM NO. PY. GZ. 10(1)-IMP/64, DATED THE 16TH FEBRUARY, 1965.

SUBJECT:– *Introduction of 'New Scales' of Pay for Gazetted Officers – Class I and Class II posts under the Health Division.*

The undersigned is directed to refer to this Ministry's Office Memorandum of even No., dated 30th December, 1964 on the subject noted above and to say that [* * *] the enhanced rates of Non-Practising Allowance sanctioned therein will be admissible with effect from 1st December, 1962, but no arrears will be payable for the period prior to 1st July, 1963, as laid down in this Ministry's Office Memorandum No. Py. Gz. 1(7)-IMP/63, dated 22nd April, 1964. *Under the Health Division.*

S. No. 3. – OFFICE MEMORANDUM NO. PY. GZ. 10(1)IMP/64, DATED THE 15TH JUNE, 1965.

SUBJECT:– *Introduction of 'New Scales' of Pay for Gazetted Officers – Class I and Class II posts under the Health Division.*

The undersigned is directed to refer to para 2 of this Ministry's O.M. of even No., dated 30th December, 1964 on the subject noted above and to say that the President has been pleased to decide that the Non-practising Allowance shall with effect from 1st July, 1963, be admissible at the following revised rates, subject to the existing terms and conditions: –

- (i) Rs. 100 p.m. for posts in Gazetted Class II scale.
- (ii) Rs. 150 p.m. for posts in Junior Class I scale.
- (iii) Rs. 200 p.m. for posts in the Senior Class I scale and above.

S. No.4. – OFFICE MEMORANDUM NO. F. 2(12)-IMP. 1/77, DATED THE 26TH OCTOBER, 1977.

SUBJECT:– *Non-practising Allowance – Recommendation of the National Pay Commission.*

The undersigned is directed to state that, on the recommendation of the National Pay Commission, it has been decided that Non-practising Allowance shall not be allowed to doctors who are appointed to hold administrative or Secretariat posts on or after 1-5-1977. The incumbents of such posts who were in receipt of this allowance on 30-4-1977 under any general or special orders of the competent authority may, however, continue to draw it as personal to them. All existing orders on the subject shall be deemed to have been modified to the above extent.

S. No. 5. – OFFICE MEMORANDUM NO. D.717-IMP.I/77, DATED THE 27TH OCTOBER, 1977.

SUBJECT:– *Non-practising Allowance.*

The undersigned is directed to refer to this Division O.M. No. F. 2(12)-Imp. 1/77, dated 26-10-1977, on the above subject, and to state that if any incumbent of an administrative or Secretariat post under the control of the Health Division, who is entitled to draw the Non-practising Allowance after 1 -5-1977, is subsequently appointed in public interest to another post in the same grade under the Health Division, he may also be allowed to continue to draw this allowance as personal to him, provided the new post to which he is appointed has not been declared as a 'practising' post. It is requested that necessary instruction in this behalf may be issued to the A.G.P.R. under intimation to this Division.

S. No. 6. – OFFICE MEMORANDUM NO. F. 1 (1)-IMP/83, DATED THE 18TH AUGUST, 1983.

SUBJECT: – *Scheme of Basic Pay Scales and Fringe Benefits of Civil Employees of the Federal Government (1983).*

The President has been pleased to sanction with effect from 1st July, 1983 a Scheme as detailed below of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983 for the civil employees of the Federal Government paid directly from the Civil Estimates or from the Defence Estimates.

**Non-Practising Allowance.* – The existing rates of Non-Practising Allowance shall be revised as under: –

Doctors drawing pay in B-17 and B-18	Rs. 500/- p.m.
Doctors drawing pay in B-19 and above	Rs. 700/- p.m.

The above Non-Practising Allowance shall be admissible in all cases where a doctor is not allowed private practice.

Doctors posted in rural areas below town committee level and allowed private practice shall be given a Practice Compensatory Allowance @ Rs. 200/- p.m. for male doctors and @ Rs. 300/- p.m. for female doctors.

S. No. 7. – OFFICE MEMORANDUM NO. DATED JULY 22ND, 2006. NOTIFICATION No. F.9-7
5/2005-MF

With the approval of the competent authority conveyed vide Prime Minister's Secretariat No. U.O.163/DS(FA-II)/2006 dated 20th July 2006 the non-practicing allowance for doctor's serving under the Federal Government enhanced are as under:-

<u>S. No.</u>	<u>Doctor Grade</u>	<u>Existing</u>	<u>Revised</u>
a.	BS-17 & 18	Rs. 500/-	Rs. 4000/- p.m
b.	BS- 19 & 20	Rs. 700/-	Rs. 6000/- p.m

Out Fit Allowance

(217-221)

*S. No. 1. – OFFICE MEMORANDUM NO. F. 2(3)R-8/60. DATED THE 16TH FEBRUARY, 1960.

SUBJECT:– *Terms admissible to Government servants proceeding abroad under Foreign Technical Assistance Programme or as trainees otherwise.*

The undersigned is directed to invite a reference to paragraph I (vii) of this Ministry's Office Memorandum No. F. 8(2)-R. II(II)/58, dated the 31st October, 1958, on the subject mentioned above, and to say that the question of grant of outfit allowance to Government servants proceeding abroad for training has been under the consideration of this Ministry for some time. Government servants deputed for training abroad under foreign Technical Assistance Programmes are, in some cases, given an equipment allowance by the donor Government/Agency. Government-sponsored scholars under the Overseas Training Scheme and doctors selected for higher training abroad under the Central Government Scheme are granted an equipment allowance of Rs. 500 by the Central Government. The undersigned is to say that, with a view to introducing uniformity in this regard, it has been decided to grant an outfit allowance of Rs. 500 to Government servants deputed for training abroad, except to India, Burma or Ceylon, whose pay does not exceed Rs. 500 p.m. subject to the following conditions:–

- (i) the allowance will be granted subject to production of a certificate to the effect that the amount has been actually spent on the purchase of clothes, etc., required in connection with stay abroad ;
 - (ii) it will be admissible only once during the entire service of the Government servant concerned ; and
 - (iii) it will not be granted to a Government servant who draws, or has previously drawn, an outfit allowance under any other rules or orders or from a foreign Government/Agency.
2. These orders will take effect from the 1st February, 1960.

S. No. 2 – OFFICE MEMORANDUM NO. F. 2(1)RI (RWP)/63, DATED THE 22ND AUGUST, 1963.

SUBJECT:– *Terms admissible to Government servants proceeding abroad under Foreign Technical Assistance Programme or as trainees otherwise.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 2(3)-R8/60, dated the 16th February, 1960, on the subject mentioned above and to state that

consequent on the introduction of the revised prescribed scales of pay for non-gazetted Government servants, the outfit allowance sanctioned therein shall, with effect from the 1st December, 1962 be admissible to non-gazetted Government servants whose pay does not exceed Rs. 650 p.m. The other conditions for the grant of the outfit allowance shall remain the same.

2. The outfit allowance shall until further orders continue to be admissible to gazetted Government servants whose pay does not exceed Rs. 500/- p.m.

S. No. 3. – OFFICE MEMORANDUM NO. F.2(1)-RI(RWP)/63, DATED THE 28TH JULY, 1964.

SUBJECT : – *Terms admissible to Government servants proceeding abroad on temporary official duty or on training.*

The undersigned is directed to refer to para 2 of this Ministry's Office Memorandum No. F. 2(1)-RI (RWP)/63, dated the 22nd August, 1963, on the above subject, and to say that the President has been pleased to decide that consequent on the introduction of new scales of pay for gazetted Government servants, the outfit allowance sanctioned in this Ministry's Office Memorandum No. F. 2(3)-R8/60, dated the 16th February, 1960 and paragraph 15(a) of Appendix No. 7 to Fundamental and Supplementary Rules, Volume II, shall, subject to the usual conditions, be admissible to the gazetted officials whose pay does not exceed Rs. 650/- p.m.

S. No. 4. – OFFICE MEMORANDUM NO. F. 2(3)-IMP. 1/77, DATED THE 5TH MAY, 1977.

SUBJECT: – *Outfit Allowance on Temporary Duty/Training Abroad.*

The undersigned is directed to refer to this Division O.M. No. F. 2(1)-RI (RWP)/63, dated 22-8-63, regarding terms admissible to Government servants proceeding abroad on temporary duty/training and to state that, with effect from 1st May, 1977, the amount of Outfit Allowance payable to Government servants proceeding abroad on temporary duty/training shall be enhanced from Rs. 500/- to Rs. 750/; and the pay limit for the admissibility of this Allowance shall be increased from Rs. 650/- to Rs. 1000/-. Similarly, it has also been decided that the amount payable to Probationary Officers shall be increased from Rs. 450/- to Rs. 600/-. The other existing conditions regulating the grant of Outfit Allowance shall remain the same.

S. No. 5. – OFFICE MEMORANDUM NO. F. 1(5)-R.5/2006-445 DATED 30TH JULY, 2008.

SUBJECT: – *Outfit Allowance*

Outfit Allowance admissible on posting abroad only stand abolished vide para 11(ii) of Finance Division's O.M No.F.1(1)/Imp/05 dated 01-07-2005.

Proficiency Allowance

(223-234)

S. No. 1. – OFFICE MEMORANDUM NO. F.9(19)-E.G. II/48, DATED THE 24TH NOVEMBER, 1948.

SUBJECT:– *Proficiency Allowance to the Stenographers, Steno-typists and Typists.*

The undersigned is directed to say that the Government of Pakistan, Ministry of Finance and the Cabinet Sectt. (Establishment Branch) have had under consideration for some time past the question as to how the efficiency of the Stenographers, Steno-typists and Typists employed in the Ministries and Attached Offices of the Government of Pakistan can be increased and maintained. With a view to encourage the three classes of employees, to acquire sufficient speed in their work and to maintain that by constant practice in spare time, it has been decided to grant them a proficiency allowance at the following rates:–

- | | | |
|-----|--|-------------|
| (1) | Stenographers having speed of 125 words and above per minute | Rs. 25 p.m. |
| (2) | Steno-typists having a speed of 100 words and above per minute | Rs. 10 p.m. |
| (3) | Typists having a speed of 50 words and above per minute . | Rs. 10 p.m. |

2. The allowance will be given to all persons who succeed in achieving the necessary speed at one of the tests which will be held by the Pakistan Public Service Commission thrice a year for this purpose. The following principles will be observed for holding test, and for the grant of the allowance:–

- (1) The test will be open to all who present certificate from the Heads of Office in which they are employed declaring that they have attained speed referred to in this Office Memorandum for each category of competitors.
- (2) Each candidate will bring his own typewriter.
- (3) Any candidate who fails to appear at any test for any reason will be deemed to have failed in that test.
- (4) Candidates who succeed in the test will be entitled to draw the above allowance with effect from the first of the month following that in which the test is held for a period of 12 months. The allowance will be continued after the expiry of the 12 months only

if the candidates qualify at the test which is held after one year from the date of test at which the candidates were successful.

3. These orders are subject to revision or cancellation in the light of the recommendation of the Pakistan Pay Commission. The date of the first test to be held by the Pakistan Public Service Commission will be announced by the Commission in due course.

4. This allowance will be treated as pay.

S. No.2. – OFFICE MEMORANDUM NO. F. 9 (19)-E.G. II/48, DATED THE 25TH JANUARY, 1949.

SUBJECT:— *Proficiency Allowance to the Stenographers, Steno typists and Typists.*

The undersigned is directed to refer to para. 2 of this Ministry's Office Memorandum of even No., dated the 24th November, 1948, on the above subject, and to state that it has been decided that in which Proficiency allowance is claimed should be endorsed with a certificate in the following form: –

“Certified that the persons for whom the Proficiency allowance has been claimed in this bill have passed the tests as prescribed under the provision of the Government of Pakistan Ministry of Finance, Office Memorandum No. F. 9(19)-E.G.II/48, dated the 24th November, 1948.

Signature of Drawing Officer

S. No. 3. – OFFICE MEMORANDUM NO. D-1876-E.G. II/49, DATED THE 12TH MAY, 1949.

SUBJECT:— *Proficiency Allowance to the Stenographers, Steno-typists and Typists.*

With reference to this Ministry's Office Memorandum No. F. 9(19)-E.G.II/48, dated the 24th November. 1948, on the subject noted above, the undersigned is directed to say that a question has been raised whether the proficiency allowance sanctioned in the aforesaid Office Memorandum is also admissible to Government servants who are not specifically employed as Stenographer, Steno-typists or typists but who pass the prescribed proficiency test. It has been decided in consultation with the Cabinet Secretariat that while the allowance sanctioned for Typists may be allowed to Clerks who pass the prescribed proficiency test in typewriting,

irrespective of the duty on which they are employed, in the case of Stenographers and stenotypists, the allowance should not be allowed for the period they are employed otherwise than as Stenographers and Steno-typists.

S. No. 4. — OFFICE MEMORANDUM NO. D-896-PC I/49, DATED THE 25TH JUNE, 1949.

The undersigned is directed to invite attention to the Central (Non-Gazetted) Civil Services (Revision of Pay) Rules, 1949, and to say that the special pays which are at present admissible to Stenographers attached to certain officers in the Secretariat and Attached Departments and in the Subordinate offices, will continue to be admissible in accordance with the existing orders, to stenographers who are brought on to the scale prescribed for stenographers in Schedule to the above Rules, whether they are in the ordinary scale of Rs. 160—10—250—EB—15—325 or in the Selection Grade of Rs. 330—10—400.

2. The Proficiency Allowance sanctioned in the Ministry of Finance Office Memorandum No. F. 9(19)-E.G. II/48, dated the 24th November, 1948, will not be admissible to Stenographers who are promoted to the Selection Grade.

S. No. 5. — OFFICE MEMORANDUM NO. F. 2(4)-E.G. II-49, DATED THE 29TH AUGUST, 1949.

SUBJECT:— *Proficiency Allowance admissible to Stenographers, Steno-typists and Typists.*

With reference to the Ministry of Communications Office Memorandum No. E. 2(2)/48, dated the 17th June, 1949, (reproduced below) on the subject noted above, the undersigned is directed to say that the position regarding the points raised therein is as follows:—

- I.(a) Personal Assistants (*i.e.*, Stenographers employed against posts carrying special pay) are also eligible to compete for the Proficiency Allowance along with Stenographers at the tests held by the Pakistan Public Service Commission.
- I.(b) II and III—No. The proficiency allowance in typewriting is meant only for Clerks.
- I.(c) No. A Personal Assistant or a Stenographer is eligible to compete for the allowance for Stenographers only.

OFFICE MEMORANDUM FROM MINISTRY OF COMMUNICATIONS (COMMUNICATIONS DIVISION) ADDRESSED TO THE MINISTRY OF FINANCE, NO. E-2 (2)/48 DATED THE 17TH JUNE, 1949

SUBJECT:— *Proficiency Allowance to the Stenographers, Steno typists and Typists.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. E- 2(2)/48, dated the 21st December, 1948 to which no reply has yet been received, and to request clarification of the following points:—

- I.(a) Whether a P.A, who has speed of more than 125 words per minute in shorthand is eligible for Proficiency Allowance of Rs. 25 per mensem mentioned in the Office Memorandum, it being understood that the special pay which he otherwise is getting covers extra responsible duties performed by him;
- (b) Whether a P.A. who does not possess a speed of 125 or more in shorthand but attains a speed of 50 words or more per minute in typing can claim Proficiency Allowance of Rs. 10 for typing;
- (c) Whether a P.A. who has a speed exceeding 125 and 50 words per minute in shorthand and typing respectively can claim both the allowance of Rs. 25 and Rs. 10 *i.e.* Rs. 35 in all in addition to his special pay as P.A.
- II. Whether Stenographers and Steno-typists who attain a typing speed of 50 words or more can claim allowance of Rs. 10 for proficiency in typing irrespective of whether or not they become entitled to proficiency in stenography ;
- III. Whether Assistants who have speed of 50 words per minute in typing are eligible for Proficiency Allowance of Rs. 10 as typists.

S. No. 6. — OFFICE MEMORANDUM NO. 1351-EG-II/51, DATED THE 23RD MARCH, 1951.

SUBJECT:— *Proficiency Allowance to Stenographers, Steno-typists and Typists.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. D 1876-EG. II/49, dated the 12th May, 1949 on the above subject, and to state that it has been

decided, in consultation with the Cabinet Secretariat (Establishment Branch), that the Officiating Upper Division Clerks may also be allowed to appear in the proficiency test for typing and if they qualify in that test, be allowed the Proficiency allowance on their reversion to the Lower Division Clerk with effect from the date of such reversion for the remaining period of 12 months which as usual should commence from the first of the month following in which the test is held. For instance, if an officiating Upper Division Clerk qualifies at the proficiency test held in March 1951 but remains employed in that Division till 31st July, 1951, when he reverts to the Lower Division Clerk, he should be allowed the Proficiency Allowance for the period for the 1st August, 1951 to 31st March, 1952, if he remains in the Lower Division for this period.

S. No. 7. – OFFICE MEMORANDUM NO. 4692-RIII/51, DATED THE 10TH OCTOBER, 1951.

SUBJECT:— *Proficiency Allowance to Stenographers, Steno-typists and Typists.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 9 (19)-E. G. II/48, dated the 24th November, 1948 on the above subject and to say that under sub para. 4 of para. 2 thereof proficiency allowance is admissible to a Government servant who qualifies in the prescribed proficiency test for a period of twelve months and is allowed to continue for a further period of twelve months if he qualifies in a subsequent test conducted after 12 months of the last qualifying test. It has been brought to the notice of this Ministry that some times the holding of the test by the Pakistan Public Service Commission is delayed due to certain administrative reasons and Government servants who qualify in the test are not able to draw the allowance in continuation of the previous period of twelve months. It has been decided in consultation with the Cabinet Secretariat (Establishment Division) that in such cases the allowance will be drawn in continuation of the previous period of twelve months.

S. No. 8. – OFFICE MEMORANDUM NO. F. 5 (31)-RII(I)/54, DATED THE 24TH JUNE, 1954.

SUBJECT:— *Increase in the Proficiency Allowance of Steno-typists in Ministries and Attached Departments.*

The undersigned is directed to refer to paragraph 1 (ii) of this Ministry's Office Memorandum No. F. 9 (19)-EG II/48, dated the 24th November, 1948 under which a proficiency allowance @ Rs. 10 p.m. was sanctioned for Steno-typists having a speed of 100 words or over per

minute, subject to certain conditions. It has been decided that the rate of the allowance may be increased to Rs. 15 p.m. with effect from 1st July, 1954.

S. No.9. – OFFICE MEMORANDUM NO. F. 6 (34)-RII (I)/55, DATED THE 17TH MARCH, 1956,
AS AMENDED BY CORRIGENDUM OF EVEN NUMBER, DATED 31ST MAY, 1956.

SUBJECT:— *Proficiency Allowance to Stenographers, Steno-typists and Typists.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 9 (19)-E. G. II/48. dated the 24th November, 1948, on the subject noted above, and to say that under sub para. 4 of para. 2 thereof Proficiency Allowance is admissible to a Government servant who qualifies in the prescribed Proficiency Test for a period of 12 months and is allowed to continue for a further period of 12 months if he qualifies in the subsequent test conducted after 12 months of the last qualifying test. As the test is held thrice a year, a question has arisen whether in a case when stenographer qualifies in test held before the expiry of the period of twelve months for which he had already qualified at a previous test, the continuance of the allowance for the second period of 12 months shall commence from the date of expiry of the original period of 12 months or from the first of the month following the month in which the subsequent test is taken. It is stated for the information of the Ministry of Interior, etc., that in such cases the original period of admissibility of the allowance should be deemed to have come to a close in the month in which the subsequent test is taken and fresh period of 12 months shall commence from the first of the next month.

S. No. 10. – OFFICE MEMORANDUM NO. F. 5 (11)-RII(I)/56, DATED THE 20TH AUGUST, 1956.

SUBJECT:— *Proficiency Allowance to the Stenographers, Steno-typists and Typists.*

The undersigned is directed to invite a reference to para. 2 (1) of this Ministry's Office Memorandum No. F. 9(19)-EG. II/48, dated the 24th November, 1948, on the subject noted above, and to state that it has been decided that the condition prescribed therein will be applicable only in respect of those candidates who appear at these tests for the first time or after the expiry of the period for which they draw the allowance on the basis of a previous test.

S. No. 11. – OFFICE MEMORANDUM NO. D. 677-R 5/64, DATED THE 1ST APRIL, 1964.

SUBJECT:— *Proficiency Allowance to the Stenographers, Steno-typists and Typists.*

Cases have been received in this Ministry from the various Ministries/Divisions, etc., enquiring whether the rates of Proficiency Allowance admissible to the Stenographers, Steno-typists and Typists sanctioned in this Ministry's O.M. No. F.9(19)-EG. II/48, dated the 24th November, 1948 as amended by O.M. No. F. 5 (31)-RII (1)/54, dated the 24th June, 1954 have been revised as a result of revision of prescribed scales of pay. It is hereby clarified that the amount of the proficiency allowance referred to above remains unchanged.

S. No. 12. – OFFICE MEMORANDUM NO. F. 14(6)-R5/69, DATED THE 9TH FEBRUARY, 1971.

SUBJECT:— *Grant of Proficiency Allowance to Stenographers.*

Attention is invited to para 2 of this Ministry's Circular O.M. No. 896-PC. 1/49, dated the 25th June, 1949, according to which the Proficiency Allowance is not admissible to Stenographers in the Selection Grade. It has, however, come to notice that, in spite of the above general orders. Selection Grade Stenographers in certain Ministries, Divisions etc., are, in practice, being allowed to draw the above Allowance. This practice, where-ever it exists, whether due to some error or otherwise, being contrary to the general orders referred to above, should be discontinued forthwith.

S. No. 13. – OFFICE MEMORANDUM NO. F. 1 (9)-NG-IMP. II/73, DATED THE 28TH NOVEMBER, 1974.

SUBJECT:— *Proficiency Allowance to Stenographers, and Steno-typists.*

The undersigned is directed to say that under this Division's O.M. No. F.9(19)-E.G. II/48, dated the 24th November, 1948 and No. F. 5(31)-R II (I)/54, dated the 24th June, 1954 a Proficiency allowance @ Rs. 25/- p.m. and Rs. 15/- p.m. is admissible to Stenographers and Steno-typists having a minimum speed of 125 words and 100 words per minute respectively, subject to certain conditions. It has been decided that the rate of the above allowance shall be increased to Rs. 50/- p.m. in the case of Stenographers and Rs. 30/- p.m. in the case of Steno-typists with effect from 1-12-1974. The existing conditions regulating the grant of this allowance will continue to apply as hitherto.

S. No. 14. – OFFICE MEMORANDUM NO. F. 8 (1)-R (14)/75, DATED THE 26TH AUGUST, 1975.

SUBJECT:— *Proficiency Allowance to Typists.*

The undersigned is directed to say that under this Division's O.M. No. F. 9(19)-E.G. II/48, dated the 24th November, 1948, a Proficiency Allowance at the rate of Rs. 10/- per month is admissible to Typists having a minimum speed of 50 words per minute, subject to certain conditions. It has been decided that the rate of the above allowance shall be increased to Rs. 20/- per month with effect from 1st September, 1975. The existing conditions regulating the grant of this allowance will continue to apply as hitherto.

S. No. 15. – OFFICE MEMORANDUM NO. F. 8 (1)-R14/75-(I), DATED THE 24TH JANUARY, 1976.

SUBJECT:— *Proficiency Allowance to Stenographers in Senior Scale.*

It has been decided that the Proficiency Allowance for Stenographers shall henceforth be admissible to the Stenographers in Senior Scale (NPS-14) also, at the rates sanctioned for and subject to conditions applicable to the post of Stenographers in NPS-11.

S. No. 16. – OFFICE MEMORANDUM NO.F.8(I)-R14/75(II), DATED THE 24TH JANUARY, 1976.

SUBJECT:— *Proficiency-Allowance to Urdu Typists.*

The undersigned is directed to refer to this Division's O.M. F. 8(1)-R(14)/75, dated 26-8-75, on the above subject, and to say that the orders contained therein regarding enhancement of the Proficiency Allowance in respect of Typists are also applicable to Urdu Typists, in whose case, however, the requirement of speed will remain as at present.

S. No. 17. – U.O. NO. F. 8(1)-R. 5/82 DATED THE 16TH NOVEMBER, 1982.

SUBJECT:— *Shorthand/Typing Tests for grant of Proficiency Allowance..*

1. Reference Establishment Division's U.O. No. 10/2/79-F. I(D.S.), dated 22-8-1972 on the above subject (Not reproduced).

2. The recommendation of the Establishment Division has been considered in this Division at the level of AFS(R). As the two advance increments proposed to be granted would become part of the basic pay, it cannot be with-drawn at a subsequent stage except as a disciplinary measure in case the concerned Govt. servant does not maintain the required standard. It is therefore, considered that such Government servants may be allowed the proposed incentive in the form of an allowance equal to two advance increments as distinct from the existing proficiency allowance subject to passing the test as may be prescribed and should be admissible for as long as they retain the required proficiency standard.

S. No. 18. – OFFICE MEMORANDUM NO.10/2/79-D II, DATED THE 8TH AUGUST, 1995.

SUBJECT: – *Shorthand/Typewriting Tests for grant of Proficiency Allowance.*

The undersigned is directed to refer to Ministry of Finance O.M No. F.9(19)-E.OII/48, dated 24-11-1948 (printed at Serial No. 34, Chapter XI, Establishment Manual, Volume II) specifying the speeds in shorthand/typing for Stenographers, Stenotypists and Typists for their eligibility to draw proficiency allowance. Uptil 1978, the tests were conducted by the FPSC but with the introduction of the FPSC (Functions) Rules, 1978, this task was entrusted to the concerned Ministries/Divisions vide Establishment Division O.M. No. 10/2/79-F.1, dated 26th March, 1981. Subsequently, the task of holding proficiency tests was assigned to the Secretariat Training Institute vide its No. F. 15/1/83-Trng, dated 27th July, 1983 which circulated the annual schedule for conducting the tests and also laid down the parameters.

2. The Establishment Division has received some references from Ministries/Divisions seeking clarification of the provision for the proficiency allowance, especially since no time limit was laid down. The matter has been re-examined in the light of the Finance Division O.M of 1948 which reads.

“Candidates who succeed in the test will be entitled to draw the above allowance with effect from the first of the month following that in which the test is held for a period of 12 months. The allowance will be continued after the expiry of the 12 months, held after one year from the date of test at which the candidates were successful.”

3. According to the aforementioned provision, the proficiency allowance will continue to be available on annual basis. For example, Stenographers/ Stenotypists who cleared the test held in, say, March 1995, will be entitled to draw the prescribed allowance w.e.f April, 1995 to

March, 1996 (12 months). The same principle will operate in the case of Stenographers/Typists who keep on re-qualifying the test. However, this allowance will not be available during any break between the expired 12 months period and till the date of re-qualifying.

4. The above clarification is circulated for information and guidance of all the Ministries/Divisions/Departments.

S. No. 19. – OFFICE MEMORANDUM NO.10/2/19 F.I/D-5 DATED THE 17TH FEB, 1983.

SUBJECT:– *Shorthand/Typing Tests for grant of Proficiency Allowance.*

The undersigned is directed to say that the procedure for grant of Proficiency Allowance has been revised as under:-

- (i) the Proficiency Allowance would be admissible only if the official/officials qualify in the test for Shorthand/Typing to be conducted by the Secretariat Training Institute.
- (ii) a Typist (LDC), Stenotypist or Stenographer who learns Urdu Shorthand and Typing in equivalent speed shall also be entitled to the allowance; and
- (iii) allowance, equivalent to two advance increments shall be allowed to the incumbent who qualifies in the test, not forming part of the basic pay. This allowance will be admissible till such time the incumbent retains his proficiency.

This issues with the approval of the Finance Division, vide Challan No. B(1)-R.5/82, dated 16-11-1982.

Project Allowance

(235-240)

S. No. 1. – OFFICE MEMORANDUM NO. F. 2 (4)-IMP. 1/77, DATED THE 5TH MAY, 1977.

SUBJECT:– *Project Allowance.*

The undersigned is directed to state that Ministries/Divisions have been sanctioning, with the approval of the competent authority, project allowance to the executive staff posted at the site of a project for considerations such as location of the project, lack of civic amenities, cost of living, risk of life, etc., the amount of project allowance having been determined on merits of each case. Instances have come to notice that this allowance continues to be paid to the staff concerned even after the completion of the project. This is not in order. It has, therefore, been decided that Project Allowance should cease to be admissible to the executive staff as soon as a project has been completed. For the maintenance staff, however, a suitable allowance under a different name may, if at all justified, be sanctioned with the approval of the competent authority.

S. No. 2. – OFFICE MEMORANDUM NO. F. 11(1) R.13/91-1196, DATED 15TH OCTOBER, 1992.

SUBJECT:– *Grant of project allowance in foreign aided projects.*

In supersession of Finance Division's Circular O. M No. F. 11(1) R.13/91, dated 13-05-1992 and Policy Analysis Wing U.O.No.2 (20)-EF (P)/92, dated 28-06-1992 addressed to Economic Affairs Division regarding grant of Project Allowance in Foreign Aided Projects, the undersigned is directed to convey the sanction of the President to the grant of Project Allowance @ 10% of pay in addition to Deputation Allowance @ 20% of the minimum of Basic Pay Scales to the staff/officers upto BPS-21 in the project management cell only who have been transferred from other departments/offices to Social Sectors Projects where the aid component of project is not below \$ 10 million, with immediate effect.

S. No. 3. – OFFICE MEMORANDUM NO. F. 16(1) R.14/2003, DATED THE 6TH JULY, 2005.

SUBJECT:– *Grant of project allowance in foreign aided projects.*

The undersigned is directed to refer to Finance Division's Office Memorandum No. F. 11(1) R.13/91-1196, dated the 15th October, 1992 on the subject noted above and to convey the sanction of the President to grant of Project Allowance to the officers who are working on foreign funded projects, with immediate effect on the following conditions:-

- I. Project Allowance would be admissible only in case of foreign funded social sector projects;

- II. The Project Allowance would be specifically provided for and approved as part of PC-I by the competent authority;
- III. The Project Allowance would be sanctioned only to those civil servants who have been selected through open competition for the project posts;
- IV. The rates of the project allowance would be as follows:

BPS 20-21	=	Rs. 50,000/- per month
BPS 19	=	Rs. 40,000/- per month
BPS 17-18	=	Rs. 30,000/- per month

S. No. 4. – F.D. NO. F.16 (1) R-14/2003 12TH AUGUST, 2008.

SUBJECT:— *Grant of Project Allowance to the Officers/ Staff appointede in PSDP Funded Development projects.*

The undersigned is directed to refer to Finance Division's O.M. No. F. 11 (1) R-13/19-1196, dated 15-10-1992 and No.F.16 (1) R-14/2003, dated 6-7-2005.on the above subject (copies enclosed and to say that under the existing government policy/ rule to Project Allowance is applicable only staff of foreign funded and social sector projects, whereas the staff of the non-social sector as well as locally funded projects are not entitled to Project Allowances. In order to ensure smooth implementation of development projects, the matter was reviewed by CDWP in its meeting held on 1st March, 2008.

2. On the recommendations of CDWP made in the aforesaid meeting, it has been decided with the approval of competent authority that the Project Allowance shall be admissible to the project staff as under:

- a) For project costing above Rs. 100 Million (both new and on-going), appointment of Project Director of full time basis is mandatory in accordance with ECNEC decision dated 24-04-2005. Therefore, the employees appointed through transfer (deputation) on full time basis will get pay in their own pay scale and allowances plus deputation allowance @ 20% of the basic pay subject to a maximum of Rs. 6000/- per month or as revised from time to time along-with the Project Allowances at the following rates, subject to its provision in the PC-I and approval by the competent forum:-

Project staff in BPS		Amount of Project Allowance
BPS 20-22	=	Rs. 50,000/- per month
BPS-19	=	Rs. 40,000/- per month
BPS 17-18	=	Rs. 30,000/- per month
BPS 16	=	Rs. 15,000/- per month

BPS 11-15	=	Rs. 8,000/- per month
BPS 05-10	=	Rs. 4,000/- per month
BPS 01-04	=	Rs. 2,000/- per month

- b) Project allowance would be admissible in the case of all types of projects (i.e. both locally funded and foreign funded) as well as project of all sectors.
- c) Additional Charge Allowance at the rate of 20% of the basic pay scale subject to a maximum of Rs.6,000/- per month or as revised from time to time will be allowed to the Government servants who are assigned additional charge of posts of the project costing upto Rs. 100.00 million. They will, however, not be entitled to the Project Allowance.

3. This aforesaid project allowance for project staff in the new as well as for the no-going PSDP projects will be admissible with effect from 1st July, 2008.

4. The earlier instructions contained in Finance Division's O.Ms, dated 15-10-1992 and dated 6-7-2005, as referred to in para -1 above, stand superseded and replaced by this Office Memorandum.

S. No. 5. – F.D.NO.F.16(1) R-14/2003 18TH APRIL, 2012

SUBJECT:— *Grant of Project Allowance to the Officers/Staff appointede in PSDP Funded Development projects*

The undersigned is directed to refer to Finance Division's O.M. No .F. 16 (1) R-14/2003, dated 12-08-2008 on the above subject and to say that the matter was reviewed in a meeting held under the chairmanship of Secretary (Planning & Development Division) on 6th March, 2012 which was attended by the representatives of Finance Division, Establishment Division, Economic Affairs Division and concerned Secretaries of the Provincial Governments. The following decisions have been made with the approval of Deputy Chairman, Planning Commission with immediate effect:—

- i) Project allowance will be discontinued in all types of projects with immediate effect to remove distortion in the system.
- ii) The officers/officials posted/appointed on deputation basis against project posts will be entitled to draw 20% of their running salary in addition to their own pay/allowances subject to maximum of Rs.6,000/- per month or as revised from time to time.

- iii) The officers/officials granted additional charge of the project posts in addition to their own duties will be entitled to draw additional charge allowance @ 20% of the basic pay in addition to their own pay/allowances subject to maximum of Rs.6,000/- per month or as revised from time to time.
- iv) Incentive in shape of honoraria may be provided to the official (other than project staff) involved in designing/critical and initial work of the project as part of their routine activities.
- v) Government officials will not be allowed to apply for project posts carrying market based salary, through open competition.
- vi) Independent Project Director will be appointed only to the projects costing over Rs.1000.00 million.
- vii) A uniform system of market based salary linked to the size of the project will be developed by Planning & Development Division.

2. The earlier instructions contained in Finance Division's O.M. No. F.16(1) R-14/2003, dated 12-08-2008 stands superseded and replaced by this Office Memorandum.

**Leave Travel Concession
and
Recreation Allowance**

Ceased to be admissible in Basic Pay Scales 1983.

(241)

Special Area Compensatory Allowance

(243-263)

S. No. 1. — OFFICE MEMORANDUM NO. F. 5(1)-PC/51, DATED THE 16TH MAY, 1951.

SUBJECT:— *Trans-Frontier Allowance.*

The undersigned is directed to say that the Governor-General is pleased to sanction, until further orders, the grant of Trans-Frontier Allowance at 20% of pay subject to a maximum of Rs. 50 p.m. to Government servants serving in the Agencies of the NWFP and the Tribal Areas of Baluchistan, subject to the condition that the allowance will not be admissible to local recruits, *i.e.*, those who are posted in the same Agency in which they were recruited but will be admissible to Government servants belonging to one Agency and posted for service in another Agency.

2. Local recruits who are at present drawing the Trans-Frontier Allowance and non-local recruits who are drawing it at a rate higher than that now sanctioned, will continue to draw the allowance at the existing rates as a personal concession so long as they continue to hold the posts which are held by them on the date of the issue of these orders or while holding posts on an identical or a lower time scale. Protection will, however, not be admissible if a Government servant is promoted to a higher post or is transferred to a place where the allowance is not admissible, provided that if a Government servant is appointed to officiate in a higher post and is later reverted to his original post at the same station he shall, on reversion, continue to enjoy the protection.

3. The admissibility of the allowance during leave or on temporary transfer shall be regulated by the provisions of Supplementary Rule 6 *et seq* except that it will not be admissible during extraordinary leave.

4. The Trans-Frontier allowance will be classified as Compensatory allowance as defined in Fundamental Rule 9 (5).

5. These orders shall take effect from the 1st January, 1949, and shall apply to all Government servants under the rule-making control of the Governor-General paid from Civil Estimates (including employees of the Railway and Posts and Telegraphs Departments) and to Civilians paid from Defence Services Estimates. Those Government servants who are not in service on the date of the issue of these orders will not be entitled to the arrears on account of this allowance.

6. Save as provided for in paragraph 2 above, all orders in force heretofore in regard to the grant of Trans-Frontier allowance shall be deemed to have been cancelled with effect from the 1st January, 1949.

S. No. 2. – OFFICE MEMORANDUM NO. F. 12(14)-R III/52, DATED THE 15TH JANUARY, 1953.

SUBJECT:— *Trans-Frontier Allowance.*

The undersigned is directed to invite a reference to paragraphs 2 and 4 of this Ministry's Office Memorandum No. F. 5(1)-PC/51, dated the 16th May, 1951, on the above subject and to state that in cases where protection has been given in the old rate of Trans-Frontier Allowance and this allowance was previously classified as special pay, it may continue to be so classified.

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S. No. 3. – OFFICE MEMORANDUM NO. 6(5)-RII/56, DATED THE 7TH DECEMBER, 1956.

SUBJECT:— *Special Areas Compensatory Allowance.*

The undersigned is directed to say that the President has been pleased to decide that the "Trans-Frontier Allowance" sanctioned in this Ministry's Office Memorandum No. F. 5(1)-PC/51, dated the 16th May, 1951, shall hereafter be known as "Special Areas Compensatory Allowance".

S. No. 4. – OFFICE MEMORANDUM NO. 479-RI (RWP)/61, DATED THE 13TH MARCH, 1961.

SUBJECT:— *Special Areas Compensatory Allowance.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 5(1)-PC/51, dated the 16th May, 1951, on the above subject and to state that it has been decided that the Trans-Frontier Allowance is not admissible to Government servants who are getting special pay while serving in the areas in which that allowance is admissible.

S. No. 5. — OFFICE MEMORANDUM NO. AL. NG. 1/1/63-IMP., DATED THE 26TH MARCH, 1963.

SUBJECT:— *Revision of the rate of(i) House Rent Allowance; (ii) Recovery of House Rent; (iii) Conveyance Allowance; (iv) Washing Allowance; (v) Local Compensatory Allowance; (vi) Hill Allowance; and (vii) Special Area Compensatory Allowance admissible to non-gazetted Government servants consequent upon revision of the Pay Scales.*

With reference to paragraph 3 of this Ministry's Memorandum No. Py-Ng-1(3)-IMP/63, dated the 1st February, 1963 as amended by the Memorandum of even number, dated the 8th February, 1963, the undersigned is directed to say that the President has been pleased to decide, in

modification of this Ministry's Office Memorandum No. F.5(1)-PC/51, dated the 16th May 1951 and all the subsequent amendments issued from time to time, that, with effect from 1st April, 1963, the above allowance shall be admissible at the following rates and subject to the following conditions. The other existing conditions regulating the grant of these Allowances will continue to apply as hitherto. (g) Special Area Compensatory Allowance:

Special Area Compensatory Allowance will be admissible at the rate of 15% of pay (instead of the present 20%) subject to a maximum of Rs. 50/- p.m. to non-gazetted Government servants serving in the Agencies of former N.W.F.P. and the Tribal Areas of former Baluchistan subject to the condition that the allowance will not be admissible to local recruits *i.e.* those who are posted in the same Agency in which they were recruited but will be admissible to Government servants belonging to one Agency and posted for service in another Agency.

x x x x x

2. These orders apply to revised prescribed scales. In the case of those whose "Revised Prescribed" scales have not yet been notified, payment of the above mentioned allowances, and recovery of house rent, may be made provisionally on the existing basis as though no revision of pay and allowances has taken place. In such cases, when the "revised prescribed" scales have been notified adjustment of allowances should be made on the revised basis with effect from 1st April, 1963.

S. No. 6. – OFFICE MEMORANDUM NO. F. 3(3)-RV/64, DATED THE 20TH MAY, 1964.

SUBJECT:— *Revision of Compensatory Allowances admissible to non-gazetted Government servants sanctioned on percentage basis.*

The undersigned is directed to say that as a result of the introduction of the revised prescribed scales of pay, certain Compensatory Allowances such as house rent, Conveyance, etc., have also been revised. Besides these allowances there are other compensatory allowances which have been sanctioned by various Ministries/Divisions on percentage basis as for instance the Border (Compensatory) Allowance sanctioned by the former Revenue Division and the Gilgit Compensatory Allowance sanctioned by the Kashmir Affairs Division etc. It is the policy of the Government that there should be no increase in the amount of Compensatory Allowances as a result of the enforcement of the revised prescribed scales of pay. In pursuance of this policy, where a compensatory allowance is calculated on the basis of percentage of pay, that percentage is to be

suitably reduced in order to maintain the same position in the amount of the compensatory allowance.

2. All Ministries/Divisions who have sanctioned any compensatory allowances on percentage basis are, therefore, requested to reduce the rates of such allowances suitably in consultation with this Ministry immediately.

S. No. 7. – OFFICE MEMORANDUM NO. AL. GZ. 1/24/64-IMP, DATED THE 1ST JUNE, 1964.

SUBJECT:— *Revision of rates of(i) Recovery of House-rent; (ii) Special Area Compensatory Allowance; (iii) Loans and Advances, etc., admissible to Gazetted Government servants consequent upon revision of pay scales.*

In continuation of this Ministry's O.M. *No. Al. Gz. 1/1/64-IMP, dated the 22nd April, 1964 regarding payment of allowances to Class I and Class II Gazetted Officers (Civilians), the undersigned is directed to say that the President has been pleased to decide, in modification of all the relevant orders/rules on the subject that, with effect from 1st June, 1964, the above-mentioned allowances shall be admissible at the following rates and subject to the following conditions.

The other existing conditions regulating the grant of these allowances will continue to apply as hitherto.

(a) *Special Area Compensatory Allowance :*

Special Area Compensatory Allowance will be admissible at the rate of 15% of pay (instead of the present 20%) subject to a maximum of Rs. 50 p.m. to all officers to whom it is admissible under the existing rules and subject to the existing conditions.

x x x x

2. As regards other compensatory allowances (excepting Expatriation Allowance, Travelling Allowance and Daily Allowance) like Conveyance Allowance, Hill Allowance, Local Compensatory Allowance, etc. that might have been sanctioned in individual cases of gazetted officers, *status quo* shall be maintained, *i.e.* if the allowances are fixed at flat rates and not as percentage of pay and are granted irrespective of pay limits, the amounts shall remain unchanged. If, however, any such allowance was granted as a percentage of pay and/or subject to pay limits, the rates and pay limits will have to be revised so that *status quo* is maintained as far as possible. In

* See under the heading "Conveyance and House Rent Allowances"

such cases, necessary action should be taken immediately to suitably revise the rates and admissibility limits in consultation with Financial Advisers and with the approval of the Finance Ministry. Such modifications, when finalized, will be effective from 1st June, 1964.

3. These orders apply to gazetted officers whether in the New Scales of pay or pre-1931 scales of pay.

S. No. 8. – OFFICE MEMORANDUM NO. AL. NG. I/I/IMP-63, DATED THE 1ST JUNE, 1964.

SUBJECT :— *Revision of the rates of (i) House Rent Allowance; (ii) Recovery of House Rent; (iii) Conveyance Allowance; (iv) Washing Allowance; (v) Local Compensatory Allowance; (vi) Hill Allowance; and (vii) Special Area Compensatory Allowance admissible to non-gazetted Government servants consequent upon revision of the pay scales.*

X x x x x x x x

3. The undersigned is further to say that with effect from 1st June, 1964 the orders contained in this Ministry's O.M. No. Al. Ng. 1/1/63-IMP, dated the 26th March, 1963, as amended from time to time, will also apply to those non-gazetted Government servants whose scales of pay have been consolidated in accordance with this Ministry's O.M. No. Py. Ng. 1(12)-IMP, dated the 31st March, 1964.

S.No.9. – OFFICE MEMORANDUM NO. D. 510-R3/73-F. 10(9)-RI/73, DATED 28TH JUNE, 1973.

SUBJECT:— *Grant of Special Area Compensatory Allowance and Hill Allowance to Central Government employees serving in Chitral District.*

The undersigned is directed to say that the President has been pleased to sanction grant of Special Area Compensatory Allowance * * * * to Central Government employees serving in Chitral District at the rates and subject to the conditions stated below: —

A. *Special Area Compensatory Allowance :*

Rate of Allowance

Central Government employees drawing pay less than Rs. 2250/- p.m.

35% (thirty-five per cent) of pay subject to a maximum of Rs. 200/- (two hundred) p.m provided that pay *plus* monthly allowances will in no case exceed Rs. 2250/- (two thousand two hundred and fifty) p.m.

x

x

x

x

2. For purposes of these orders the term 'pay' will mean pay as defined in F.R.9 (21) (a).
3. Admissibility of the above allowance during leave and temporary transfer will be regulated by the provisions of Supplementary Rule 6 *et seq.*
4. The above allowances will be classified as 'Compensatory Allowance' as defined in FR 9(5).
5. These orders will take effect from 1-6-1973 and will remain in force until further orders.

S. No. 10. – OFFICE MEMORANDUM NO. 1268-R3/73/F. 10(9)-RI/73, DATED THE 12TH DECEMBER, 1973.

SUBJECT:— *Grant of Special Area Compensatory Allowance to Central Government Employees serving in Dir and Swat Districts.*

The undersigned is directed to say that the President has been pleased to sanction the grant of Special Area Compensatory Allowance to the Central Government employees serving and residing in Dir and Swat Districts at 20% of pay subject to the following maxima: –

- (i) Central Government employees in National Pay Scales Nos. 1 to 15
Rs. 75/- p.m.
- (ii) Central Government employees in National Pay Scales No. 16.
Rs. 125/- p.m.
- (iii) Central Government employees in National Pay Scales Nos. 17 and
18 drawing pay upto Rs. 1,500/- p.m. Rs. 200/- p.m.

2. These orders will take effect from 1-12-1973 until further orders.

S. No. 11. – OFFICE MEMORANDUM NO. F.10(16)-RI/73, DATED THE 20TH AUGUST, 1974.

SUBJECT:— *Grant of Special Area Compensatory Allowance to Federal Government employees in Grades I to 15 serving in the Agencies of N.W.F.P. and the Tribal Areas of Baluchistan.*

Reference paragraph 1(g) of this Division's office Memorandum No. Al. Ng. 1/1/63-IMP, dated 26-3-1963, on the above subject.

2. The President has been pleased to decide that the above Allowance will, with effect from 1-12-1973, be admissible also to local recruits (*i.e.* those who are posted in the same Agency in which they were recruited or to which they belong) at the same rates and subject to the same conditions as are applicable to the non-local employees.

S. No. 11-A.—OFFICE MEMORANDUM NO. F. 12(13)-R13/78 DATED, THE 4TH JUNE, 1978.

SUBJECT:— *Grant of special compensatory allowance, house rent allowance and conveyance allowance to the Federal Government employees posted at Warsak Colony.*

The undersigned is directed to say that in supersession of all the previous orders on the subject, it has been decided that the compensatory allowances at the following rates will be admissible with effect from 1st May, 1978 to all Federal Government employees posted at Warsak Colony:—

(a) *Warsak Special Allowance*

- | | | | |
|-----|---------------------|-------|---|
| (1) | Grades 16 and above | .. | 15% of pay subject to a maximum of Rs. 140 p.m. |
| (2) | Grades 3—15 | | 15% of pay subject to a minimum of Rs. 40 p.m. |
| (3) | Grades 1—2 | | 15% of pay subject to a minimum of Rs. 10 p.m. |

(b) *House Rent Allowance*

x x x x x

30% of the minimum of the relevant revised national scales of pay to employees not provided with Government accommodation.

(c) *Residence-Office Conveyance Allowance*

- | | | | |
|-----|-----------------------------------|-------|--------------|
| (1) | Conveyance Allowance | | Rs. 30 p.m. |
| (2) | Motor Cycle Maintenance Allowance | .. | Rs. 60 p.m. |
| (3) | Car Maintenance Allowance | | Rs. 150 p.m. |

Motor Cycle Maintenance Allowance will be admissible to an employee who maintains a motor cycle/scooter and draws pay of not less than Rs. 350 p.m. and Motor Car Maintenance Allowance will be admissible to an employee who maintains a motor car and draws pay of not less than Rs. 1,250 p.m. This allowance will be admissible to an employee who possesses a vehicle in his/ her own name or in the name of his/her spouse.

Provided further that the allowance shall be admissible only to one of the spouses, and not to both, in respect of the same vehicle.

S. No. 12. – OFFICE MEMORANDUM NO. F.5(1)-R 13/80, DATED THE 29TH JANUARY, 1980.

SUBJECT:— *Grant of Special Area Compensatory Allowance to Federal Government employees posted in unattractive areas of Baluchistan.*

In supersession of all previous orders issued from time to time on the above subject, the President has been pleased to sanction with effect from 1-2-1980 until further orders, the grant of Special Area Compensatory Allowance to all Federal Government employees serving in Baluchistan at the rates sanctioned by the Government of Baluchistan at various places for their employees *vide* notification No. FD(R)1-1/70, dated 29-9-1970 subject to the same conditions as laid down by the Provincial Government, namely: –

- (a) the allowance shall be admissible to all classes of Government servants drawing pay upto *Rs. 2650 subject to a maximum of Rs. 100 in the case of employees in Grade 1-15, Rs. 175 in the case of Grade 16 employees and Rs. 250 in the case of officers in Grade 17 and above.
- (b) if the charge of any employee extends to more than one area, the allowance will be allowed at the rate admissible in the area where his headquarter is situated. In case, the headquarter of a government servant is not situated in an area for which the allowance is sanctioned, the allowance shall not be admissible notwithstanding the fact that his charge extends to such area.

2. The Federal Government employees who have been serving in Baluchistan since before February 1, 1980 and drawing the allowance at the rate higher than that sanctioned by the Baluchistan Government for a particular area will continue to draw at the old rate as personal to them far so long as they remain posted at that place.

NOTIFICATION FROM GOVERNMENT OF BALUCHISTAN, FINANCE DEPARTMENT, NO. FD (R)1-1/70, DATED THE 29TH SEPTEMBER, 1970.

SUBJECT:— *Grant of Compensatory Allowance to Government Servants.*

No. FD(R)1-1/70.—In supersession of all the previous Notifications and Instructions on the above subject the Government of Baluchistan is pleased to sanction Compensatory Allowance

to all classes of Government servants in the areas mentioned below at the rates given in the next column against them: –

Areas 1	Percentage of Pay of Government Servants 2
KALAT DIVISION	
Kalat Distrit	
1. Upper Jhalawan excluding Moola Sub Tehsil.	20%
2. Lower Jhalawan excluding Ornach, Saruna and Mashkai Sub-Tehsils	20%
3. Moola, Ornach, Saruna and Mashkai Sub- Tehsils	40%
4. Sarwan Sub-Division	10%
Kachhi District	
1. Dhadar, Mach, Belpat and Temple Dera Towns within a radius of five miles of their Post Offices.	10%
2. Rest of Kachhi District	20%
Kharan District	
1. Mashkhel Sub-Division and Washuk Sub-Tehsil	40%
2. Rest of Kharan District	20%
Makran District	
Lasbela District	
1. Ormara Tehsil and Draiji Sub-Tehsil of Hub Sub-Division	40%
2. Hub Sub-Division excluding Ormara Tehsil and Draiji Sub-Tehsil	10%
3. Rest of Lasbela District	20%

QUETTA DIVISION**Quetta Pishin District**

1.	Punjpai Sub-Tehsil, Pishin District	20%
2.	Karezat Sub-Tehsil, Kuchlak	20%
3.	Chaman Sub-Division excluding the area within the limits of the Chaman Town Committee	20%
4.	Rest of the District	Nil

Chagai District

1.	Chagai District excluding the area within limits of Nushki Town Committee	20%
2.	Within Nushki Town Committee Limits	10%

Sibi District

1.	Sibi and Shahrig (Harnai) Tehsils	10%
2.	Nasirabad Sub-Division	10%
3.	In the rest of the District	20%
4.	Marri/Bugti area	40%

(Marri/Bugti area allowance at the rate of 15% of pay has been abolished and merged with the Compensatory allowance with effect from 1st August, 1971 *vide* Notification of even No. dated the 7th August, 1971)

Loralai District

1.	Sinjavi Sub-Tehsil	10%
2.	Duki Tehsil	10%
3.	Bori Tehsil	10%
4.	In the rest of the District	20%

Zhob District

- | | | |
|----|------------------------------------|-----|
| 1. | Fortsandeman Town Committee Limits | 10% |
| 2. | In the rest of the District | 20% |

2. The Compensatory Allowance shall be admissible subject to a maximum of Rs. 100/- (Rs. one hundred only) in the case of non-gazetted staff and Rs. 175/- (Rs. One hundred seventy five only) in the case of Gazetted officers of class-II and Rs. 250/- in the case of Gazetted officers of Class I and equivalent status.

3. For the purpose of calculating the Allowance, pay of the Government servant shall be taken to be "pay" as defined in the Fundamental Rules exclusive of special pay. A Government servant in receipt of pay of Rs. 1500/- or more shall not be entitled to this allowance.

4. Government servants whose charge extends to more than one area will be entitled to Compensatory Allowance at the rates admissible in the area where their Head-quarters are situated. In case the Headquarter of a Government servant is not situated in the areas mentioned above the Allowance shall not be admissible notwithstanding the fact that his charge extends to such areas.

5. This orders shall take effect from the 1st of October, 1970. The scheme for the grant of this allowance shall be valid upto 31st May, 1979 only, after which the question of continuing this grants will be reconsidered.

In case of doubt the interpretation of "equivalent status" by the Finance Department shall be final.

S. No. 13. – OFFICE MEMORANDUM NO. F. 5 (4) R 13/80, DATED THE 16TH JUNE, 1980.

SUBJECT:– *Grant of Special Area Compensatory Allowance and Firewood Allowance to Federal Government employees posted in N.W.F.P.*

- | | | |
|----|---|--|
| 1. | No. Para I (G) of O.M. No. AI. NO. I/I/63. Imp. Dated 26 th March 1963 | In supersession of the marginally noted orders relating to the grant of Special Area Compensatory Allowance/Hill Allowance to Federal Government employees posted in unattractive area of N.W.F.P., the President has been pleased |
| 2. | Para 1(a) of O.M. No. AI. Gaz. I/24/64.Imp. dated 1 st June, 1964. | to sanction with effect from 1 -7-1980, until further orders, the grant of Special Area Compensatory Allowance to all |
| 3. | O.M.D.510-R.3/73- F.9(9)-R.I/73, dated 28h, June, 1974 | Federal Government employees serving in N.W.F.P., at the rates sanctioned by the Government of N.W.F.P. at various |
| 4. | O.M.No.1268-R.3/73, F.10(9)-R.4.I073, dated 12 th December, 1973 | places for their employees <i>vide</i> their letter No. FD (SR. II) 15 (a) 12/77/Vol. III, dated the 8th July, 1978 (<i>copy enclosed</i>) subject to the same conditions as laid down therein by the Provincial Government. |

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x

x

x

LETTER NO. FD (SR. II) 15(a) 12/77/VOL. III, DATED THE 8TH JULY, 1978, OF FINANCE DEPARTMENT, GOVERNMENT OF N.W.F.P.

SUBJECT:— *Grant of unattractive area Allowance/Compensatory Allowance – Removal of Ceiling.*

Sir,

I am directed to invite a reference to this Department's letter No. FD (SR. I) 15 (a) 12/70, dated 27-4-71, even number, dated 16-2-73 and No. FD(SR. II) 15(a) 12/70-Vol. II, dated 19-1-78, on the subject indicated above and to state that according to the orders contained therein the Unattractive Area/Compensatory Allowance is admissible to those civil servants only whose pay plus this allowance is less than Rs. 1500.00 p.m. Consequent upon the increase in pay under the National Pay Scheme, a number of civil servants who were entitled to this allowance had thus ceased to be entitled to the allowance with effect from 1st March, 1972. Furthermore, representations were made that there should exist no discrimination between civil servants in the matter of allowances admissible under peculiar circumstances of a locality merely on the basis of pay. The matter was given careful consideration and the Government have now decided that with effect from 1st July, 1978 there would be no ceiling of pay for the drawal of Unattractive Area/Compensatory Allowance at the specified stations both in respect of locals and non-locals.

2. The rates at which these allowances would continue to be admissible in the specified territories without the pay ceiling of Rs. 1500.00 have been given in the Annex. The

relevant conditions governing the grant of this allowance, however, remain unchanged and are reproduced: –

- (i) Unattractive Areas mean the Districts of Chitral, Dir, Kohistan and the Merged Areas of Hazara and Mardan.
- (ii) Swat District and Malakand Agency (excluding Bajaur) are not unattractive areas but the compensatory allowance is still admissible there in view of the comparatively high cost of living in these localities.
- (iii) For the purpose of calculating the allowance the pay of a civil servant shall mean the pay as defined in F. R. 9 (21) (a) (i).
- (iv) A civil servant whose charge extends to areas where these allowances are admissible but his headquarter is situated outside the specified area, will not be entitled to this allowance.
- (v) A civil servant whose charge extends to more than one area, will be entitled to the allowance at rates applicable in the area in which his Headquarter is situated.
- (vi) The employees of States merged in the Province will be entitled to the allowance from the date of their absorption in Government service.

3. These orders take effect from 1st July, 1978 and will remain in force till further orders.

Annexure

RATES OF UNATTRACTIVE AREAS ALLOWANCE/COMPENSATORY ALLOWANCE

(a) Unattractive Area Allowance in District Chitral. Male civil servants @ 40% and female civil servants @ 50% of pay, subject to the following maxima: –

- | | | |
|-------|---------------------|--------------|
| (i) | Grades 1 to 15 | Rs. 150 p.m. |
| (ii) | Grade 16 | Rs. 250 p.m. |
| (iii) | Grades 17 and above | Rs. 300 p.m. |

(b) Unattractive Area Allowance in District Kohistan. 40% of pay, subject to the following maxima: –

- | | | |
|-------|--------------------------------------|--------------|
| (i) | Civil servants in grades 1 to 15 | Rs. 150 p.m. |
| (ii) | Civil servants in grade 16 | Rs. 250 p.m. |
| (iii) | Civil servants in grade 17 and above | Rs. 300 p.m. |

(c) Unattractive Area Allowance in District Dir and Merged Areas of Hazara Division and Mardan District 20% of pay subject to the following maxima: –

(i)	Civil servants in grades 1 to 15	Rs. 75 p.m.
(ii)	Civil servants in grade 16	Rs. 125 p.m.
(iii)	Civil servants in grade 17 and above	Rs. 200 p.m.

(d) Compensatory Allowance in District Swat and Malakand Agency (excluding Bajaur) 20% of pay subject to the following maxima: –

(i)	Civil servants in grades 1 to 15	Rs. 75 p.m.
(ii)	Civil servants in grade 16	Rs. 125 p.m.
(iii)	Civil servants in grade 17 and above	Rs. 200 p.m.

S. No. 14. – OFFICE MEMORANDUM NO. F. 5(1)-R 13/80, DATED THE 24TH JULY, 1980

SUBJECT:– *Grant of Special Area Compensatory Allowance to Federal Government employees posted in unattractive areas of Baluchistan.*

In partial modification of this Division O.M. of even number, dated the 29th January, 1980, on the subject noted above, the President has been pleased to remove *w.e.f.* 1-8-1980, the condition of maximum limit/ceiling for the drawal of Special Area Compensatory Allowance by Federal Government employees posted/serving in Makran Division. Hence all Federal Government employees posted/serving in Makran Division are now entitled to the said allowance @ 40% of pay without any limit/ceiling.

S. No. 15. – OFFICE MEMORANDUM NO. F. 5(1)R. 13/80-D. 36/84, DATED THE 1ST FEBRUARY, 1984.

SUBJECT:– *Grant of Special Area Compensatory Allowance to Federal Government employees posted in unattractive areas of Baluchistan.*

The undersigned is directed to refer to this Division O.M. No. F. 5(1)R. 13/80, dated the 29th January, 1980 on the subject noted above and to state that in partial modification of this O.M., the President has been pleased to raise the upper pay limit for the purpose of admissibility of Special Area Compensatory Allowance from Rs. 1500/- p.m. to Rs. 2650/- p.m. with immediate effect.

2. Other terms and conditions regulating the grant of the above allowance will, however, remain unchanged.

S. No. 16. – OFFICE MEMORANDUM NO. F. 2(2)R. 13/86-D. 270/90, DATED 17TH MARCH, 1990.

SUBJECT:— *Grant of Special Area Compensatory Allowance to Federal Government employees posted in unattractive areas of Baluchistan.*

In partial modification of this Division's Office Memorandum No. F. 2 (2)R. 3/86-D. 128/86, dated 31-03-1986, the undersigned is directed to convey the sanction of the President to raise the upper pay limit for the purpose of admissibility of Special Area Compensatory Allowance from Rs. 3600/- to 4660/- p.m.

These orders will take effect from 01-03-1990

S. No. 17. – OFFICE MEMORANDUM NO. 2(2)R-13/86, DATED THE 12TH MARCH, 1992.

SUBJECT:— *Grant of Special Area Compensatory Allowance to Federal Government Employees posted in unattractive areas of Baluchistan.*

The undersigned is directed to refer to this Division O.M. No.F.2(2)-R13/86-D.128/86 dated 31-03-1986 on the above subject and to state that in partial modification of the above O.M, the President has been pleased to raise the existing limit of Special Area Compensatory Allowance in case of employees drawing pay in BPS-1 to 15 only from Rs. 125/- p.m to Rs. 150/- p.m with immediate effect.

S. No.18. – OFFICE MEMORANDUM NO. 11(2)R-I/2005-174/2007 TO AGPR DATED 2ND APRIL, 2007.

- i) Those posted from the down country to Northern Areas are entitled to draw hard area allowance @ 50% of their running basic pay, irrespective of their place of domicile whereas the locals may continue to draw Special Pay @ 25% of running basic pay, as usual (Reference KANA Division letter No. NA-II-16/1/85 dated September 9th, 1992.
- ii) The said employees may have the option to draw their salary from AGPR, Islamabad or Sub-Office, Gilgit to their convenience.
- iii) The hard area allowance @ 50% or Special pay @25% be admissible on their running basic pay

S. No. 19. – F.D. O.M. NO. F.1 (5) IMP/2011-419, DATED 4TH JULY, 2011.

SUBJECT:– *Revision of Basic Pay Scales, Allowances and Pension of Civil Servants of the Federal Government*

X X X X X X X X X X X

11. **Miscellaneous Allowances:**

Rates of the following Allowances have been revised as noted against each:-

S.No.	Name of Allowance	Existing Rates	Revised Rates
vi.	Special Area Compensatory Allowance	Rs.150.00 p.m.	Rs.300.00 p.m.

X X X X X X X X X X X

S. No.20. – F.D. O.M. NO. F.11(2)R-1/2005-(R-5), DATED THE 4TH APRIL, 2013.

SUBJECT:– *Order passed in Suo Moto Case No. 04/2010, Dated 02-06-2011 and in CPLA No. 14/2010 Dated 01-06-2011 Filed by the Employees of Government of Pakistan, Gilgit Baltistan including Ex-Employees through their Representatives Verses Government of Pakistan through Chief Secretary Gilgit-Baltistan and 4 Others.*

The undersigned is directed to say that some employees of Federal Government working in Gilgit Baltistan filed appeals in Supreme Appellate Court Gilgit Baltistan seeking declaration that they would be treated at par to the employees of Federal Government serving with the Government of Gilgit Baltistan in respect of privileges and financial benefits of hard area and would be equally entitled to 25% special pay and 50% hard area allowance given by Federal Government vide Kashmir Affairs and Northern Affairs Division's letter No. NA-II-16/1/85 dated 29-9-1992 and Notification No. 2(6)/2000.NA-II dated 03-01-2006 respectively. The court accepted their appeals and directed Finance Division vide Judgment dated 01-06-2011 in Appeal No. 14/2010 and 02-06-2011 in Appeal No. 04/2010 to issue instructions to AGPR Gilgit for payment of Special Pay and Hard Area Allowance for the period for which the payment has not been made to the employees of Federal Government serving in Gilgit Baltistan including those who have since been retired as per their entitlement without any discrimination of local and non local or domicile. The monthly payment of special pay and Hard Area Allowance shall continue unless the same is withdrawn by competent authority in accordance with law.

2. To implement the above cited judgments passed by Supreme Appellate Court, Gilgit Baltistan, Government has approved the payment of following to the employees of Federal Government working in Gilgit Baltistan, with the condition that the expenditure involved therein will be met out of the already sanctioned budget grant of respective Federal Government departments:-

- a. Special pay @ 25% of initial basic pay as it was admissible on 31-05-1994, from 01-06-1994 to 01-04-2007 and then on running basic pay w.e.f. 02-04-2007.
 - b. Hard Area Allowance @ 50% of running basic pay w.e.f. 01-07-2005.
 - c. The special pay @ 25% and Hard Area Allowance @ 50% will then be freezed at the level of their admissibility as on 30-06-2011 in the light of Finance Division's O.M. No. F.1(5)Imp/2011-419 dated 04-07-2011.
3. This issue with the approval of the Secretary, Finance Division, Islamabad.

S. No. 21. – F.D. U.O.NO F.11 (1) R-1/2008-(R-5)349, DATED 13TH JULY, 2015.

Subject:- *Extension of Special Area Compensatory Allowance to the officers, troops and Ministerial staff of HQ Frontier Corps Balochistan.*

212. Paras 199-211/N. Diary No.149-DFA (Interior)/2014, dated 16-10-2014 refers. The matter has been considered in Finance Division and competent authority has been pleased to concur with the proposal of Ministry of Interior for extension of the admissibility of Special Area Compensatory Allowance @ 10% of minimum of basic pay scales to the officers, troops and ministerial staff of HQ Frontier Corps Balochistan deployed in following districts / areas, w.e.f. 1-7-2015:-

- a. Kharan
- b. Awaran
- c. Barkhan
- d. Chaghai
- e. Qamardin Karez Area

213. Financial implication of the above extension would be met from the sanctioned budget of Frontier Corps Balochistan.

S. No. 22. – F.D. O.M. NO. F.27 (1) R-5/2012, DATED 1ST JULY, 2016

SUBJECT:– *Revision of Unattractive Area Allowance*

The President has been pleased to sanction the revision of the rates of unattractive area allowance / compensatory allowance, allowed vide Finance Division's O.M No. F.5(4)R-13/80 dated 16-6-1980, to the Federal Government employees working in the specified areas, with effect from 1-7-2016, as under:-

Areas	Existing Rate		Revised Rate
Chitral	Unattractive Area Allowance @ 50% of pay for woman and 40% of pay for man subject to following maxima:-		Rs. Per Month
	BPS	Maxima	
	1-15	Rs. 150/-	1700/-
	16	Rs.250/-	3000/-
	17 and above	Rs. 300/-	4500/-
Kohistan	Unattractive Area Allowance @ 40% of pay subject to following maxima:-		
	1-15	Rs. 150/-	1500/-
	16	Rs. 250/-	2500/-
	17 and above	Rs. 300/-	4000/-
Dir and Merged Areas of Hazara and Mardan Division	Unattractive Area Allowance @ 20% of pay subject to following maxima:-		
	1-15	Rs.75/-	1000/-
	16	Rs.125/-	1500/-
	17 and above	Rs. 200/-	2000/-
Swat, Buner, Shangla,& Malakand Districts	Compensatory allowance @ 20% of pay subject to following maxima:-		
	1-15	Rs.75/-	1000/-
	16	Rs.125/-	1500/-
	17 and above	Rs. 200/-	2000/-

2. All previous instructions/ O.Ms on the subject of unattractive area allowance/ compensatory allowance for above specified areas will be deemed to have been modified w.e.f 1-7-2016 to the extent of instructions contained in this Office Memorandum.

S. No. 23. – F.D. O.M. NO. F.11 (6)REG-1/2008- (R-5), DATED 1ST JULY, 2016.

SUBJECT:— *Enhancement of Special Area Compensatory Allowance to Pakistan Rangers (Sindh/Punjab) and FC KPK.*

The undersigned is directed to refer to Ministry of Interior O.M. No. 1/6/2011-R(Sindh) dated 17-10-2014 and O.M. No.4/4/2011-FC(KP) dated 17-11-2014 on the above subject and to state that the President has been pleased to sanction the revision of the rate of Special Area Compensatory Allowance and maximum limit of pay for admissibility of the said allowance to Pakistan Rangers (Sindh/Punjab) and FC KPK, with effect from 1-7-2016, as under:-

Existing Rate (with pay limit Rs. 4660/- p.m.)	Revised Rate (with basic pay limit upto Rs. 22,200/- p.m.)
a. 15% of basic pay subject to maximum Rs. 50/- p.m b. 20% of basic pay subject to maximum Rs. 75/- p.m c. 25% of basic pay subject to maximum Rs. 100/- p.m d. Maximum Rs. 200/- p.m e. Maximum Rs. 210/- p.m	Rs. 300/- p.m.

S. No.24. – FIN. DIV. U.O NO. 11(2)R-1/2005 (R-5)-266 DATED 30-9-2016

SUBJECT:- *Special Pay@ 25% - Appeal No. 608 (P)Cs/2013, filed by Mr. Muhammad Nazir Bhutta A.O (Rtd) V/S M.A.G & Others in Federal Service Tribunal, Islamabad.*

Reference: Military Accountant General Office U.O No. 470/AN/341/ST/608(P) CS/2013 dated 12-5-2016 on the above subject.

2. Finance Division has reviewed its O.M No. 11(2)R-1/2005 (R-5) dated 4-4-2013 in the light of Federal Service Tribunal's judgment dated 3-2-2016, in the subject case, and decided to amend para 2(a) as under:-

For: Special Pay @ 25% of initial basic pay as it was admissible on 31-5-1994 from 1-6-1994 to 1-4-2007 and then on running basic pay w.e.f 2-4-2007.

Read: Special pay @ 25% of running basic pay admissible on 31-5-1994 which will be applicable for the period from 1-6-1994 to 1-4-2007 and then on running basic pay w.e.f 2-4-2007.

3. This issues with the approval of Finance Secretary.

Subsistence Allowance

(265-269)

S. No. 1 to 12. – *Grant of Subsistence Allowance in respect of Government Servants under rule making control of Govt of East Pakistan and the employees of corporation etc under control of that government effected by the enemy action of 1971.*

Ceased to exist with effect from 1975.

S. No. 13. – OFFICE MEMORANDUM NO. F. 6(1) R-10/83, DATED THE 12TH SEPTEMBER, 1983.

SUBJECT:– *Grant of Subsistence Allowance to Government Servants Proceeding Abroad on Training otherwise than under a Foreign Technical Assistance Programme.*

The undersigned is directed to refer to this Division's Office Memorandum No. F.6 (8) R-10/79, dated 29th March, 1980 on the above subject, and to say that the existing rates of subsistence allowance admissible to Government servants proceeding abroad on training under a programme sponsored by a Government Department otherwise than under a Foreign Technical Assistance Programme and where the entire expenses are borne by the Government of Pakistan themselves, have been reviewed having regard to the prevalent cost of living abroad. Sanction of the President is conveyed to the following revised rates of subsistence allowance to be admissible from 15th September, 1983 in cases of training, involving a period of more than one week :—

	U.S.A. and Canada	Other Countries except India, Bangladesh and Srilanka
Trainees attached with educational/technical institutions.	\$ 650 p.m.	\$ 600 p.m.
Trainees attached with workshops, factories and industrial establishments	\$ 975 p.m.	\$ 850 p.m.

Half pay in foreign exchange will be admissible as in the case of trainees getting subsistence allowance from the foreign agencies, as hithertofores.

2. For India, Bangladesh and Srilanka, the rates of subsistence allowance will be fixed in specific cases as and when required.

3. These orders shall apply to all civil 'Government servants including civilians paid from Defence Estimates, and employees of Railways, T&T and P.O. Department.

S. No. 14. – OFFICE MEMORANDUM NO. F. 6(1) R-10/83-416-95, DATED THE 15TH JUNE, 1995

SUBJECT:— *Grant of Subsistence Allowance to Government Servants Proceeding Abroad on Training otherwise than under a Foreign Technical Assistance Programme.*

The undersigned is directed to refer to this Division O.M. No. F.6(1)R.10/83, dated the September 12th 1987 on the subject noted above and to say that the existing rates of subsistence allowance admissible to Government servants proceeding abroad on training under a programme sponsored by a Government Department otherwise than under a Foreign Technical Assistance Programme and where the entire expenses are borne by the Government of Pakistan itself have been reviewed having regard to the prevalent cost of living abroad. Sanction of the President is conveyed to the following revised rates of subsistence allowance to be admissible w.e.f 2nd July 1995 in case of training involving a period of more than a one week:-

	U.S.A. and Canada	Other Countries except India, Bangladesh and Srilanka
Trainees attached with educational/technical institutions.	\$810 p.m.	\$750 p.m.
Trainees attached with workshops, factories and industrial establishments	\$1200 p.m.	\$ 1050p.m.

Half pay in foreign exchange will be admissible as in the case of, trainees getting subsistence allowance from the foreign agencies, as hitherto- fore.

S. No. 15.—OFFICE MEMORANDUM NO. F. 6(1) R-10/83-209/08, DATED THE 27TH JUNE, 2008.

SUBJECT:— *Grant of Subsistence Allowance to Government Servants Proceeding Abroad on Training otherwise than under a Foreign Technical Assistance Programme.*

The undersigned is directed to refer to this Division O.M. No. F.6(1)R.10/83-416-95, dated the June 15th 1995 on the subject noted above and to say that keeping in view the increased cost of living abroad, the existing rates of subsistence allowance admissible to Government servants proceeding abroad on training under a programme sponsored by Government Departments (otherwise than under a Foreign Technical Assistance Programme) and where the entire expenses are borne by the Government of Pakistan itself have been reviewed. It has been decided w.e.f 01.07. 2008 to allow increase in the existing rate of subsistence allowance as under.

	U.S.A. and Canada	Other Countries except India, Bangladesh and Srilanka
Trainees attached with educational/technical institutions.	\$ 1000 p.m.	\$ 950 p.m.
Trainees attached with workshops, factories and industrial establishments	\$ 1350 p.m.	\$ 1200 p.m.

2. Full DA during first week and subsistence allowance at the above prescribed rates shall be admissible for rest of the training period.

3. For India, Bangladesh and Srilanka, the rates of subsistence allowance will be fixed separately as and when required.

4. The orders shall apply to all Government Servants including civilians paid from Defence Estimates and employees of Railways.

5. Ministries/Divisions are requested kindly to keep the expenditure as a result of revision of subsistence allowance rates within their sanctioned budgetary allocations. No request for additional funds in rupee or in foreign exchange on this account will be entertained by this Division.

Entertainment / Sumptuary Allowance

(271-279)

S. No. 1. – OFFICE MEMORANDUM NO. F. 6(11)-R4/66, DATED THE 27TH AUGUST, 1966.

SUBJECT:— *Sumptuary Allowance.*

The undersigned is directed to say that the question of reviewing the Sumptuary Allowance admissible to various officers under the Central Government, including the statutory and autonomous bodies under their administrative control has been under consideration of the Government. The President is now pleased to decide that instead of allowing an Entertainment/Sumptuary Allowance as at present admissible, the expenditure on this account should be met from the Contingent grant subject to the condition that the total expenditure does not exceed Rs. 300 P.M.

2. The case of entertainment offered at the residence of the officer, the expenses should be reimbursed only if the Chief Guest is a foreigner or an Ambassador. In such a case, the officer concerned should not be required to produce vouchers but should give the following certificate:—

“Certified that the amount claimed was actually spent on entertainment as provided for in para 2 of the Ministry of Finance O.M. No. 6(11) R4/66, dated 27th August, 1966.”

3. These orders will apply only to the following categories of officers :—

- (a) Chairmen of major autonomous Corporations *i.e.*, where the present chairmen are in receipt of pay of Secretary to the Central Government.
- (b) Chief Secretaries to Provincial Governments.
- (c) Secretaries to Central Government.

4. In the autonomous corporations, the existing entertainment allowances should continue to be given to the existing incumbents to whom they were sanctioned until there is a change of incumbency or until the current tenure of the existing incumbent expires and he is given a new tenure. Thereafter the orders issued in this O.M. shall apply to them.

5. These orders will take effect from the 1st September, 1966.

S. No. 2. – OFFICE MEMORANDUM NO. F. 6(11)-R4/66, DATED THE 11TH OCTOBER, 1966.

SUBJECT: – *Sumptuary Allowance.*

The undersigned is directed to refer to this Ministry's O.M. No. 6(11)-R4/66, dated the 27th August, 1966, on the subject noted above and to say that the orders contained therein will also apply to the Vice Chairman, Export Promotion Bureau and the Vice-Chairman, Investment Promotion and Supplies who hold the status of Secretary to the Central Government.

S. No. 3. – OFFICE MEMORANDUM NO. F. 6(11)-R4/66, DATED THE 20TH DECEMBER, 1966.

SUBJECT: – *Sumptuary Allowance.*

The undersigned is directed to refer to this Ministry's O.M. No. 6(11)-R4/66, dated the 27th August, 1966, on the subject noted above and to say that the President has been pleased to decide that the entertainment allowance admissible to the Secretary, Ministry of Foreign Affairs under the existing orders should continue to be allowed to the present incumbent of the post. The orders contained in the above mentioned O.M. shall apply when there is a change of incumbency.

2. These orders will be deemed to have taken effect from the 1st September, 1966.

S. No. 4. – OFFICE MEMORANDUM NO. F. 6(11)-R4/66, DATED THE 1ST FEBRUARY, 1969.

SUBJECT: – *Sumptuary Allowance.*

In partial modification of this Ministry's, O.M. No. F. 6(11)-R4/66, dated the 27-8-1966 on the subject noted above, the undersigned is directed to say that the expenditure on entertainment at Government cost in the case of categories of officers mentioned therein may w.e.f. 1-1-69, be adjusted at the end of each quarter instead of each month, provided that if in the case of an officer the period of eligibility to incur entertainment expenditure at Government cost happens to be less than a full quarter, the above maximum will be treated as reduced proportionately.

S. No. 5. – OFFICE MEMORANDUM NO. F. 2(2)-IMP. 1/77, DATED THE 29TH APRIL, 1977.

SUBJECT:– *Entertainment/Sumptuary Allowance.*

The undersigned is directed to say that it has been decided in partial modification of this Division's O.M. No. 6 (11)-R. 4/66 dated the 27th August, 1966 that instead of reimbursement to senior officers of the expenditure incurred on entertainment, officers in grades 20 to 22 shall, with effect from the 1st May, 1977, be granted an Entertainment Allowance at the rate of 10% of their basic pay in the Revised National Scale of Pay. If any officer belonging to the above mentioned grades is in receipt of any Entertainment/Sumptuary Allowance under any special orders, it shall be discontinued from the same date.

S. No. 5-A. – OFFICE MEMORANDUM NO. F. 1(2)-R. 12/77, DATED THE 20TH JUNE, 1977.

SUBJECT:– *Entertainment/Sumptuary Allowance.*

Reference this Division circular Office Memorandum No. F.2(2)-Imp.I/77, dated April 29, 1977 on the subject noted above.

2. It is clarified that the entertainment allowance sanctioned at 10% of pay for grades 20–22 officers under this Division O.M. referred to above is intended to cover that element of entertainment which an officer has to undertake in private or individual capacity by virtue of his official position. This type of entertainment is distinguishable from the expenditure incurred on light refreshments served at official meetings, lunches and dinners which are formally arranged with representatives of other divisions, departments or organizations. Such expenditure is, therefore, outside the scope of the entertainment allowance. Meetings which are internal to a division or department (and not related to one of the duly constituted committees) should not be treated to fall within the purview of official expenditure/entertainment.

3. In order to ensure economy and to maintain strict control on light refreshments, Ministries/Divisions etc, are advised to make proper arrangements in advance through their

administration wings (and not direct by concerned officer with the caterer). They are also advised to maintain a register of progressive expenditure on such official entertainment which may be reviewed periodically by the Principal Accounting Officer.

S No. 6. – OFFICE MEMORANDUM NO. F. 1(2)-R, 12/77, DATED THE 16TH JULY, 1977.

SUBJECT: – *Entertainment/Sumptuary Allowance.*

Reference this Division circular Office Memorandum No. F. 2(2)-Imp. 1/77, dated April 29, 1977 on the subject noted above.

2. It is clarified that the entertainment allowance sanctioned at 10% of pay for grades 20–22 officers under this Division Office Memorandum referred to above is intended to cover that element of entertainment which an officer has to undertake in private or individual capacity by virtue of his official position. This type of entertainment is distinguishable from the expenditure incurred on light refreshment served at official meetings, lunches and dinners which are formally arranged with representatives of other divisions, departments or organizations. Such expenditure is, therefore, outside the scope of the entertainment allowance.

3. In order to ensure economy and to maintain strict control on light refreshments, Ministries/Divisions etc. are advised to maintain a register of progressive expenditure on such official entertainment which may be reviewed periodically by the Principal Accounting Officer.

S. No.7 – OFFICE MEMORANDUM No. F. 3(3)-IMP. 1/77, DATED THE 2ND OCTOBER, 1977.

SUBJECT : – *Entertainment/Sumptuary Allowance.*

The undersigned is directed to refer to this Division O.M. No. F. 2(2)-Imp. 1/77, dated 29-4-77 on the subject noted above and to state that the Entertainment Allowance sanctioned therein may be drawn by the officers concerned during the period of leave on average pay, other than leave preparatory to retirement, upto a maximum of four months, if the authority sanctioning the leave certifies that the officer is likely, on the expiry of the leave, to be posted to the same grade from which he proceeds on leave, or to a grade to which entertainment allowance is attached.

S. No. 8. — OFFICE MEMORANDUM No. F. 9(4)-R13/78, DATED THE 24TH SEPTEMBER, 1978.

SUBJECT : — *Admissibility of Entertainment Allowance during leave.*

The undersigned is directed to refer to this Division O.M. No. F.3(3)-Imp. 1/77 dated 2-10-1977 and to say that it has been decided that:—

(i) the certificate (i) prescribed therein may be substituted by the following:—

“The authority sanctioning the leave certifies that the officer is likely, on the expiry of the leave, to be posted to the, same grade from which he proceeds on leave, or to a grade to which entertainment allowance is attached”.

(ii) the certificate prescribed at (ii) may be discontinued.

2. It is also clarified that entertainment allowance during leave should be 10% of pay regardless of the amount of leave salary.

S. No.9. — OFFICE MEMORANDUM NO. F.1(1)-IMP/83, DATED THE 18TH AUGUST, 1983.

SUBJECT:— *Scheme of Basic Pay Scales and Fringe Benefits of Civil Employees of the Federal Government (1983)*

The President has been pleased to sanction, with effect from 1st July, 1983, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983, for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates.

x

x

x

x

9. **Entertainment Allowance.**—Entertainment Allowance shall be admissible at the following fixed rates to officers drawing pay in B-20 to B-22:

- | | | |
|-----|------|----------------|
| (1) | B-20 | Rs. 400/- p.m. |
| (2) | B-21 | Rs. 450/- p.m. |
| (3) | B-22 | Rs. 650/- p.m. |

S No. 10. – OFFICE MEMORANDUM NO. F. 16(1)-R. 13/2002, DATED THE 26TH JULY, 2002.

SUBJECT: – *Enhancement of x x x Entertainment Allowance to Federal Government Employees in B-20 to B-22 (2002).*

The undersigned is directed to state that the competent authority has been pleased to revise the existing rates of x x x Entertainment Allowance admissible to entitled officers of the Federal Government with effect from 1st July, 2002 as under: –

*Substituted by G.P.F.D.O.M. No. F. 9(4) – R. 13/78 dated the 24th September, 1978.

BPS	Existing Rates Entertainment Allowance	Revised Rates Entertainment Allowance
20	Rs. 400 p.m.	Rs. 480 p.m.
21	Rs. 450 p.m.	Rs. 525 p.m.
22	Rs. 650 p.m.	Rs. 725 p.m.

S No. 11. – OFFICE MEMORANDUM NO. F. 1(1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT: – *Revision of basic pay scales, allowances and pension of civil employees of Federal Government (2005).*

The undersigned is directed to refer to para 10 (i) of Finance Division O. M. No. F. 1(1) Imp/2005, dated 1st July, 2005 on the above subject and to convey that the rates of Entertainment Allowances shall be revised as detailed below *w.e.f* 1-7-2005.

	Existing	Revised
BPS-19	Nil	Rs. 500/- P.M.
BPS-20	Rs. 450/- P.M.	Rs. 600/- P.M.
BPS-21	Rs. 525/- P.M.	Rs. 700/- P.M.
BPS-22	Rs. 725/- P.M.	Rs. 975/- P.M.

Conditions:

1. It is clarified that the entertainment allowance sanctioned at 10% of pay for grades 20–22 officers under this Division Office Memorandum referred to above is intended to cover that element of entertainment which an officer has to undertake in private or individual capacity by virtue of his official position. This type of entertainment is distinguishable from the expenditure incurred on light refreshment served at official meetings, lunches and dinners which are formally arranged with representatives of other divisions, departments or organizations. Such expenditure is, therefore, outside the scope of the entertainment allowance.

2. The undersigned is directed to refer to this Division O.M. No. F. 2(2)-Imp. 1/77, dated 29-4-77 on the subject noted above and to state that the Entertainment Allowance sanctioned therein may be drawn by the officers concerned during the period of leave on average pay, other than leave preparatory to retirement, upto a maximum of four months, if the authority sanctioning the leave certifies that the officer is likely, on the expiry of the leave, to be posted to the same grade from which he proceeds on leave, or to a grade to which entertainment allowance is attached.

3. It is also clarified that entertainment allowance during leave should be 10% of pay regardless of the amount of leave salary.

Note: Sumptuary Allowance replaced by Entertainment Allowance and is only admissible as part of Special Entertainment Allowance in Pakistan Missions Abroad (See Rule 4.15 on Page 31 of Guidelines for Internal Controls Vol-II issued by CAO, Ministry of Foreign Affairs)

Special Science and Technology Allowance

(281-286)

S. No.1.—OFFICE MEMORANDUM NO. F.1 (9) IMP/2000, DATED THE 08TH MAY, 2002.

SUBJECT:— *Grant of Special Science and Technology Allowance.*

The undersigned is directed to refer to this Division's O. M. No.1(97)-R.3/83, dated 8th April, 1986 and O.M.No.F.3(1) Imp.I/88, dated 1st July, 1988 and to say that it has been decided to grant Special Science & Technology Allowance to Ph.D. degree holders working in R & D Organizations, Universities and Science & Technology Institutions/Centers in the subject mentioned at Annex to this O. M. w.e.f. 1st July, 2001 as per following criteria :

- a) Scientists having Ph.D. degree in the relevant field and at least 5 years postdoctoral research experience in the relevant field.
- b) Research should be supported with tangible proof to be determined by the Pakistan Council for Science and Technology.
- c) Those Scientists who are working on administrative posts and are not actively engaged in research shall not be entitled to receive this allowance.

2. The rate of Special S &T Allowance would be Rs. 5000/- p.m. All those who shall receive this allowance on account of Ph.D. degree in specified subjects as per annex shall cease to receive Ph.D. Allowance i.e. Rs. 1500/- p.m. drawn by them presently.

S. No.2.—OFFICE MEMORANDUM NO. F.1 (9) Imp/2000, DATED THE 22TH SEPTEMBER, 2003

SUBJECT:— *Grant of Special Science and Technology Allowance.*

The undersigned is directed to refer to Finance Division's O.M.No.F.1(9)Imp/2000, dated 08.05.2002, on the above subject and to state that the President has been pleased to decide that henceforth the benefit to Special Science & Technology Allowance mentioned therein shall also be extended to those faculty Members who hold Ph.D. degree in Social Science as well.

1. In pursuance of the above decision, the conditions prescribed in sub paras (a), (b) & (c) under para 1 of the aforesaid O. M. shall stand superseded while the Annex specified under para 2 of the O. M. shall stand modified to include the subjects of Special Sciences as well

2. These orders shall come into force w.e.f. the date of issue of this O. M.

S. No.3.—OFFICE MEMORANDUM NO. F.1 (9) IMP/2000, DATED THE 12TH SEPTEMBER, 2007.

SUBJECT:— *Grant of Special Science & Technology Allowance (Rs. 5000/- P.M.) to College Teachers w.e.f. 1-7-2007.*

The undersigned is directed to refer to Finance Division, s O.M. No. F.1 (3)Imp.I/88, dated 1-7-1988, O.M.No.F.1(9)Imp/2000, dated 8-5-2002 and O.M.No.F.1(9) Imp/2000, dated 22-9-2003 and to say that the matter with regard to admissibility of Special Science and Technology Allowance @ Rs. 5000/-p.m. has been considered by the Government and it has been decided to extend the benefit to College Teachers also who hold Ph.D degree in the specified disciplines, w.e.f.1-7-2007. Hence the benefit of the said allowance will now be admissible to:

- (i) Ph.D degree holders in specified 18 disciplines of Natural Sciences (list annexed) and are working in R&D Organizations, Universities/Colleges and Science and Technology Institutions/Centers.
- (ii) The employees holding Ph.D degree in Social Sciences who are Faculty Members of the Universities and College teachers.

2. All those who are eligible for the aforementioned Allowance @ Rs. 5000/-p.m. shall cease to receive the Ph.D. Allowance of Rs. 1500/- p.m. However, the benefit of the Ph.D Allowance @ Rs. 1500/-p.m would remain admissible to other Ph.D degree holders working under the Federal Government as well as Autonomous/Semi Autonomous bodies of the Federal Government who have adopted Government Basic Pay Scales Scheme in toto and are not eligible to receive the Special Science Technology Allowance.

ANNEX TO FINANCE DIVISION'S O.M. NO. F.1(9)IMP/2000, DATED 12.9.2007.

DISCIPLINES OF NATURAL SCIENCES.

- i) Agriculture
- ii) Animal Science/Veterinary Sciences
- iii) Biology
- iv) Biotechnology

- v) Chemistry
- vi) Computer Science/Engineering/Information Technology/Telecommunication.
- vii) Electronics
- viii) Engineering
- ix) Food Sciences and Technology
- x) Geology
- xi) Materials Science/Metallurgy
- xii) Mathematics
- xiii) Medical Science
- xiv) Meteorology
- xv) Ocean Science
- xvi) Pharmaceutical
- xvii) Physics
- xviii) Space Science

S. No.4. – F.D. O.M. NO. F.1 (9) IMP/2000-VOL-XIV-633, DATED 7TH JULY, 2015.

SUBJECT:– *Grant of Special Science & Technology/ Ph.D Allowance.*

The undersigned is directed to state that the SST Allowance has been discontinued and henceforth all the Ph.d/D.Sc. Degree holders will be allowed Ph.d/.D.Sc. Allowance @ Rs.10,000/- per month instead of Ph.d Allowance @ Rs.2,250/- or SS&T Allowance @ Rs.7,500/- per month.

2. It has also been decided that, henceforth, the Ph.D/D.Sc. Allowance shall not be linked with the category of subjects and will be admissible irrespective of place of posting or job assigned to the person concerned. However, it will not be admissible for more than one subject.

3. All the orders regarding Science and Technology Allowance and Ph.D/ D.Sc Allowance, issued earlier, shall stand modified to the extent indicated above.

S. No.5. – F.D. O.M. NO. F.3 (6) IMP/2016-336, DATED 1ST JULY, 2016.

SUBJECT:– *Grant of M. Phil Allowance @ Rs. 2,500/- Per Month.*

The President has been pleased to decide that, all those who acquires/possesses the degree of M. Phil recognized by the H.E.C. shall be allowed M. Phil Allowance @ 25% of the existing amount of Ph.D Allowance (i.e. Rs. 2,500/- per month) with effect from 1st July, 2016 subject to the following conditions: –

- a) M. Phil Allowance will not be admissible to those who are getting Ph.D Allowance @ Rs. 10,000/- per month;
- b) M. Phil Allowance will not be admissible to those who have already got the benefit of advance increments possessing on/acquiring M. Phil degree prior to 01-12-2001 under Finance Division's O.M. No. F.1/1/Imp/83, dated 18-08-1983.

Maintenance Allowance

Ceased to exist vide O.M No. 3(12)-E1/72-R 12/75 dated: 22nd March, 1975.

(287)

**Washing Allowance and
Integrated Allowance**

w.e.f 01-07-2005

(289-299)

S. No. 1. – OFFICE MEMORANDUM NO. F. 1(4)-P.C. 1/49, DATED THE 1ST APRIL, 1949.

See under “Dearness, etc. Allowances.”

S. No. 2. – COPY OFFICE MEMORANDUM NO. F.1(4)-P.C. 1/49, DATED THE 11TH SEPTEMBER, 1949.

See under “Dearness, etc. Allowances.”

S. No. 3. – OFFICE MEMORANDUM NO. 4134-RIII/51, DATED THE 1ST OCTOBER, 1951.

SUBJECT: – *Washing Allowance to Jamadars.*

The undersigned is directed to convey the sanction of the Governor-General of Pakistan to the grant of Washing Allowance of Rs. 2 per month to Jamadars who are provided with liveries as shown in the statement enclosed with the Ministry of Interior (Home Division) Office Memorandum No. 25/10/50 – Public, dated the 7th April, 1951. The Jamadars referred to will not however, be entitled to the Washing Allowance sanctioned in this Ministry’s Office Memorandum No. F 1(4)-P.C. 1/49, dated the 1st April, 1949.

These orders will take effect from 1st September 1951.

S. No. 4. – OFFICE MEMORANDUM No. F 6 (3)-R. III/54, DATED THE 27TH MAY, 1954.

SUBJECT: – *Drawal of Washing Allowance.*

The undersigned is directed to refer to para. 10 of this Ministry’s Officer Memorandum No. F 1(4)-P. C. 1/49, dated 1st April, 1949 and to say that the Washing Allowance sanctioned therein is admissible only to those Class IV Government servants who are entitled to liveries. It has been decided that on all bills in which washing allowance is claimed, the drawing officer should record a certificate in the following form: –

“Certified that washing allowance has been drawn in favour of only such Class IV Government servants who are entitled to liveries”.

S. No. 5.— U.O. NO. F 1(1)-RII(II)/58, DATED THE 10TH MAY, 1958 ADDRESSED TO THE COMPTROLLER AND AUDITOR GENERAL AND COPY FORWARDED TO ALL MINISTRIES/DIVISIONS, ETC.

SUBJECT:— *Washing Allowance to Class IV Government Servants.*

Will the Comptroller and Auditor General kindly refer to his U.O. No. 64-A/45—57, dated the 22nd February, 1958 on the subject noted above (reproduced below)? The question raised therein has been considered and it has been decided that the pay limit of Rs. 50 per month laid down in para. 1 of this Ministry's Office Memorandum No. F. 1(4) PCI/49 dated the 1st April, 1949 for the purpose of admissibility of Washing Allowance to Class IV Government servants, should be exclusive of "Dearness Pay" sanctioned under this Ministry's Office Memorandum No. F. 1(7) RII.(II)/57, dated the 15th July, 1957.

COMPTROLLER AND AUDITOR GENERAL'S U.O. NO. 64-A/45—57, DATED THE 22ND FEBRUARY, 1958.

SUBJECT:— *Washing Allowance to Class IV Government Servants.*

Will the Ministry of Finance kindly refer to para. 10 of their O.M. No. F. 1(4) PC/49, dated the 1st April, 1949 according to which Washing Allowance is admissible to all Class IV Government servants drawing pay less than Rs. 50 per month. Subsequently in the Ministry of Finance O.M. No. F. 6(3) RIII/54, dated the 27th May, 1954 it was ordered that the Washing Allowance sanctioned in the O.M. dated the 1st April, 1949 was admissible only to those Class IV Government servants who were entitled to liveries. A doubt exists on the point whether the condition of pay prescribed in O.M. dated 1st April 1949 is still operative or it has been relaxed in the subsequent orders referred to above in which the condition of entitlement to liveries has been prescribed. This question has been raised in connection with the orders of Government contained in the Ministry of Finance O.M. No. F. 1(2) RII (II)/57, dated the 15th July, 1957 according to which 50% of the Dearness Allowance has been treated as Pay for all purposes. If the condition of pay prescribed in the O.M. dated 1st April, 1949 is still applicable to the drawal of Washing Allowance the result will be that those Class IV Government servants whose pay *plus* dearness pay exceeds Rs. 50 p.m. will not remain entitled to the Washing Allowance although liveries may be admissible to them. The position may kindly be clarified early.

S. No. 6. — OFFICE MEMORANDUM NO. PY. NG. 1 (3)-IMP/63, DATED THE 1ST FEBRUARY, 1963.

SUBJECT:— *Revision of "Prescribed" Scales of Pay of Central (non-gazetted) Civilian Government Servants (including civilians paid from Defence Estimates).*

See under "**Dearness, etc. Allowances**" in this Section.

S. No. 7. — OFFICE MEMORANDUM NO. PY. NG. 1 (3)-IMP/63, DATED THE 8TH FEBRUARY, 1963.

With reference to para. 3 of this Ministry's O. M. No. Py. Ng. 1(3)Imp/63, dated the 1st February, 1963, the undersigned is directed to state that it has been decided that the payment of Washing Allowance at the present rate to Class IV servants should continue to be admissible to them on the basis as though the pay scales had not been revised.

2. The question whether this payment should be treated as contingent payment is separately under consideration.

S. No. 8. — MEMORANDUM NO. AL. NG. 1/1/63-IMP, DATED THE 26TH MARCH, 1963.

SUBJECT:— *Revision of the rates of (i) House Rent Allowance; (ii) Recovery of House Rent; (iii) Conveyance Allowance ; (iv) Washing Allowance ; (v) Local Compensatory Allowance; (vi) Hill Allowance; and (vii) Special Area Compensatory Allowance admissible to non-gazetted Government Servants consequent upon revision of the Pay Scales.*

With reference to paragraph 3 of this Ministry's O.M. No. Py.Ng. 1(3)-IMP/63, dated the 1st February, 1963 as amended by the O.M of even number, dated the 8th February, 1963, the undersigned is directed to say that the President has been pleased to decide, in modification of this Ministry's Office Memorandum No. F. 1(4)PC/49, dated the 1st April, 1949, and all the subsequent amendments issued from time to time, that, with effect from 1st April, 1963, the above allowances shall be admissible at the following rates and subject to the following conditions. *The other existing conditions regulating the grant of these allowances will continue to apply as hitherto.*

(d) *Washing Allowance:*

Washing Allowance sanctioned in the Ministry of Finance O.M. No. F. 1(4)-PC/49, dated 1st April, 1949 will be admissible upto a pay limit of Rs. 89/- p.m.

2. These orders apply to revised prescribed scales. In the case of those whose "Revised Prescribed" scales have not yet been notified, payment of the above mentioned allowances, and recovery of house rent, may be made provisionally on the existing basis as though no revision of pay and allowances has taken place. In such cases, when the "revised prescribed" scales have been notified, adjustment of allowances should be made on the revised basis with effect from 1st April, 1963.

S. No. 9.—OFFICE MEMORANDUM NO. AL. NG. 1/1/IMP-63, DATED THE 1ST JUNE, 1964.

SUBJECT:— *Revision of the rates of (i) House Rent Allowance, (ii) Recovery of House Rent; (iii) Conveyance Allowance; (iv) Washing Allowance; (v) Local Compensatory Allowance; (vi) Hill Allowance; and (vii) Special Area Compensatory Allowance admissible to non-gazetted Government servants consequent upon revision of the pay scales.*

X x x x x x x x x x

3. The undersigned is further to say that with effect from 1st June, 1964 the orders contained in this Ministry's O.M. No. Al. Ng. 1/1/63-IMP, dated the 26th March, 1963, as amended from time to time will also apply to those non-gazetted Government servants whose scales of pay have been consolidated in accordance with this Ministry's O.M. No. Py. Ng. 1(12)-IMP, dated the 31st March, 1964.

S. No. 10. — OFFICE MEMORANDUM NO. F. 10 (1)-R5/68, DATED THE 14TH OCTOBER, 1968.

SUBJECT:— *Enhancement of the rate of Washing Allowance admissible to Liveried Staff.*

The undersigned is directed to refer to para 1 (d) of this Ministry's O.M. No. AL.NG. 1/1/63-IMP, dated 26th March, 1963 and to say that the President has been pleased to decide that the rate of Washing Allowance shall be increased from Re. 1 p.m. to Rs. 2 p.m. until further orders and shall be admissible to all liveried Class IV and Class III staff (including staff car drivers, dispatch riders etc).

2. These orders will take effect from 1st November, 1968.

S. No. 11. — OFFICE MEMORANDUM NO. 1(2)-NG-IMP/71, DATED THE 8TH MARCH, 1972.

SUBJECT:— *Scheme of National Scales of Pay, Allowances and other Fringe Benefits for Non-gazetted Civil Employees (other than teaching personnel).*

The President and CMLA has been pleased to sanction, with effect from the 1st March, 1972, a Scheme, as detailed below, of National Scales of Pay, Allowances and other Fringe Benefits, for non-gazetted civil employees of the Central Government, paid directly from the Civil Estimates or the Defence Estimates.

PART II:— ALLOWANCES AND OTHER FRINGE BENEFITS.

(A) *Washing Grant.*—Washing Grant will be admissible, till further orders, to liveried staff @ Rs. 3 p.m. provided they are in National Pay Scale 1, 2, 3 or 4.

X x x x x x x x x

S. No. 12. — OFFICE MEMORANDUM No. F. 5(2)-NG-IMP. II/73, DATED THE 20TH OCTOBER, 1973.

SUBJECT:— *Scheme of National Scales of Pay, Allowances and other Fringe Benefits for Non-Gazetted Civil Employees (other than teaching personnel).*

Reference clause (A) of Part II, para 1 of the Finance Division O.M. No. 1 (2)Ng-Imp/7 1, dated the 8th March 1972.

2. An enquiry has been made whether the Washing Grant of Rs. 3p.m. admissible to *liveried staff* will continue to be admissible to them even if they reach a scale higher than National Pay Scale No. 4. It is clarified for information that Washing Grant will continue to be admissible to such employees whose basic pay scale is National Pay Scales 1 to 4 and who by the process envisaged in para 1 part 1(E) of Finance Division O.M. quoted above as amended reach a scale higher than NPS No. 4 or have otherwise been adjusted in it.

S. No. 13. – OFFICE MEMORANDUM NO. F. 9(1)-R(14)/75, DATED THE 2ND JULY, 1975.

SUBJECT:– *Enhancement of the rate of Washing Grant.*

In Partial modification of the provisions of Clause (A) in Part II of para 1 of this Division O.M. No. 1 (2)-Ng-Imp/71, dated the 8th March, 1972, regarding Scheme of National Scales of pay, Allowances and other Fringe Benefits for erst-while non-gazetted civil employees, it has been decided that the rate of Washing Grant shall, with effect from the 7th June, 1975, be raised to Rs. 5 per month. The other existing conditions regulating the payment of this grant shall continue to apply.

S. No. 14. – OFFICE MEMORANDUM NO. 12 (2)-R. 5/81, DATED THE 27TH JUNE, 1981.

SUBJECT:– *Enhancement of Rate of Washing Grant.*

The undersigned is directed to invite reference to this Division O.M. No. F. 9 (1)-R (14)/75, dated the 2nd July, 1975, on the above subject and to say that the President has been pleased to decide that the existing rate of Washing Grant of Rs. 5/- p.m. shall, with effect from the 1st July, 1981, be raised to Rs. 15/- p.m.

2. The other existing conditions regulating the payment of Washing Grant shall continue to apply.

S. No. 15. – ESTT. DIV. O.M. NO. 12/9/81-D. 5 DATED THE 25TH SEPTEMBER, 1982.

SUBJECT:– *Revision of Livery Rules and Rates of Items of Liveries.*

The undersigned is directed to state that it has been decided that Naib Qasids, Daftaries, Record Sorters, D.M.Os, Chowkidars, Sweepers and Sweepresses are not to be provided with liveried in future, but would be given the following “Dress Allowance” in lieu thereof, which is the aggregated cost, per month, presently expended in providing them with liveries.

<i>Dearness Allowance.</i>	Rs.
(i) Naib Qasids	24.00
(ii) Farashs, Record Sorters, Daftaries, D.M.Os.	21.00
(iii) Chowkidars, Sweepers	21.00
(iv) Sweepresses	13.00

2. The "Dress Allowance" at above rates shall be allowed in addition to the existing "Washing Allowance".

3. The "Dress Allowance" is to be allowed *w.e.f* 1st October, 1982 and no expenditure on supply of Winter liveries which becomes due on 1st November, 1982, shall be incurred.

4. In pursuance of the above decision, it may be clarified that no re-appropriation shall be made from the budget provision for 'Uniform and Liveries' for the financial year 1982-83 for any other purpose.

5. Ministries/Divisions are requested to bring it to the notice of their respective Attached Departments/Subordinate Offices etc, immediately for similar action.

6. This issue with the approval of the Finance Division *vide* their u.o. No. 3(13)-R. 12/82, dated 1-9-82 and 15-9-82.

S. No. 16. – OFFICE MEMORANDUM NO. F. 3. (13)-R. 12/82, .DATED THE 25TH JULY, 1983.

SUBJECT:– *Admissibility of Dress Allowance and Washing Allowance During Leave other than L.P.R.*

It was decided *vide* Establishment Division's O.M. No. 12/9/81-D. 5, dated 25-9-1982 that Naib Qasids, Daftaries, Record Sorters, D.M.Os Chowkidars, Sweepers and Sweepresses were not to be provided with liveries in future, but would be given the following Dress Allowance in lieu thereof, which was the aggregated cost per month expended in providing them with liveries: –

	Rs.
(i) Naib Qasids	24.00
(ii) Farashs, Record Sorters, Daftaries, D.M.Os.	21.00
(iii) Chowkidars, Sweepers	21.00
(iv) Sweepresses	13.00

2. The "Dress Allowance" at above rates was allowed with effect from 1-10-1982, in addition to the existing Washing Allowance.

3. A question was raised whether 'Dress Allowance' would be admissible during leave. The matter has been considered in consultation with the Establishment Division and it has been decided that the 'Dress Allowance' will be admissible to the entitled staff during leave other than L.P.R.

4. It is also clarified that the 'Washing Allowance' is admissible during leave other than L.P.R.

S. No.17.—OFFICE MEMORANDUM NO. F.5 (2)-R. 5/86, DATED THE 1ST JULY, 1986.

SUBJECT:— *Enhancement of Rate of Washing Grant.*

The undersigned is directed to refer to this Division O. M. No. 12(2)-R. 5/81, dated the 27th June, 1981, on the subject noted above and to say that the President has been pleased to decide that the existing rate of Washing Grant of Rs. 15/- per month shall, with effect from the 1st July, 1986, be raised to Rs. 25/- per month.

2. The other existing conditions regulating the payment of Washing Grant shall continue to apply.

S. No. 18.—U.O. NO. F. 10 (1)REG. 5/83-147, DATED THE 29TH MARCH, 1988.

SUBJECT:— *Grant of Washing Allowance to Staff Car Drivers.*

Reference Economic Affairs Division 's U.O. No. 45 (12)B&C/82-83, dated 11-08-1987 and this Division's U.O. of even number, dated 06-01-1988 on the above mentioned subject.

2. It is, further clarified that Washing Allowance is basically admissible to liveried staff in BPS 1 to 4. However, it remains admissible to such staff on their placement to a Pay Scale Higher than BPS-4 through the process of move over as envisaged in para 1 part 1(E) of Finance Division's O.M. No. 1(1 2)Ng. Imp/7 1, dated 08-03-1972. In this regard attention is invited to this Division's O.M. No. F.5 (2)NG.Imp.II/75, dated 20-10-1973.

3. In view of the above position, if any of the drivers under reference fulfill the criteria stated above, he would be entitled to Washing Allowance, otherwise it shall not be admissible.

S. No. 19.—OFFICE MEMORANDUM NO. F. 1(12)IMP. II/91, DATED THE 29TH JUNE, 1991.

SUBJECT:— *Revision of Basic Pay Scales and Fringe Benefits of Civil Employees of the Federal Government (1991).*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs:—

Washing Grant admissible to liveried staff:

The existing rates of Washing grant shall be enhanced from Rs. 25/- p.m. to Rs. 30/- p.m.

S. No. 20. – OFFICE MEMORANDUM NO. NO. F. 1(1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT:– *Revision of Basic Pay Scales, Allowances and Pension of Civil Employees of Federal Government (2005).*

The undersigned is directed to refer to para 10 (xii) of Finance Division O. M. No. F. 1(1) Imp/2005, dated 1st July, 2005 on the above subject and to convey that the rates of **Washing Allowances for Police Force** shall be revised as detailed below *w.e.f* 1-7-2005: –

Existing	Revised
Rs. 50/- P.M	Rs. 100/- P.M

Teaching Allowance / Warden Allowance

(301-305)

S. No. 3. – OFFICE MEMORANDUM NO. F. 1(12)IMP.II/91, DATED THE 19TH AUGUST, 1991.

SUBJECT: – *Revision of Basic Pay Scales and Fringe Benefits of Civil Employees in BPS 16 – 22 of the Federal Government, 1991.*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees in BPS 16--22 of the Federal Government paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs.

X X X X X X X X

Teaching Allowance. – Existing rates of Teaching Allowance shall be enhanced as under: –

For Doctors who teach basic sciences in Medical Colleges	From Rs. 500/- p.m. to Rs. 1,000/- p.m.
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S. No. 4. – OFFICE MEMORANDUM NO. F. 1(5)IMP/2006, DATED THE 24TH JUNE, 2006.

SUBJECT: – *Grant of Teaching Allowance .*

The President has been pleased to sanction with effect from 1st July, 2006 and till further orders a Teaching Allowance to all Teachers of the Federal Government's Educational Institutions at the rates and conditions as detailed below:

x	x	x	x
i)	Matric with PTC/equivalent		Rs. 500/- p.m.
ii)	FA/F.Sc with CT/equivalent		Rs. 750/- p.m.
iii)	BA/MA with B.Ed/M.Ed and above/equivalent		Rs. 1000/- p.m.

2. The amount of the Teaching Allowance:

- i) will be qualification related.
- ii) will be admissible to those teachers who are exclusively deployed on teaching duties.

- iii) will also be admissible to the Head of the Institutions and their Deputies.
- iv) will be admissible during entire period of vacation, leave and LPR.
- v) will not be admissible during entire period of Extra Ordinary Leave.
- vi) will not be treated as part of emoluments for the purpose of calculation of Pension/ gratuity and recovery of House Rent.

Advance Increments

(307-313)

S. No. 1. — OFFICE MEMORANDUM NO. F. 1(1)IMP/83, Pt-II DATED THE 18TH AUGUST, 1983.

SUBJECT:— *Scheme of Basic Pay Scales and Fringe Benefits of Civil Employees of the Federal Government (1983)*

The President has been pleased to sanction with effect from 1st July, 1983, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983, for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates.

Advance Increments to School Teachers on Attaining Higher Qualifications. — Primary, Middle and High School teachers who possess or acquire while in service higher qualifications shall be allowed advance increments as under:

I. *Primary School*

- (i) A teacher who possesses or acquires F.A/F.Sc. shall be allowed two advance increments.
- (ii) A teacher who (in addition F.A/F.Sc.) also acquires C.T. shall be allowed one additional advance increment.
- (iii) A teacher who acquires a degree of BA/B.Sc. shall be allowed three additional advance increments.

II. *Middle School*

A teacher who possesses or acquires a degree of BA/B.Sc. shall be allowed three advance increments.

III. *High School*

A teacher who possesses or acquires Master's degree shall be allowed three advance increments. In case of a teacher who possesses or acquires Master's degree in Education (M.Ed.) and also a Master's degree in any academic subject shall be allowed six advance increments;

Provided that a teacher who has already drawn increments for possessing higher educational qualification under the existing scales shall be allowed increments equal to shortfall in the number of increments, if any, between the increments obtained by him and the increments which have now been prescribed.

Advance Increments to Technical and Professional Categories on Possessing/Acquiring Higher Qualifications. – Doctors, Engineers, **Educationists**, Economists, Management Accountants, Scientists, Geologists, Meteorologists, Archaeologists, Experts in Agriculture, Animal Husbandry and Forestry working in Universities, Colleges, Research institutions or **technical departments** shall be allowed advance increments on possessing/acquiring higher qualifications as under:

- (i) In case a technical/professional employee of the above category possesses D.Sc., Ph.D. degree from a Foreign University, he shall be allowed six advance increments on entry into service in B- 17.
- (ii) Those of the above categories of officers who possess MA/M.Sc./M.S. or equivalent from a foreign university or Ph.D. or M. Phil, from a university in Pakistan will receive four advance increments on induction in service in B- 17.
- (iii) Those of the above categories of employees who while in service obtain a degree shall be allowed four advance increments in case of (i) above and two advance increments in case of (ii) above.

S. No. 2. – F.D. O.M. NO. F.1/7/IMP.II/87, DATED THE 1ST JULY, 1987.

SUBJECT:— *Review of Basic Pay Scales of Civil Employees of the Federal Government.*

X X X X X

6. Grant of Advance Increments to Officials for possessing/ attaining higher educational qualifications.—(a) Advance Increments shall be allowed to the officials in BPS-1–15 for possessing or acquiring higher educational qualifications over and above the prescribed qualification in relevant Recruitment Rules to the extent given below: –

No. of Advance Increments for Obtaining

	Matric at least 2 nd Division	F.A/F.sc. at least 2 nd Division	B.A./B.Sc. Atleast 2 nd Division	M.A/MSc. at least 2 nd Division
(i) Where the prescribed qualification is Non-Matric.	1	2	3	4
(ii) Where the prescribed qualification is Matric.	Nil	1	2	3

(iii)	Where the prescribed qualification F.A./F.Sc.	Nil	Nil	1	2
(iv)	Where the prescribed qualification is B.A./B.Sc.	Nil	Nil	Nil	1

(b) Engineers and Doctors shall also be allowed four advance increments in case they possess or acquire a Post Graduate Degree in their relevant field for which they have not been allowed any qualification pay.

(c) The advance increment/increments shall be allowed at the time of recruitment or acquiring higher qualification during service. In cases where the employee is already at the maximum of his pay scales, he would be allowed the requisite number of increments as personal pay to be absorbed on moving over/promotion to higher pay scale.

S. No. 3. – OFFICE MEMORANDUM NO. F.1(12)/Imp-II/91 DATED 29TH JUNE, 1991.

SUBJECT:— *Revision of Basic Pay Scales and Fringe Benefit of Civil Employees of the Federal Government (1991).*

5. Grant of advance increments to officials for possessing attaining higher educational qualification.

- i) From 1-6-1991 onwards advance increments shall be allowed without the condition of the second Division to the officials in BPS 1 - 15 for possessing or acquiring higher educational qualifications over and above prescribed qualifications in the relevant Recruitment Rules, to the extent given below:-

	No. of Advance increments for obtaining			
	Matric	F.A./F.Sc.	B.A./B.Sc.	M.A./M.Sc.
a) Where the prescribed qualification is Non-Matric.	2	4	6	8
b) Where the prescribed qualification is Matric.	Nil	2	4	6
c) Where the prescribed qualification is F.A./F.Sc.	Nil	Nil	2	4
d) Where the prescribed qualification is B.A./B.Sc.	Nil	Nil	Nil	2

The advance increments already allowed in terms of para-6 of O.M. No.F.1(7)Imp-II/87 dated the 1st July, 1987 would be doubled from 1-6-1991.

- ii) The advance increments shall be allowed at the time of recruitment or acquisition of higher qualification whichever is later. In case where the employee is already at the maximum of the scale, he may be allowed the number of advance increments beyond the maximum of the scale as personal pay to be absorbed at the time of his move over/promotion. Those employees who had acquired higher qualification in 3rd Division prior to 1-6-1991 and were not granted advance increments earlier henceforth would be allowed advance increments w.e.f. 1-6-1991.

Clarification

Under para-5(d)(ii) of the Finance Division's Office Memorandum No.F.1(12)-Imp.II/91 dated 29th June, 1991, the advance increments on higher qualification beyond the maximum of the relevant pay scale are treated as personal pay to be absorbed at the time of move-over/promotion of the Government Servant concerned. Since such absorption of the personal pay amounts to reducing the specific incentive allowed by the Government and may also result in anomaly *viz-a-viz* the junior Government Servant drawing pay below the maximum of the pay scale, it has been decided that the personal pay on account of higher qualification shall not be absorbed/adjusted but shall be treated as part of the time scale of pay for the purpose of fixation of pay of the Civil Servant concerned on his promotion/selection grade/move-over. No arrears prior to 01-05-1995 shall, however, be admissible.

S. No. 4. — OFFICE MEMORANDUM NO. F. 3(1) IMP. 1/88, DATED 1ST JULY, 1988.

SUBJECT:— *Ph.D Allowance*

It has been decided that with effect from 1st July 1988, all Ph.D/D.Sc. Degree holders will be allowed Ph.D/D.Sc. Allowance of Rs. 1500/- p.m.

2. The Ph.D. Allowance of Rs. 1500/- p.m. would also be admissible to the employees of the Autonomous/Semi-Autonomous Organisations/Corporations, who have adopted the Scheme of basic Pay Scales of the Government in toto.

3. It has also been decided that the eligibility of Ph.D. allowance will not henceforth be linked with the Recruitment Rules and irrespective of the job assigned to them.

4. The orders contained in this Division's Circular O.M. No. F. 1(97)R. 3/85, dated the 26th December, 1985 and 8th April, 1986, regarding the grant of Qualification Allowance to Technical/Professional Employees, stand amended to the extent indicated above w.e.f. the date of issue of the order.

S. No. 5. — OFFICE MEMORANDUM NO. F. 1(5) IMP. 2001, DATED 4TH SEPTEMBER, 2001.

X X X X X

SUBJECT:— *Discontinuation of Advance Increments.*

10. The existing scheme of advance increments is discontinued w.e.f 1-12-2001. A fresh scheme, if any will be introduced in due course.

S. No. 6. — F.D. O.M. NO. F.1 (6) IMP/2000-392, DATED 18TH JUNE, 2011

SUBJECT:— *Grant of Advance Increments.*

The undersigned is directed to refer to Finance Division's O.M. No 1(7)Imp-II/87 dated 1.7.1987 and 1(12)Imp.II/91 dated 29.6.1991 *on the* above subject and to state that in pursuance of FST, Lahore, judgment in Appeal No.17 (L)CS/2005 dated 26.3.2010 and in continuation of this Division's letter F.No. 18(1) L-II/2005-503 dated 3.6.2010 (copy enclosed), it has been decided that advance increments for acquiring/possessing higher qualification will be admissible to those officials who have been promoted to higher posts on the basis of seniority-cum-fitness but were not allowed advance increments to those who possess the same qualification, prescribed for the said promotional post.

2. The above decision is applicable in all identical cases prior to 1-12-2001 (i.e. the date of discontinuation of the scheme).

Qualification Allowance / Pay

(315-320)

S. No. 1. — OFFICE MEMORANDUM NO. F. 1(1)IMP/83, DATED THE 18TH AUGUST, 1983.

SUBJECT:— *Scheme of Basic Pay Scale and Fringe Benefits of Civil Employees of the Federal Government (1983).*

The President has been pleased to sanction with effect from 1st July, 1983, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983, for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates.

X X X X X

17. *Qualification Allowance.*— S.A.S. Accountants shall be allowed a Qualification Allowance of Rs. 100/- p.m. on qualifying the S.A.S. or equivalent examination. This allowance shall continue to be admissible as a separate entity even after their promotion to higher posts.

Note I: This allowance shall, however, not be admissible to Accountants of Emergency Cadre or to Audit Assistants who have been or may be promoted as Accountants against the exemptees quota.

S. No. 2. — O.M. NO. 1(12)IMP-II/91 DATED 19TH AUGUST, 1991.

SUBJECT:— *Revision of Basic Pay Scales 1991*

8(iii) **Qualification Pay for S.A.S. Accountants.**— The existing rate of Rs. 100 p.m. shall be enhanced to Rs. 150 p.m. from 1-6-1991.

S. No. 3. — O.M. NO. 1(12)IMP-II/91 DATED 19TH AUGUST, 1991.

SUBJECT:— *Revision of Basic Pay Scales 1991.*

X x x x x

8. **Qualifications Pay.**— (i) Existing rates of Qualifications Pay for ICMA/ACWA/Chartered Accountants shall be enhanced from 1-6-1991 as under:—

- | | |
|----------------------------|---|
| (a) Part - III (ICMA/ICWA) | from Rs. 150 p.m. to Rs. 300 p.m. |
| (b) Part - V (ICMA/ICWA) | from Rs. 400 p.m. to Rs. 800 p.m. |
| (c) Chartered Accountants | from Rs. 400 p.m. to Rs. 800 p.m. where FCA/ACA is not the minimum qualification prescribed for the post. |

(ii) **Qualification Pay for Senior Officers.**—Qualification pay shall be allowed from 1-6-1991 to those officers who have qualified the following courses at the rates shown against each:—

- | | | |
|-----|--|--|
| (a) | PASC National Management Course | Rs. 500 p.m. |
| (b) | National Defense College Course | Rs. 500 p.m. as against the existing rate of
Rs. 100 p.m. |
| (c) | Advanced Course in Management in
NIPA | Rs. 100 p.m. |

NOTE:— One qualification Pay will be admissible at a time.

S. No. 4. — LETTER NO. F.1(24)IMP.II/90-PT, DATED THE 21ST JUNE, 1993.

SUBJECT:— *Enhancement of Qualification Pay — SAS Accountants.*

I am directed to convey approval of the competent authority for the enhancement of qualification pay allowed to S.A.S. Accountants *vide* para-8 (iii) of the Finance Division Office Memorandum No. F. 1 (12)Imp.II/91, dated 19-08-1991 from Rs. 150/- p.m. to Rs. 200/- p.m. with effect from 01-07-1993.

S. No. 5. — FIN. DIV. O.M. NO. 1(44)IMP/95 DATED 13TH JULY, 1995.

SUBJECT:— *Qualification Pay for Senior Officers.*

Qualification Pay for the senior officers revised with effect from 1st July, 1995 as under: —

- | | | |
|----|---------------------------------------|--|
| A. | PASC National Management Course. | Rs. 750/- p.m. as against the existing rate of
Rs. 500/- p.m. |
| B. | National Defense College Course. | Rs. 750/- p.m. as against the existing rate of
Rs. 500/- p.m. |
| C. | Advance Course in Management in NIPA. | Rs. 200/- p.m. as against the existing rate of
Rs. 100/- p.m. |

S. No. 6. — F.D. O.M. NO. F.1(44) IMP/95 DATED THE 10TH MAY, 2007.

SUBJECT:— *Grant of Qualification Pay to BS-18 Officers on Completion of Mid-Career Management Course (MCMC) Administrative Staff Course (ASC)*

It has been decided in consultation with Establishment Division to allow qualification pay @ Rs.250/- p.m. to BS-18 officers who successfully complete Mandatory Mid Career Management

Course (Administrative Staff Course) at the National Institutes of Management at Karachi/Peshawar and Quetta.

S. No. 7. – OFFICE MEMORANDUM NO F.1 (1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT:– *Revision of Basic Pay Scales, Allowances and Pension of Civil Employees of Federal Government (2005).*

10(iv) Revised rates of qualification pay shall be as under w.e.f 1st July, 2005

x	x	x	x
	Existing		Revised
SAS Accountant	Rs. 200/- P.M.		Rs. 400/- P.M.
Part-III (ICMA/ICWA)	Rs. 300/- P.M.		Rs. 400/- P.M.
ICMA/ICWA	Rs. 800/- P.M.		Rs. 1200/- P.M.
Chartered Accountant	Rs. 800/- P.M.		Rs. 1300/- P.M.
Staff College/NDC	Rs. 750/- P.M.		Rs. 1000/- P.M.
Advanced Course in NIPA	Rs. 200/- P.M.		Rs. 500/- P.M.

S. No. 8. – F.D. O.M. NO. F.1 (3) IMP/2012, DATED 16TH JULY, 2012.

SUBJECT:– *Revision of Special Pays and Allowances.*

x x x x x x x x x x x

I. **Qualification Pay:**

Qualification	Existing Rates (per month)	Revised Rates (per month)
SAS/PFA	Rs. 400/-	Rs. 800/-
ICMA/ICWA (Part-III)	Rs. 400/-	Rs. 800/-
ICMA/ICWA	Rs. 1,200/-	Rs. 2,100/-
Chartered Accountant	Rs. 1,300/-	Rs. 2,300/-
Staff College/NMC/NDC	Rs. 1,000/-	Rs. 2,000/-
NIPA Advanced Course	Rs. 500/-	Rs. 1,000/-
Mid Career Mgt Course	Rs. 250/-	Rs. 500/-

x x x x x x x x x x x

S. No. 9. – F.D. O.M. NO. F.1 (3) IMP/2012-514, DATED 26TH MAY, 2015.

SUBJECT:– *Revision of Special Pay and Allowances.*

The undersigned is directed to refer to Finance Division (Regulations Wing)'s O.M. No. F.1(3)/Imp/2012, dated 16-07-2012 under which Qualification Pay @ Rs. 2,000/- is admissible for Staff College/NMC/NDC, and Rs. 1000/- for NIPA Advanced Course.

2. Establishment Division has intimated that the course titled National Defence Course (NDC) has been substituted with National Security Course (NSC), and NIPA Advance Course with Senior Management Course (SMC). Hence, the names of following courses mentioned under the heading of Qualification Pay in the letter under reference may be substituted as indicated against each:

“Staff College/NMC/NDC” as “Staff College/NMC/NDC/NSC”;

“NIPA Advanced Course” as “NIPA Advanced Course/SMC”.

S. No. 10. – F.D. O.M. NO. F.1 (2) IMP/2016-333, DATED 1ST JULY, 2016.

SUBJECT:– *Revision of Basic Pay Scales and Allowances of Civil Servants of the Federal Government (2016)*

x x x x x x x x x x x

9. **Qualification Pay:**

The rates of Qualification Pays shall be revised as under:-

Sr. #	Qualification	Existing Rates (per month)	Revised Rates (per month)
A	SAS/PFA	Rs.800/-	Rs.1,200/-
B	ICMA/ICWA (Part-III)	Rs.800/-	Rs.1,200/-
C	ICMA/ICWA/CIMA/ACCA*	Rs.2,100/-	Rs.3,150/-
D	Chartered Accountant	Rs.2,300/-	Rs.3,450/-
E	Staff College/NMC/NDC	Rs.2,000/-	Rs.3,000/-
F	NIPA Advanced Course	Rs.1,000/-	Rs.1,500/-
G	Mid Career Mgt Course	Rs.500/-	Rs.750/-

(*Note: CIMA and ACCA qualified employees may henceforth be allowed Qualification Pay at the same rate as admissible for ICMA/ICWA.)

x x x x x x x x x x x

Performance Evaluation Allowance

(321-323)

Special Research Allowance

(325-328)

S. No. 1. – OFFICE MEMORANDUM NO. F. 1(1)IMP./83, DATED THE 18TH AUGUST, 1983.

SUBJECT: – *Scheme of Basic Pay Scale and Fringe Benefits of Civil Employees of the Federal Government, 1983.*

The President has been pleased to sanction with effect from 1st July, 1983, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983, for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates.

x x x x

19. *Special Research Allowance.* – Field Officers on their appointment in research institutions for doing research work shall be allowed a Special Research Allowance @ 20% of their Basic Pay.

S. No. 2. – OFFICE MEMORANDUM NO. F. 1/7/IMP.II/87, DATED THE 1ST JULY, 1987.

SUBJECT: – *Revision of Basic Pay Scale of Civil Employees of the Federal Government.*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs.

11. *Research Allowance.* – It has been decided to allow Research Allowance at the rate of 20% of the pay subject to a maximum of Rs. 800/- p.m. to the employees in BPS-16 and above, deployed exclusively on research work, both field officers and those employed exclusively for the Research Organizations. This allowance would be admissible to employees of such research organizations which are performing purely research work and have been so recognized by the Finance and the Establishment Divisions.

S. No. 3. – OFFICE MEMORANDUM NO. F. 7(5)IMP/95, DATED THE 14TH SEPTEMBER, 2001.

SUBJECT: – *Discontinuation of Research Allowance.*

The undersigned is directed to say that after the introduction of Research Productivity Allowance and Science & Technology Allowance, the competent authority has been pleased to discontinue with immediate effect the Special Research Allowance allowed vide para 13 of this Division's O.M. No. 1(1)Imp/83, dated 18-8-1983 and later on renamed as Research Allowance

@ 20% of pay subject to a maximum of Rs. 800/- p.m. *vide* para 11 of this Division's O.M. No. F. 1(7)Imp./II/87, dated 1-7-1987.

S. No. 4. – OFFICE MEMORANDUM NO. F. 7(5)IMP/95, DATED THE 20TH OCTOBER, 2001.

SUBJECT: – *Discontinuation of Research Allowance.*

In partial modification of Finance Division's O.M. No. F.7(5)Imp./95, dated 14-09-2001, the undersigned is directed to say that the Research Allowance has been discontinued w.e.f. 1-12-2001 instead of 14-09-2001.

Deputation Allowance

(329-336)

BPS-18 and 19, deputation allowance at 20% of the minimum of the relevant basic pay scales shall be allowed in future.

S. No. 3. — OFFICE MEMORANDUM NO. F.1 (5) IMP/2001, DATED THE 4TH SEPTEMBER, 2001.

SUBJECT:— *Revision of basic pay scales and fringe benefits of civil employees (BPS.1-22) of the Federal Government (2001).*

x x x x

15. **Special Pay/Allowances.**— All the Special pays and Allowances admissible on certain POSTS as percentage of Pay are revised subject to the following limits:

Revised

- | | |
|--|---|
| a) Special Pays/ Allowances
20% and above of pay. | On existing rates Sanctioned @
subject to a maximum of
Rs. 2000/-p.m. |
| b) Special Pays/ Allowances
Sanctioned @ 10 - 19% of Pay. | On existing rates subject to
a maximum of Rs. 1500/- p.m. |
| c) Special Pays/ Allowances
sanctioned @ 5% - 9% of pay. | On existing rates subject to
maximum of Rs.1000/- p.m. |

S. No. 4. — OFFICE MEMORANDUM NO. F. 1(1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT:— *Revision of basic pay scales, allowances and pension of civil employees of Federal Government (2005).*

Rates of *Deputation/Additional Charge Allowance/Special Pay on Current Charge* shall be revised as detailed below *w.e.f.* 1-7-2005:—

Existing	Revised
Deputation Allowance/Special Allowance on Additional Charge/Special pay on Current Charge.	@ 20% of the minimum of Basic Pay subject to maximum of Rs.2000/- p.m.
	@ 20% of the Basic Pay subject to maximum of Rs.6000/- p.m.

S. No. 5. – OFFICE MEMORANDUM NO. F. 5(8) R-2/2007, DATED THE 4TH JULY, 2007.

SUBJECT: – *Grant of deputation allowance.*

The undersigned is directed to refer to the subject noted above and to say that proposal regarding grant of deputation allowance has been examined in Finance Division in consultation with Establishment Division and Law, Justice and Human Rights Division and it has been decided that Deputation Allowance may be granted to all officers/officials of different Ministries/Divisions/Departments who have been transferred and posted on deputation basis or under Section 10 of Civil Servant Act 1973, to a post in a department or service altogether different from the one to which they permanently belong, as interpreted by the Supreme Court of Pakistan (PLD 1981 SC 531 reproduced at S. No. 31, Page-390 of ESTACODE Edition 2000) and in accordance with the Establishment Division's Office Memorandum No.1/13/87-R-I, dated 3rd December, 1990 as amended from time to time, subject to the following conditions: –

- (i) The Deputation Allowance may be allowed at the prevalent rates as amended from time to time by the government in fresh cases for a period of three years or till the date of relinquishment of the charge of the post, whichever is earlier. In such cases if the period is extended with the approval of Establishment Division, the Deputation Allowance shall be admissible for such an extended period not exceeding two (02) years.
- (ii) In old cases of transfer/postings on deputation basis and/or under Section 10 of Civil Servant Act 1973, where the officers were posted initially for a period of 03 years but they were neither repatriated nor their period of deputation was extended after expiry of initial period, specially and were finally inducted in OMG, they may be treated on deputation till the date of their induction or continuation as such beyond initial or extended period of their posting and may be granted deputation allowance accordingly.

2. In future, the concerned Ministries/Divisions may consider and decide such cases with the approval of competent authority within their own set-up.

S. No. 6. – F.D. LETTER NO. F.5 (8) R-2/2007-529, DATED 11TH AUGUST, 2007.

SUBJECT:– *Terms and Conditions of Deputation of Civil Servants.*

I am directed to refer to your letter No. 3396/CGA/Reg/1-1/8/2007, dated 07.08.2007, on the subject noted above and to clarify that the employees who are and have been working on deputation basis or under Section 10 of the Civil Servants Act, 1973, in similar condition prior to 04.04.2007 are also entitled to grant of deputation allowance along with arrears if any, at the prescribed rate(s). It is further clarified that vide their O.M.No. 1/13/87-R-I, dated 4th April 2007 and O.M.No.F.5(8)R-2/2007, dated 4th July 2007, the Establishment Division and Finance Division have, respectively, clarified the existing provision under the Establishment Division's O.M.No.1/13/87-R-I, dated 3rd December 1990. It is not a new phenomenon. Therefore, it is applicable retrospectively.

S. No. 7. – ESTAB DIVISION O.M. NO. 1/18/2007-R-1, DATED THE 10TH DECEMBER, 2007.

SUBJECT:– *Deputation of Government Servants.*

The undersigned is directed to refer to the Establishment Division's O.M.No. 1/28/75-D.II/R-3/R.I, dated 18th February, 1987 as amended vide O.M of same No. dated 11th April, 2000 on the above subject and to state that the terms "deputation" as defined by the Supreme Court of Pakistan vide PLD 1981 SC 531 means that a Government servant begins to be regarded as a "deputationist" when he is appointed or transferred, through the process of selection, to a post in a department or services altogether different from the one to which he permanently belongs. He continues to be placed in this category so long as he holds the new post in an officiating or a temporary capacity but ceases to be regarded as such either on confirmation in the new post or on reversion to his substantive post.

2. According to the judgment of Federal Service Tribunal in Appeals No. 39 and 40 (R)(CS)/2003 (M/s Liaqat Ali Chudry and others Vs Federation of Pakistan), up-held by Supreme Court of Pakistan, as interpreted by the Law, Justice and Human Rights Division, all the incumbents who are deputed to work in an agency foreign to the service to which they belong, are entitled to draw Deputation Allowance.

3. In view of the position stated above, the Finance Division have issued orders/instruction vide their O.M.No.F.5 (8) R-2/2007, dated the 4th July, 2007 stating that

deputation allowance may be granted to all officers/officials of different Ministries/Divisions/Departments who have been transferred and posted on deputation basis or under Section 10 of Civil Servants Act, 1973, to a post in a department or service altogether different from the one to which they permanently belong.

4. In view of the above, Ministries/Divisions are advised that hence-forth the Notification/Orders issued by them regarding the deputation of their officers/officials to a department/office altogether different from the one to which they actually belong must invariably state that: –

- (i) The incumbent will be entitled to deputation allowance.
- (ii) The period of deputation shall be three years extendable by two years with the approval of the competent authority.

S. No. 8. – AGPR LETTER NO. TM/HA/1-101VOL-I/8807, DATED: 25-09-2007

SUBJECT: – *Inscription relating to Deputation Allowance*

Kindly refer to this office circular No.TM/HA/1-10/Vol-04/8636 dated 17-08-2007 the Finance Division has allowed deputation allowance at prescribed rates to all Government Servants who are posted outside their parent departments. It was therefore directed that the pay slips may be issued accordingly.

2. However it has been observed that deputation allowance is being given beyond the prescribed limit. It is a clear-cut violation of rules and serious financial irregularity which may be stopped at once.

3. All concerned sections are hereby directed to pay deputation allowance at the following amended rates: –

- I Prior to 01-12-2001 20% of minimum of pay scale of the post;
- II Prior to 01-07-2005 20% of minimum of pay scale of 2001 subject to maximum of Rs. 2000/-;
- III From 01-07-2005 onward 20% of basic pay subject to maximum of Rs. 6000/-

4. It is reiterated here that any government servant who is working out side the Department will be entitled to the deputation allowance in view of Establishment/ Finance Division's instructions.

S. No. 9. – F.D. O.M. NO. F.1 (2) IMP/2016-333, DATED 1ST JULY, 2016.

SUBJECT:— *Revision of Basic Pay Scales and Allowances of Civil Servants of the Federal Government (2016)*

X X X X X X X X X X

10. Deputation/Additional Charge Allowance/Special Pay on Current Charge:

Sr. #	Item	Existing Rates (per month)	Revised Rates (per month)
i	Deputation Allowance	20% of basic pay subject to maximum Rs. 6,000/-	20% of basic pay subject to maximum Rs.12,000/-
ii	Special Allowance on Additional Charge of Identical Posts	20% of basic pay subject to maximum Rs. 6,000/-	20% of basic pay subject to maximum Rs.12,000/-
iii	Special Allowance on Additional Charge of Non-Identical Posts	10% of basic pay subject to maximum Rs. 3,000/-	10% of basic pay subject to maximum Rs.12,000/-
iv	Special Pay on Current Charge	20% of basic pay subject to maximum Rs. 6,000/-	20% of basic pay subject to maximum Rs.12,000/-

Special Allowance for Deputy Secretary

(337-341)

S. No. 1. – OFFICE MEMORANDUM NO. F. 1(14) R 3/83 DATED THE 8TH DEC, 1985

SUBJECT:– *Special Pay.*–

x x x x x x x x x

8. (b) Field Officers on appointment as Deputy Secretary in the Federal Secretariat were allowed a special pay of Rs. 400 p.m. in addition to basic pay. In supersession of the above orders, the following decisions have been taken:–

- (i) All officers appointed or posted as Deputy Secretary or equivalent in the Federal Secretariat, President's Secretariat, Prime Minister's Secretariat, National Assembly Secretariat and Senate Secretariat will be allowed a special allowance equal to 20% of their basic pay;
 - (ii) officers in receipt of the above allowance will not be allowed any other special pay, deputation pay or deputation allowance, etc.
2. These orders will take effect from 1-11-1985.
3. Finance Division's O.M. No. F.1(14)R.3/83, dated 7-11-1985, granting a special pay of 20% to all officers posted as Deputy Secretary or equivalent and Field Officers on appointment to any post in the Federal Secretariat is cancelled from the date of its issue.
- (iii) The Deputy Secretaries or equivalent entitled to special allowance as admissible under the rules will continue to draw the said allowance during their training abroad.

[Authority: F. D. Letter No. 1086-Imp.I/87, dated 17th December, 1987.]

S. No. 2. – OFFICE MEMORANDUM NO. F. 1/7/IMP.II/87, DATED THE 1ST JULY, 1987.

SUBJECT:– *Revision of Basic Pay Scales of Civil Employees of the Federal Government.*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs:–

12. *Special Allowance for Deputy Secretaries.* – It has been decided to allow Special Allowance at a fixed rate of Rs. 300/- p.m. instead of at 20% of pay sanctioned *vide* this Division's circular O.M. No. F. 1(14)R.3/83, dated the 8th December, 1985, to holders of the post of Deputy Secretary and equivalent working in the Federal Secretariat including President/ Prime Minister/National Assembly and Senate Secretariats *w.e.f* 01-07-1987. However, in the case of existing Deputy Secretaries and equivalent in B-19, already drawing special allowance at 20% of pay, the amount of their special allowance would be frozen at the rates admissible on 30-06-1987 as personal to them for so long as they hold the post in B-19 and remain posted in the Secretariat.

S. No. 3. – OFFICE MEMORANDUM NO. F. 1/32/IMP.II/88, DATED THE 1ST JULY, 1988.

SUBJECT: – *Secretariat Allowance.*

The President has been pleased to decide that Secretariat Allowance @ 20% of basic pay to all Federal Government Employees in the Federal Secretariat, President's Secretariat, Prime Minister's Secretariat, National Assembly Secretariat and Senate Secretariat, shall be granted with effect from 1st July, 1988.

2. All the Deputy Secretaries and equivalent working in the Federal Secretariat, who are already receiving Special Allowance of Rs. 300/- per month or @ 20% of the pay frozen *vide* para 12 of this Division's O.M. No. F.1/7/Imp.II/87, dated the 1st July, 1987 would henceforth receive Secretariat Allowance as indicated in para 1 above in lieu of the Special Allowance which will cease forthwith.

3. The Officers deputed from other Services/Departments (who do not belong to the Secretariat Group) to work in the Secretariat and who are already getting special pay or allowance, will be allowed to exercise their option to draw Secretariat Allowance at 20% of their basic pay or to continue to draw their existing special pay/allowance, if any.

4. All other officers/officials working in the Federal Secretariat who are already in receipt of special pay/allowance (except the categories of Private Secretaries/Personal Assistants to Ministers/Minister of State, Secretaries, Additional Secretaries and Joint Secretaries) will also be allowed to exercise their option to draw Secretariat Allowance mentioned above or to continue drawing their existing special pays.

5. Secretariat Allowance will also be admissible to all the employees of the Central Board of Revenue. Provisions of para. 2 above will *mutatis mutandis* apply to the officers of CBR where applicable.

6. Employees belonging to other Departments but actually working within the Federal Secretariat will be eligible for the Secretariat Allowance as long as such employees continue to be posted for performing duties in the Secretariat buildings or offices. For such employees the criteria for eligibility will be actual performance of duties within the Federal Secretariat.

Medical Allowance

(343-350)

S. No. 1. – O.M. NO. F.1(1)IMP/83 DATED 18TH AUGUST, 1983.

SUBJECT:– *Revised National Scales Of Pay (RNSP) 1983.*

PART-II ALLOWANCES

x x x x x x x x x

24. **Cost of Blood Transfusion.** – The cost of blood transfusion is at present reimbursable to the Federal Government servants but not to the Provincial Government employees. Henceforth the cost of blood transfusion shall be reimbursable to Government servants under the Provincial Governments also.

26. The word “family” for the purpose of medical treatment shall also include parents of the civil servant residing with and dependent on him.

S. No. 2. – OFFICE MEMORANDUM NO. F. 1/7/IMP.II/87, DATED THE 1ST JULY, 1987.

SUBJECT:– *Revision of Basic Pay Scale of Civil Employees of the Federal Government.*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs: –

x x x x

10. **Medical Allowance.** – Medical Allowance @ Rs. 50/- p.m. shall be allowed to the employees in BPS-1 to 15 instead of the reimbursement of the cost of medicines purchased by the employees as out door patients. The facility of in-door treatment shall continue to be admissible.

S. No. 3. – OFFICE MEMORANDUM NO. F. 1(12)IMP.II/91, DATED THE 29TH JUNE, 1991.

SUBJECT:– *Revision of Basic Pay Scales and Fringe Benefits of Civil Employees of the Federal Government (1991).*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs: –

S. No. 7. – OFFICE MEMORANDUM NO. F. 1(1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT:– *Revision of basic pay scales, allowances and pension of civil employees of Federal Government (2005).*

8. Medical Allowance shall be admissible @ Rs. 425/- p.m. subject to the existing conditions *w.e.f*1-7-2005.

S. No. 8. – FINANCE DIVISION (REGULATION WING) ISLAMABAD OM.F.I (I) IMP/2008 DATED 30-6-2008.

SUBJECT:– *Revision of basic pay scales, allowances and pension of civil employees of Federal Government (2008).*

6. **Medical Allowance:**– Medical Allowance shall be admissible @ Rs. 500/- per month to employees in BPS 1 to 16 subject to the existing conditions.

S. No. 9. – F.D. O.M. NO F.1 (1) IMP/2010-622, DATED 5TH JULY, 2010.

SUBJECT:– *Grant of Ad-hoc Allowance - 2010 @ 50% of Existing Basic Pay and Medical Allowance*

X X X X X X X X X X X

Medical Allowance - 2010

5. On the recommendations of Pay & Pension Commission - 2009, the Medical Allowance in lieu of Outdoor Treatment and reimbursement of medical expenses has been granted as under:-

S.No.	BPS	Existing Rate	BPS	Revised Rate
i)	1-15 & 16 (Non-Gazetted)	Rs.500/- p.m.	1 - 15	Rs.1000/- p.m.
ii)	16 - 22	Nil	16 - 22	15% of basic pay

Note: The existing facility of reimbursement of amounts spent on account of purchase of medicines by Government servants and local purchase of medicines by Government Hospital for Outdoor Patient (OPD) will be discontinued. However, the existing facilities for consultation and diagnostic investigations at OPD will continue as before. Reimbursement/Local purchase on account of Cancer, Hepatitis B, C and Insulin dependent diabetes would be admissible for OPD patients. The existing facility of reimbursement of all kinds of expenditure on account of Indoor Medical Treatment will continue as before.

S. No. 10. – F.D. O.M. NO. F.1 (5) IMP/2011-419, DATED 4TH JULY, 2011.

SUBJECT:– *Revision of Basic Pay Scales, Allowances and Pension of Civil Servants of the Federal Government.*

X X X X X X X X X X X

8. **Medical Allowance:**

- i. Medical Allowance admissible to Civil Servants in BPS-16 to BPS-22 @ 15% of the existing pay in Basic Pay Scales–2008 shall continue to be admissible at the frozen level of its admissibility as on 30-06-2011.
- ii. All the new entrants in BPS-16 to BPS-22 shall be allowed Medical Allowance @ 15% of the minimum of relevant Basic Pay Scales–2008 on notional basis with effect from 01-07-2011, till further orders, and shall stand frozen at the same level.

X X X X X X X X X X X

S. No. 11. – F.D. O.M. No F.1 (5) IMP/2011(Pt)-902, DATED 21ST OCTOBER, 2013.

SUBJECT:– *Revision of Basic Pay Scales, Allowances and Pension of the Civil Servants of the Federal Government*

The undersigned is directed to refer to Finance Division’s O.M. No. F.1(5)Imp/2011-419 dated 4th July, 2011 regarding “Revision of Basic Pay Scales, Allowances and Pension of Civil Servants of the Federal Government” and to further elaborate/interpret the subject matter with special reference to the term “new entrants” used in para-8(ii) of the O.M. ibid as follows: –

- a) The new entrants in Basic Pay Scales-16 to 22 through direct recruitment/appointment on or after 01-07-2011 shall be allowed Medical Allowance @ 15% of initial of relevant Basic Pay Scales-2008 w.e.f. the date of their appointment and shall stand frozen at the same level till further orders.
- b) The new entrants in Basic Pay Scales 16-22 by way of promotion/up-gradation etc. from BPS 1-15 on or after 01-07-2011 shall be entitled to Medical Allowance @ 15% of pay that would have been admissible to them on 30-06-2011 in the relevant Basic Pay Scales-2008, had they been promoted/ upgraded prior to BPS-2011 and shall stand frozen at the same level till further orders.
- c) The admissible amount of Medical Allowance shall, in no case, be less than Rs.1,000/- (Rupees one thousand only).

2. The clarification(s) earlier issued on the subject matter shall stand modified to the above extent ab-initio.

S. No. 12. – F.D. O.M. NO. F.1 (4) IMP/2014-663, DATED 7TH JULY, 2014.

SUBJECT:– *Grant of Ad-hoc Relief Allowance – 2014 @ 10% of Basic Pay and Increase in Medical Allowance of the Civil Employees of the Federal Government.*

X x x x x x x x x x

Medical Allowance

4. The President has further been pleased to sanction 20% increase in Medical Allowance to employees in BPS-1 to 15 in the following manner:-

BPS	Existing Rate	Revised Rate
1 to 15	Rs.1,000/- p.m.	Rs.1,200/- p.m.

5. The above Ad-hoc Relief Allowance-2014 and Medical Allowance shall be accommodated from within the budgetary allocation for the year 2014-2015 by the respective Ministries/Divisions/Departments and no supplementary grants would be given on this account.

S. No. 13. – F.D. O.M. NO. F.1 (4) IMP/2014-216, DATED 4TH MARCH, 2015.

SUBJECT:– *Anomaly in Medical Allowance*

The undersigned is directed to refer to Finance Division's O.M. No. F.1(1)Imp/2010-622, dated 05-07-2010 and to state that consequent upon revision/enhancement of Medical Allowance w.e.f. 01-07-2014 from Rs.1,000/- to Rs.1,200/-, the minimum limit of Rs.1,000/- mentioned at SI. No.2 of Finance Division's O.M.No.F.1(12)Imp/2011-290, dated 17-04-2012 read with para-1(c) of Finance Division's O.M.No.F.1(5)Imp/2011(Pt)-902, dated 21-10-2013 (copies enclosed) may be treated to have been enhanced to Rs.1,200/- w.e.f. 01-07-2014.

S. No.14. – F.D. O.M. NO. F.1 (3) IMP/2015-630, DATED 7TH JULY, 2015.

SUBJECT:– *Revision of Basic Pay Scales and Allowances of Civil Servants of the Federal Government (2015)*

X X X X X X X X X X

9. **Medical Allowance:**

- i) The President has further been pleased to sanction 25% increase in the amount of Medical Allowance to the civil employees in the following manner:-

BPS	Existing Rate	Revised Rate
1 to 15	Rs.1,200/-	Rs.1,500/-
16 to 22	Increase in the amount of Medical Allowance @ 25% of the existing amount, being admissible/drawn on 30-06-2015.	

- ii) All the new entrants in BPS-16 to BPS-22 shall be allowed Medical Allowance @ 15% of the minimum of relevant Basic Pay Scales-2008 on notional basis plus 25% of the amount of Medical Allowance, so calculated, with effect from 01-07-2015, till further orders, and shall stand frozen at the same level;
- iii) The Medical Allowance, in no case, should be less than Rs. 1,500/- per month.

X x x x x x x x x x x

Diet Allowance

(351-353)

S. No. 1. – OFFICE MEMORANDUM NO. F.1(12)IMP.II/91, DATED THE 29TH JUNE, 1991.

SUBJECT:– *Revision of Basic Pay Scales and Fringe Benefits of Civil Employees of the Federal Government (1991).*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed in the following paragraphs: –

x x x x

10(a). *Diet Allowance.* – The existing rate of diet allowance for nursing cadre (below BPS-16) shall be enhanced from Rs. 300/- to Rs. 500/- p.m.

Design Allowance

(355-357)

S. No. 1. – OFFICE MEMORANDUM NO. F. 1(1)IMP. II/83, DATED THE 18TH AUGUST, 1983.

SUBJECT: – *Scheme of Basic Pay Scale and Fringe Benefits of Civil Employees of the Federal Government (1983).*

The President has been pleased to sanction with effect from 1st July, 1983, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983, for the civil employees of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates.

x x x x

16. *Design Allowance.* – Engineers holding University degree in engineering and working full time in the Design Offices shall be allowed a Design Allowance at the following rates: –

Engineers drawing pay in B-17	Rs. 400/- p.m.
Engineers drawing pay in B- 18	Rs. 500/- p.m.
Engineers drawing pay in B-19	Rs. 600/- p.m.
Engineers drawing pay in B-20	Rs. 700/- p.m.

x x x x

Uniform Allowance / PSP Uniform Allowance

(359-361)

Secretariat Allowance

(363-367)

S. No. 1. – OFFICE MEMORANDUM NO. F. 1/32/IMP.II/88, DATED THE 1ST JULY, 1988.

SUBJECT: – *Grant of Secretariat Allowance to the employees working in the Federal Sectt.*

The President has been pleased to decide that Secretariat Allowance @ 20% of basic pay to all Federal Government Employees in the Federal Secretariat, President's Secretariat, Prime Minister's Secretariat, National Assembly Secretariat and Senate Secretariat, shall be granted with effect from 1st July, 1988.

2. All the Deputy Secretaries and equivalent working in the Federal Secretariat, who are already receiving Special Allowance of Rs. 300/- per month or @ 20% of the pay frozen vide para 12 of this Division's O.M. No. F.1/7/Imp.II/87, dated the 1st July, 1987 would henceforth receive Secretariat Allowance as indicated in para 1 above in lieu of the Special Allowance which will cease forthwith.

3. The Officers deputed from other Services/Departments (who do not belong to the Secretariat Group) to work in the Secretariat and who are already getting special pay or allowance, will be allowed to exercise their option to draw Secretariat Allowance at 20% of their basic pay or to continue to draw their existing special pay/allowance, if any.

4. All other officers/officials working in the Federal Secretariat who are already in receipt of special pay/allowance (except the categories of Private Secretaries/Personal Assistants to Ministers/Minister of State, Secretaries, Additional Secretaries and Joint Secretaries) will also be allowed to exercise their option to draw Secretariat Allowance mentioned above or to continue drawing their existing special pays.

5. Secretariat Allowance will also be admissible to all the employees of the Central Board of Revenue. Provisions of para. 2 above will *mutatis mutandis* apply to the officers of CBR wherever applicable.

6. Employees belonging to other Departments but actually working within the Federal Secretariat will be eligible for the Secretariat Allowance as long as such employees continue to be posted for performing duties in the Secretariat buildings or offices. For such employees the criteria for eligibility will be actual performance of duties within the Federal Secretariat.

S. No. 2. – FINANCE DIVISION'S O.M. NO. F.7(15)-R.13/88(PT), DATED 18-12-89.

Federal Government has decided that 20% Secretariat Allowance admissible under this Division O.M. No. F.1(32)-Imp.II/88, dated 1-7-1988 and subsequent amendments made thereto will not be admissible to the new incumbents to the Secretariat, CBR, PTV and PBC etc. w.e.f. 11-12-1989. However, the existing recipients of Secretariat Allowance have been allowed to retain it as personal pay.

S. No. 3. – FINANCE DIVISION'S O.M. NO. F.7(15)-R.13/88(PT), DATED 26-12-89.

In continuation of this Division's O.M. No. F.7(15)-R.13/88(Pt), dated 18-12-1989 on the subject mentioned above, the undersigned is directed to state that the term "personal pay" used therein is clarified as under: –

- (i) It will not be reduced by any amount by which the recipient's pay may be increased in future on account of increments/revision etc.,
- (ii) It will be subject to income-tax and House Rent recovery,
- (iii) It will not be treated as part of emoluments for the purposes of calculation of pension and commutation,
- (iv) It will be admissible during leave and entire period of leave preparatory to retirement except during extra ordinary leave, and
- (v) It will not remain admissible to the recipients on their transfer from the Secretariat, CBR, PTV and PBC.

S. No. 4. – F.D. O.M. NO. F.7(15)-R.13/88(PT), DATED 1-2-1990.

In supersession of this Division's Office Memorandum of even number dated the 18th December and 26th December, 1989, the Federal Government has decided that 20% Secretariat Allowance admissible under this Division's O.M. No. F.1(32)-Imp.II/88, dated the 1st July, 1988 and subsequent amendments made thereto will not be admissible to the new incumbents to the Secretariat, CBR, PTV and PBC etc., with effect from 11-12-1989. However, the existing recipients of the Secretariat Allowance have been allowed to retain it as 'personal allowance' subject to the following conditions: –

- (i) The amount of Secretariat Allowance being drawn by the existing recipients as on 10-12-1989 would be frozen.

- (ii) It will be subject to income-tax and House Rent recovery.
- (iii) It will be admissible during leave and entire period of leave preparatory to retirement except during extra ordinary leave.
- (iv) It would not be admissible during the period of suspension, and
- (v) It will not remain admissible to the recipients on their transfer from the Secretariat, CBR, PTV and PBC etc.

S. No. 5. – FINANCE DIVISION'S O.M. No. F.1(2)IMP/94(i), DATED THE 15TH JUNE, 1994.

SUBJECT:— *Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (B.1 – 22) of the Federal Government (1994).*

The President has been pleased to sanction the revision of Basic Pay Scales for the civil employees of the Federal Government B.1-22, paid directly from the Civil Estimates and/or from the Defence Estimates as detailed in the following paragraphs:—

x x x x x x x x x x

5. Allowances:—

- (i) *Secretariat Allowance.*— With the introduction of new scales of pay, the Secretariat Allowance is abolished w.e.f. 01-06-1994 and the amount actually drawn on 31-05-1994 will be converted into Personal Allowance. Such Personal Allowance in case of Government employees in BPS 17-22 shall be reduced by the amount of annual increments, by which the Government employees' pay may be increased after 01-06-1994, and shall cease as soon as his pay is increased by an amount equal to/or more than his Personal Allowance. Those in BPS 1-16 will be exempted from this adjustment to the extent that their Personal Allowance will not be reduced/adjusted.
- (ii) *Other Allowances, Special Pays etc.*— Special Pays and other allowances including House Rent Allowance will be maintained at the level drawn/admissible at the rates as on 31st May, 1994.

Senior Post Allowance

(369-379)

S. No. 1. – OFFICE MEMORANDUM NO. F. 1(36) GAZ-IMP. 1/73, DATED THE 18TH AUGUST, 1973.

SUBJECT:– *Scheme of National Scale of Pay, Allowances and other Fringe Benefits for Gazetted Civil Employees (other than teaching personal ** and other than Flight Engineers/Pilots/Flight Inspectors in the Aviation Department).*

The President has been pleased to sanction the Scheme of National Scales of Pay, Allowances and other Fringe Benefits for gazetted civil employees (other than teaching personnel) of the Federal Government, paid directly from the Civil Estimates or from the Defence Estimates as detailed below:—

PART I – NATIONAL SCALES OF PAY AND ALLIED MATTERS

x x x x

(B) *Date of Effect.* – The National Scales will be deemed to have come into force from the 1st March, 1972, subject to the condition that, on fixation of pay in these scales, no arrears will be payable in respect of the period prior to the 1st August, 1973.

PART II – ALLOWANCES AND OTHER FRINGE BENEFITS

(C) *Senior Posts Allowance.* – Senior Posts Allowance shall be admissible to gazetted civil employees in National Scales 20,21 and 22* at the following rates:—

	(Rate per month)			
NPS 20*	Rs.100
NPS 21*	Rs.200
NPS 22*	Rs.300

PART III – MISCELLANEOUS

All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force.

S. No. 2. – OFFICE MEMORANDUM NO. F. 1(36) GAZ-IMP. I/73, DATED THE 4TH SEPTEMBER, 1973.

SUBJECT:– *Scheme of National Scale of Pay, Allowances and other Fringe Benefits of 18th August, 1973.*

The undersigned is directed to refer to Clause (C) of Part II of para I of the Finance Division O. M No. F. 1 (36)-Gaz-Imp. 1/73 dated 18th August, 1973 on the above subject and to clarify that the Senior Posts Allowance mentioned therein is a Compensatory Allowance not subject to income tax.

S. No. 3. – OFFICE MEMORANDUM NO. F. 4(2) GAZ-IMP. 1/73, DATED THE 6TH NOVEMBER, 1973.

SUBJECT:– *Senior Posts Allowance.*

The undersigned is directed to refer to Clause (C) of Part II of para 1 of the Finance Division Office Memorandum No. F. 1 (36) Gaz. Imp. 1/73 dated the 18th August, 1973, and to say that the various aspects of the Senior Posts Allowance sanctioned therein have been under examination in the Finance Division. The following decisions have now been taken in the matter: –

- (i) The Senior Posts Allowance will be admissible during earned leave, subject to the provisions of S.R. 7-B
- (ii) The Allowance will not be admissible during leave preparatory to retirement.
- (iii) The Allowance will not be taken into account for the purpose of contribution to G.P Fund.
- (iv) The allowance will not be treated as part of the emoluments for counting towards calculation of pension,
- (v) The Allowance will not be admissible to officers serving abroad.
- (vi) The Allowance will be taken into account for the purpose of recovery of house rent.

2. As regards contributions to the Central Employees Benevolent Fund and the Central Employees Insurance Fund, because the employees eligible for this Allowance are making the maximum contributions already, the question of taking this Allowance into consideration for the purpose of contribution to these Funds does not for the time being arise.

S. No. 4. – OFFICE MEMORANDUM NO.F. 1 (I)-IMP. 1/77, DATED THE 28TH APRIL, 1977.

SUBJECT: – *Revision of pay and allowances of civil employees of the Federal Government.*

The undersigned is directed to say that it has been decided to revise the National scales of Pay and Allowances sanctioned in this Division O.Ms. No. 1 (2) NG-Imp/71, dated 8th March, 1972, and No.F. 1 (36)-Gaz. Imp. I/73, dated 18th August, 1973, as amended from time to time, as indicated below. The revision shall come into force with effect from the 1st May, 1977.

PART II – ALLOWANCES

x x x x

10. *Senior Post Allowance.* – The Senior Post Allowance shall be admissible at the following rates: –

NPS-20	Rs. 200 p.rn.
NPS-21	Rs. 400 p.rn.
NPS-22	Rs. 600 p.rn.

PART III – GENERAL

12. *Existing Rules.* – All existing rules and orders relating to matters dealt with in this O.M. shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue to remain in force.

13. *Extent of Application.* – The Revised National Scales of Pay and Allowances mentioned above shall apply to all civil employees of the Federal Government, except the Civil Armed Forces personnel, paid directly from the civil estimates or the Defence Services estimates, who are governed by the Scheme of National Scales of Pay.

S. No. 5. – OFFICE MEMORANDUM NO. F. 6(2)-REG. (6)/77, DATED THE 10TH MAY, 1977.

SUBJECT:— *Treatment of Senior Post Allowance as 'Emoluments' Reckoning for Pension.*

The undersigned is directed to say that the President has been pleased to declare under clause (e) of Article 486, Civil Service Regulations, that the Senior Post Allowance shall be reckoned as "emoluments" for the purpose of pension/gratuity. These orders shall apply to those officers who retire on or after the 1st May, 1977.

S. No. 6. – OFFICE MEMORANDUM NO. F. 2(11)-IMP. I/77, DATED THE 3RD JULY, 1977.

SUBJECT:— *Senior Post Allowance.*

The undersigned is directed to refer to this Division O.M. No. F. 4 (2)-Gaz. Imp. I/73, dated 6-11-73, on the above subject and to state that in supersession of the orders contained in Sub-paras (i) and (ii) of paragraph 1 thereof, it has now been decided that, notwithstanding the provisions of S. Rs. 6 & 7B, the Senior Post Allowance will be treated as part of pay for the purpose of drawal of leave salary during the period of leave on average pay/half average pay including leave preparatory to retirement.

2. These orders shall apply to those officers who proceeded or may proceed, on leave including leave preparatory to retirement on or after 1-5-1977.

S. No. 7. – U.O. NO. 454-IMP. VII, DATED 9-7-1977.

SUBJECT:— *Revision of Pay and Allowances of Civil Employees of the Federal Government-Admissibility of the Compensatory Allowances during leave.*

Reference AGPR's U.O. No. HA/I -11/Vol. V/4471, dated 22nd June, 1977 (not reproduced). The position in respect of each of the allowances is indicated as under : –

- (iv) *Senior Post Allowance.* – This allowance will be treated as part of pay for the purpose of drawal of Leave salary during the period of leave, including leave preparatory to retirement *vide* this Division O.M. No. F. 2(11)-Imp. 1/77, dated 3-7-1977.

S. No. 8. – OFFICE MEMORANDUM NO. F. 6(2)-REG. (6)/77, DATED THE 30TH JULY, 1977.

SUBJECT:— *Treatment of Senior Post Allowance as 'emoluments' for calculation of pension.*

The undersigned is directed to refer to this Division Office Memorandum of even number dated the 10th May, 1977, on the subject mentioned above and to state that Senior Post Allowance which a civil servant in Grade 20 or above would have drawn in Pakistan but for his posting abroad during three years (or part thereof) preceding his retirement shall be taken into account and included in the term 'emoluments' on a notional basis for purposes of calculation of pension/gratuity.

S. No. 9. – U.O. NO. 113-DS (R. III)/78. DATED THE, 23RD JANUARY, 1978.

SUBJECT:— *Admissibility of Senior Post Allowance to Officers in Grade 20 and above.*

On a point having been raised by A.G. Sind, it was clarified by this Division that Senior Post Allowance would not be admissible to an officer who was appointed to a post in National Pay Scales No. 20, 21 and 22 on acting charge basis in pursuance of the Establishment Division O.M. No. 2/2/75 A.R. II, dated the 28th November, 1975. With the withdrawal of the scheme of Acting charge appointment by the Establishment Division *vide* their O.M. No. 2/2/75-AR. II(CV), dated the 30th October, 1977 and the introduction of the Revised National Pay Scales the position has changed in that an officer who is appointed to a post in NPS 20 or above before completion of the prescribed length of service is entitled to pay of the post. Accordingly, such an officer will also be entitled to Senior Post Allowance attached to the post concerned.

S. No. 10. – OFFICE MEMORANDUM NO. 1(2)-REV. 1/78, DATED THE 21ST SEPTEMBER, 1978.

SUBJECT:— *Revision of Leave Rules for Civil Servants.*

The undersigned is directed to state that the question of revision of the leave rules of civil servants has been under consideration of the Government for some time past. It has now been decided that the leave shall be determined in accordance with the following provisions: –

10. *Encashment of refused leave.* – If in case of retirement on attaining the age of superannuation, a civil servant cannot, for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of 180 days leave on full pay.

11. *In-service death.* – In case a civil servant dies while in service, lump-sum payment equal to full pay upto 180 days out of the leave at his credit shall be made to his 'family' as defined for the purpose of family pension.

S. No. 11. – OFFICE MEMORANDUM NO. F. 7 (1)-R. 13/79, DATED THE 20TH JUNE, 1979.

The undersigned is directed to refer to this Division O. M. No. F. 1(2)-Rev. 1/78, dated the 21st September, 1978, regarding revision of leave rules for civil servants and to say that under para 10 thereof, a lump-sum leave pay is admissible to a government servant in lieu of the leave refused to him before retirement subject to a maximum of 180 days leave on full pay. A point has been raised as to whether compensatory allowances such as, Senior Post Allowance, House Rent Allowance and Local Compensatory Allowance, which are admissible during leave preparatory to retirement, will be taken into account in calculating such leave pay. It has been decided that for the purpose of lump-sum payment in lieu of refused leave preparatory-to retirement, only the Senior Post Allowance will be included in the 'leave pay' so admissible.

S. No. 12. – OFFICE MEMORANDUM NO. D. 77-REV. 1/80, DATED THE 13TH MARCH, 1980.

SUBJECT:– *Revision of Leave Rules for civil servants.*

The undersigned is directed to refer to this Division Office Memorandum No. F.1(2)-Rev. 1/78, dated the 21st September, 1978, on the subject mentioned above and to state that under para 11 thereof, a lump-sum payment of pay to the family of a civil servant who dies while in service will be made upto 180 days out of the leave at the credit of the civil servant. A point has been raised as to whether pay and other allowances which are admissible during leave will be taken into account in calculating the pay. The matter has been considered and it has been decided that for the purpose of lump-sum payment to the family of the civil servant who dies while in service only the "Senior Post Allowance" will be included in the "Pay" so admissible under para 11 of Office Memorandum dated 21st September, 1978.

S. No. 13. – U.O. NO. F. 6(5)-R. 5/81-578, DATED THE 4TH AUGUST, 1981.

SUBJECT:— *Appointment on Acting Charge Basis.*

Reference A.G.P.R., letter No. Addl. A.G./Misc/4098, dated the 6th June, 1981 on the above subject (Annexure).

2. The allowances attached to the relevant NPS will be admissible to officers appointed on acting charge basis.

ANNEXURE

A.G.P.R. letter No. Addl. A.G./Misc/4098, dated 6th June, 1981.

SUBJECT:— *Appointment on Acting Charge Basis.*

Please find enclosed a copy of O.M. No. 1/9/80—R-II(B), dated 12th January, 1981 from Mr. Mashkooor Ahmed Khan Joint Secretary, Establishment Division.

2. The Office Memorandum deals with the powers, rested in an officer appointed to a post on acting charge basis and pay to be allowed to him.

3. According to para (b) of the O.M. referred to above, the officer on appointment to a post on acting charge basis shall be entitled to draw fixed pay equal to minimum stage of pay at which his pay would have been fixed had he been appointed to that post on regular basis.

4. A doubt has arisen as to whether an officer, during the period of appointment on acting charge basis will also be entitled to the senior post allowance, entertainment allowance and other allowances attached to the new post or he will be allowed only the fixed pay of the new post.

5. We are of the view that during the period of appointment on acting charge basis, an officer assumes all the powers of the new post. He should be entitled to the various allowances attached to the new post or N.P.S.

6. The matter may please be examined.

BPS	<u>Existing Rates</u>		<u>Revised Rates</u>	
	<u>Senior Post Allowance</u>	<u>Entertainment Allowance</u>	<u>Senior Post Allowance</u>	<u>Entertainment Allowance</u>
20	Rs. 600 p.m.	Rs. 400 p.m.	Rs. 850 p.m.	Rs. 480 p.m.
21	Rs. 800 p.m.	Rs. 450 p.m.	Rs. 925 p.m.	Rs. 525 p.m.
22	Rs. 1000 p.m.	Rs. 650 p.m.	Rs. 1200 p.m.	Rs. 725 p.m.

S. No. 17. – OFFICE MEMORANDUM NO. F. 1(1) /IMP/2005, DATED THE 1ST JULY, 2005

SUBJECT:– *Revision of Basic Pay Scales, Allowances and Pension of Civil Employees of Federal Government (2005).*

The undersigned is directed to refer to para 10 (v) of Finance Division O. M. No. F. 1(1) Imp/2005, dated 1st July, 2005 on the above subject and to convey that the rates of Senior Post Allowances shall be revised as detailed below *w.e.f* 1-7-2005.

	Existing	Revised
BPS-20	Rs.850/- P. M	Rs.1100/- P. M
BPS-21	Rs.925/- P. M.	Rs.1200/- P. M
BPS-22	Rs.1200/- P. M	Rs.1600/- P. M

S. No. 18. – F.D. O.M. NO. F.1 (3) IMP/2012, DATED 16TH JULY, 2012.

SUBJECT:– *Revision of Special Pays and Allowances.*

X x x x x x x x x x x

II. SENIOR POST ALLOWANCE

	<u>Existing Rates</u>		<u>Revised Rates</u>
BPS-20:	Rs. 1100 P.M.	BPS-20:	Rs. 1250 P.M.
BPS-21:	Rs. 1200 P.M.	BPS-21:	Rs. 1350 P.M.
BPS-22:	Rs. 1600 P.M.	BPS-22:	Rs. 1750 P.M.

X X X X X X X X X X

Special Pays / Allowances

(381-392)

S. No. 1. – OFFICE MEMORANDUM NO. F 1(7) NG. IMP.II/73, DATED THE 10TH JANUARY, 1976.

The special pay attached to posts of P.Ss/P.As to Ministers and to posts of Stenographers to Secretaries, Additional Secretaries and Joint Secretaries in the Federal Secretariat will be treated as if they were part of the time scale pay of the above posts, for the purposes of fixation of pay of the incumbents concerned, on promotion to higher posts.

2. The above decision will take effect from 1-3-1972 provided that payments consequent on fixation of pay in accordance with this decision shall not be admissible for any period prior to the date of issue of this O.M.

S. No. 2. – OFFICE MEMORANDUM NO. F. 4(43) R. 1/78, DATED 5TH MAY, 1979.

Note III: The rates of special pay to P.As to Federal Ministers/Ministers of State, Federal Secretaries, Federal Additional Secretaries and Federal Joint Secretaries have been raised with effect from 1st February, 1979, as follows: –

	Old Rates	New Rates
1. P.A. to Federal Minister.	Rs. 60 p.m.	Rs. 70 p.m.
2. P.A. to Minister of State.	Rs. 50 p.m.	Rs. 60 p.m.
3. P.A. to Federal Secretary.	Rs. 50 p.m.	Rs. 60 p.m.
4. P.A. to Additional Secretary.	Rs. 50 p.m.	Rs. 60 p.m.
5. P.A. to Joint Secretary.	Rs. 35 p.m.	Rs. 40 p.m.

S. No. 3. – OFFICE MEMORANDUM NO. F.1(1)IMP/83, DATED 18TH AUGUST, 1983.

8. *Special Pays.* – (a) The existing special pays admissible to officials of various categories working as Private Secretaries and Personal Assistants shall be revised as under: –

- ii) Will be admissible on Basic Pay being drawn or on the maximum of Basic Pay Scale-22, whichever is less.
- iii) Will be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- iv) Will be admissible during leave and entire period of LPR except during extraordinary leave.
- v) Will not be admissible to the officers during the tenure of their posting/deputation abroad but will be admissible to the entitled officers on their repatriation and appointment/posting as Federal Secretary at the rate and amount which would have been admissible to them had they not been posted abroad.
- vi) Will not be admissible to those posted as Additional/Joint Secretary in-charge of the Ministry/Division or those appointed on acting charge basis.
- vii) Will not be admissible for more than one post.

S. No. 8. – F.D. O.M. NO. F.1(5)R-4/95, DATED 31ST JULY, 2006

SUBJECT:– *Provision of a Driver or an Orderly to the Federal Secretaries after Retirement.*

The President has been pleased to sanction provision of an additional benefit of a Driver or an Orderly to the Federal Secretaries on their retirement w.e.f. 01-07-2006.

1. The benefit:
 - i) will be admissible to those retiring/retired Federal Secretaries who held the post of Federal Secretary in BS-22 on or after 01-07-2006;
 - ii) will be admissible subject to exercise of option by the entitled officers;
 - iii) will be admissible to Federal Secretary on retirement and/or on completion of the tenure of contract re-employment as Federal Secretary whichever is later but not prior to 01-07-2006;
 - iv) will not be admissible to those posted as Additional/Joint Secretary Incharge of the Ministry/Division or to those appointed on acting charge basis.

S. No. 9. – F.D. O.M. NO. F.1(5)R-4/95, DATED 7TH FEBRUARY, 2007

SUBJECT:- *Grant of Special Pay @ 20% of Basic Pay and Provision of Driver or an orderly to the Federal Secretaries after Retirement.*

The undersigned is directed to refer to this Division's two Office Memoranda No. F.1(5) R-4/95 dated 31st July, 2006 regarding the subject and to say that a number of queries have been received in this Division from various quarters seeking the modus operandi of the provisions and

their admissibility. All the issues raised in these queries have been examined in consultation with the Establishment Division and the following clarifications are made for guidance: –

Sr. No.	Queries	Clarifications
i)	What will be the mode to regulate the provision of a Driver/Orderly?	The provision will be regulated by making contract employment in terms of the policy prescribed by the Establishment Division. On retirement the entitled Federal Secretary will himself engage a Driver or an Orderly and will intimate the particulars to Establishment Division for formal appointment etc.
ii)	Whether the expenditure on account of the provision of a Driver/Orderly is to be met from within the sanctioned budget of the Ministries/ Divisions?	The Driver or an Orderly will be borne on the pay roll of Establishment Division and the expenditure on account of their salaries etc. will be met from a budget provision in their demand for the purpose.
iii)	What course of action should be taken if the officer gives an option for the financial benefit in lieu of a Driver or an Orderly?	No such option is available in the policy, therefore, there is no benefit of cash compensation in lieu of a Driver or an Orderly.
iv)	Whether the overtime allowance to the drivers will be given or not?	Since the Driver or an Orderly will be appointed on contract and no office timings are involved, the overtime allowance will not be admissible.
v)	Whether the benefit of an Orderly will be in addition to the special additional pension in lieu of orderly allowance currently admissible to the retired Federal Secretaries?	Yes, the provision of a Driver or an Orderly is an additional benefit.
vi)	Whether the expenditure on Special Pay is to be met from the Budget of the Ministry/ Division on whose pay roll the beneficiary is borne?	Yes, the Special Pay is a part of pay and allowances of the entitled officers. Therefore the expenditure on this account is to be met from the budget of the concerned Ministry/ Division on whose pay roll the entitled officers is borne.

vii)	<p>Whether the following categories of officers would be entitled to the benefit of 20% Special Pay: –</p> <p>(a) A Federal Secretary (BPS-22) presently working as head of an autonomous organization or posted with the Provincial Governments.</p> <p>(b) A Federal Secretary (BPS- 22) posted as OSD.</p> <p>(c) Principal Secretary in BPS-22 to the President/ Prime Minister/ Special Secretary (B-22) performing the functions of a Federal Secretary.</p>	<p>(a) The payment of Special Pay is specific to those officers who hold the post or discharge responsibilities as a Federal Secretary under the Federal Government. It would cease when an individual is not discharging those functions;</p> <p>(b) No. This payment is specific to those officers who hold the post and discharge responsibilities as a Federal Secretary. It would, therefore, not be admissible to those officers so long as they remain posted as OSD;</p> <p>(c) Yes, the incumbents of these posts are entitled to the said benefit.</p>
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2. The instructions contained in this Division's OMs *ibid* may be treated to have been amended to the extent indicated above.

S. No. 10. – F.D. O.M. NO. F.1(5)R-4/95, DATED 21ST JUNE, 2007.

SUBJECT:– Grant of Special Pay @ 20% of Basic Pay to all Federal Secretaries.

The undersigned is directed to refer to this Division's Office Memorandum No.F.1(5) R-4/95 dated 31-07-2006 on the subject noted above and to state that queries/references have been received from different quarters seeking clarification as to whether the 20% Special Pay granted to Federal Secretaries would be admissible on the amount of basic pay inclusive of the retiring year's increment for computing emoluments.

2. The matter has been examined in the light of the instructions contained in this Division's above referred O.M. read with O.M. No. 3(20)R-2/98 dated 08-09-1999 and the provisions of Article 486 of the Civil Service Regulations and it is clarified that annual increment admissible for the purpose of calculation of pension only in terms of Finance Division's O.M. No. 3(20)R-2/98 dated 08-09-1999 is a component of the Basic Pay and Special Pay in question admissible @ 20% shall be determined as percentage of Basic Pay inclusive of the retiring year's increment for emoluments, reckonable towards pension.

S. No. 11. – F.D. O.M. NO. F.1(5)R-4/95, DATED 28TH SEPTEMBER, 2007.

SUBJECT: – *Grant of Special Pay @ 20% of Basic Pay to all Federal Secretaries.*

The undersigned is directed to refer to this Division's Office Memorandum of even number dated 31st July, 2006 on the subject noted above and to state that, in partial modification of the O.M. referred to above, it has been decided that the benefit of 20% special pay will be admissible to all the BPS-22 officers who are either appointed as Federal Secretary and posted to the position of Federal Secretary or those officers who are promoted as Federal Secretary and subsequently posted elsewhere in the public interest. It has also been decided that the above benefit will be admissible with effect from 1st July, 2006.

2. All other terms and conditions as contained in this Division O.M. referred to above will remain the same.

S. No. 12. – F.D. O.M. NO. F.1(1)IMP/2010-624, DATED THE 5TH JULY, 2010.

SUBJECT: – *Revision of Rates of Special Pays and Allowances.*

X X X X X X X X X X

iv) **Special Pays.**

Description	Existing Rates	Revised Rates
PS to Minister/Minister of State	Rs.500/- p.m.	Rs.1000/- p.m.
PS to Secretary	Rs.400/- p.m.	Rs.800/- p.m.
PS to Additional Secretary	Rs.300/- p.m.	Rs.600/- p.m.
PA to Minister/MOS/Secretary/ Additional Secretary/Senior. Joint Secretary	Rs.200/- p.m.	Rs.400/- p.m.
PA to Joint Secretary	Rs.160/- p.m.	Rs.320/- p.m.

X x x x x x x x x x

S. No. 13. – F.D. O.M. NO. F.11(2)R-1/2005-(R-5), DATED THE 4TH APRIL, 2013

SUBJECT:– Order passed in Suo Moto Case No. 04/2010, Dated 02-06-2011 and in CPLA No. 14/2010 Dated 01-06-2011 filed by the Employees of Government of Pakistan, Gilgit Baltistan including Ex-Employees through their Representatives Verses Government of Pakistan through Chief Secretary Gilgit-Baltistan and 4 Others.

The undersigned is directed to say that some employees of Federal Government working in Gilgit Baltistan filed appeals in Supreme Appellate Court Gilgit Baltistan seeking declaration that they would be treated at par to the employees of Federal Government serving with the Government of Gilgit Baltistan in respect of privileges and financial benefits of hard area and would be equally entitled to 25% special pay and 50% hard area allowance given by Federal Government vide Kashmir Affairs and Northern Affairs Division's letter No. NA-II-16/1/85 dated 29-9-1992 and Notification No. 2(6)/2000.NA-II dated 03-01-2006 respectively. The court accepted their appeals and directed Finance Division vide Judgment dated 01-06-2011 in Appeal No. 14/2010 and 02-06-2011 in Appeal No. 04/2010 to issue instructions to AGPR Gilgit for payment of Special Pay and Hard Area Allowance for the period for which the payment has not been made to the employees of Federal Government serving in Gilgit Baltistan including those who have since been retired as per their entitlement without any discrimination of local and non local or domicile. The monthly payment of special pay and Hard Area Allowance shall continue unless the same is withdrawn by competent authority in accordance with law.

2. To implement the above cited judgments passed by Supreme Appellate Court, Gilgit Baltistan, Government has approved the payment of following to the employees of Federal Government working in Gilgit Baltistan, with the condition that the expenditure involved there in will be met out of the already sanctioned budget grant of respective Federal Government departments: –

- a. Special pay @ 25% of initial basic pay as it was admissible on 31-05-1994, from 01-06-1994 to 01-04-2007 and then on running basic pay w.e.f. 02-04-2007.
 - b. Hard Area Allowance @ 50% of running basic pay w.e.f. 01-07-2005.
 - c. The special pay @ 25% and Hard Area Allowance @ 50% will then be freezed at the level of their admissibility as on 30-06-2011 in the light of Finance Division's O.M. No. F.1(5)Imp/2011-419 dated 04-07-2011.
3. This issue with the approval of the Secretary, Finance Division, Islamabad.

S. No. 14. – F.D. O.M. NO. F.1(5)R-4/95-VOL-III, DATED JULY 1ST AUGUST, 2013.

SUBJECT:— *Grant of Special Pay @ 20% of Basic Pay and Facility of one Driver or an Orderly to all Officers in BPS-22 and Lt. Generals and Equivalent to BPS-22 on their retirement.*

The undersigned is directed to refer to judgment order case No.WP-1419 of 2012 dated 15-04-2013 regarding above referred subject and to convey the approval of Prime Minister to the grant of Special Pay @ 20% of Basic Pay and provision of a driver or an orderly on retirement/completion of re-employment on contract to all officers in BPS-22 (other than Federal Secretaries who are already availing the above mentioned benefits) as well as Lt. Generals and equivalent (including Chairman JCSC, Services Chiefs and Generals) with effect from 01-07-2006 provided that the above facilities are not being availed by the above mentioned officers in any other form/from other sources.

S. No. 15. – F.D. O.M. NO. F.1(5)R-4/95-VOL-III, DATED THE 22ND OCTOBER, 2013.

SUBJECT:— *Grant of Special Pay @ 20% of Basic Pay and Facility of one Driver or an Orderly to all Officers in BPS-22 and Lt. Generals and Equivalent to BPS-22 on their retirement.*

The undersigned is directed to refer to this Division's O.M. No.F.1(5) R-4/95-Vol.III dated 01-08-2013 (copy enclosed) on the above subject and to say that date of issue of the above referred O.M. may be read as "1st August, 2013" instead of "July 1st August, 2013".

S. No. 16. – F.D. O.M. NO. F.1(5)R-4/95-VOL-IV(I), DATED THE 2ND APRIL, 2015.

SUBJECT:— *Grant of Special Pay @ 20% of Basic Pay to all Federal Secretaries.*

The undersigned is directed to refer to this Division's O.M. No.F.1(5)R-4/95 dated 31-07-2006 on the above subject and to state that Para 2(ii) of above referred OM dated 31-07-2006 has been substituted ab-initio, as under:

"Will be admissible on Basic Pay, being drawn or on the maximum of Basic Pay Scale-22 plus personal pay on account of annual increment, if any."

S. No. 17. – F.D. O.M. NO. F.2(1)R-3/2007, DATED THE 7TH JULY, 2015.

SUBJECT:— *Revision in Special Pay of Senior Private Secretary, Private Secretary & Assistant Private Secretary.*

The President has been pleased to revise *with effect from 1st July, 2015* and till further orders, the rates of Special Pay admissible to Senior Private Secretary, Private Secretary and Assistant Private Secretary as given below: –

Description	Existing Rates	Revised Rates
SPS/PS to Minister/Minister of State	Rs. 1000/- p.m.	Rs. 2000/- p.m.
SPS/PS to Parliamentary Secretary/ Secretary	Rs. 800/- p.m.	Rs. 1600/- p.m.
PS to Additional Secretary	Rs. 600/- p.m.	Rs. 1200/- p.m.
APS to Minister/MoS/ Parliamentary Secretary/ Secretary/ Additional Secretary/ Senior Joint Secretary	Rs. 400/- p.m.	Rs. 800/- p.m.
APS to Joint Secretary or equivalent	Rs. 320/- p.m.	Rs. 640/- p.m.

S. No. 18. – FIN. DIV. U.O NO. 11(2)R-1/2005 (R-5)-266, DATED 30-9-2016.

SUBJECT:— *Special Pay @ 25% - Appeal No. 608 (P)CS/2013, filed by Mr. Muhammad Nazir Bhutta A.O (Rtd) V/S M.A.G & Others in Federal Service Tribunal, Islamabad.*

Reference: Military Accountant General Office U.O No. 470/AN/341/ST/608(P) CS/2013 dated 12-5-2016 on the above subject.

2. Finance Division has reviewed its O.M No. 11(2)R-1/2005 (R-5) dated 4-4-2013 in the light of Federal Service Tribunal's judgment dated 3-2-2016, in the subject case, and decided to amend para 2(a) as under:-

For: Special Pay @ 25% of initial basic pay as it was admissible on 31-5-1994 from 1-6-1994 to 1-4-2007 and then on running basic pay w.e.f 2-4-2007.

Read: Special pay @ 25% of running basic pay admissible on 31-5-1994 which will be applicable for the period from 1-6-1994 to 1-4-2007 and then on running basic pay w.e.f 2-4-2007.

3. This issues with the approval of Finance Secretary.

**Lift Operator & Naib Qasids / Qasads
Allowance**

(393-395)

S. No. 1. – OFFICE MEMORANDUM NO. F. 1 (3) IMP. II/85, DATED 24TH OCTOBER, 1985.

- (i) No new post of Naib Qasid may be created in a Ministry/ Division/Department without ensuring that the Residence Orderly surrendered by any officer has been gainfully utilised in the office.

Note V: The special pay of Rs. 20 sanctioned to Qasids attached to Ministers/Secretaries/Additional Secretaries in the Federal Secretariat and the Daftries in the Federal Government sanctioned vide Finance Division O.M. No. 1011-R. IV/79, F. 4(43)R. 1/78, dated 19th May, 1979 shall be enhanced to Rs. 30 p.m. with effect from 1-7-1986.

Note VI: Lift Operators in the Federal Government will be allowed a special pay of Rs. 35 p.m. in addition to their pay in the Basic Pay Scales applicable to them.

2. These orders will take effect from 1-7-1986.

[Authority: F.D. O.M. No. F. 3(3)R. 1/86, dated the 1st July, 1986]

Special Additional Allowance

(397-401)

S. No. 1. – OFFICE MEMORANDUM NO.F. I(7)IMP/99, DATED THE 23RD JULY, 1999.

SUBJECT:– *Grant of Special Additional Allowance:*

The President has been pleased to allow Special Additional Allowance to civilian employees of the Federal Government including civilian paid from Defence Estimates with effect from 1st July, 1999 and till further orders, as under:

BPS.	1-16	25% of the Minimum of relevant Pay Scale.
BPS.	17-22	20% of the Minimum of relevant Pay Scale

2. This allowance will be regulated as under:

- a) It will not be subject to Income Tax.
- b) It will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.
- c) It will not be treated as part of emoluments for the purposes of calculation of Pension and recovery of House Rent.
- d) It will not be admissible to the employees posted/deputed abroad from the country.
- e) It will be admissible during the period of suspension.

3. The revision in Special Pays and Allowances in case of Officers and personnel of the Armed Forces was allowed with effect from 1st February, 1999.

S. No. 2. – OFFICE MEMORANDUM NO. F. I(5)IMP/2001, DATED THE 4TH SEPTEMBER, 2001.

SUBJECT:– *Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (BPS 1 – 22) of the Federal Government (2001).*

The President has been pleased to sanction, with effect from 1st December, 2001, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and Pensions, 2001 for the civil employees of the Federal Government in BPS 1 to BPS 22 paid from the Civil Estimates and from the Defence Estimates respectively as shown in the following paragraphs.

x

x

x

x

4. *Special Additional Allowance.* – *Special Additional Allowance sanctioned vide Finance Division O.M. No. F. 1 (7)Imp/99 dated 23rd July 1999 shall be frozen at the level drawn as on date of issue of this O.M*

S. No. 3. – OFFICE MEMORANDUM NO. F. 1(1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT: – *Revision of basic pay scales, allowances and pension of civil employees of Federal Government (2005).*

5. The Special Additional Allowances shall continue to be admissible at frozen level on existing conditions.

S. No. 4. – F.D. O.M. NO. F.10 (2) R-3/2012, DATED 6TH MARCH, 2013.

SUBJECT: – *Grant of Special Allowance @ 20% to the Employees Working in the Federal Ministries/Divisions.*

The undersigned is directed to convey the approval of Prime Minister as contained in Prime Minister's Secretariat's U.O. No. 708/PSPM/2013, dated 05-03-2013 to the grant of a Special Allowance @ 20% of running basic pay with effect from 1st March, 2013 to all the officers and staff working in the Federal Ministries/Divisions only. This allowance is not allowed to the employees of President's Secretariat, Prime Minister's Secretariat, Wafaqi Mohtasib's Secretariat, Federal Tax Ombudsman's Secretariat, National Assembly Secretariat and Senate Secretariat, and all such other entities who are already being paid any additional allowances and other facilities.

2. The amount of the Special Allowance,
 - i. Will be admissible to contingent paid staff and contract employees employed against civil posts in Basic Pay Scale on standard terms and conditions of contract appointment;
 - ii. Will be admissible during leave and entire period of LPR except during extra ordinary leave.

- iii. Will not be treated as part of emoluments for the purpose of calculation of Pension/gratuity and recovery of House Rent.
- iv. Will not be admissible to the employees during the tenure of their posting/deputation abroad.
- v. Will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not be posted abroad.

Integrated Allowance

(403-407)

S. No. 1. — OFFICE MEMORANDUM NO. F. 1(1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT:— *Revision of basic pay scales, allowances and pension of civil employees of Federal Government (2005).*

x x x x

10. The following four contingent allowance admissible to Naib Qasids and Daftries shall stand discontinued and in lieu thereof such entitled categories shall be allowed a new allowance called as **Integrated Allowance** @ Rs.150/- p.m. w.e.f. 1-7-2005

Existing		Revised
I. Washing Allowance	Rs. 30/- p. m	Integrated Allowance
II. Dusting Allowance	Rs. 20/- p.m.	
III. Drinking Water Allowance	Rs. 20/- p.m.	Rs. 150/- p.m.
IV. Dress Allowance	Rs. 35/- p.m.	

S. No. 2. — OFFICE MEMORANDUM NO. F.6 (1) R.5/2005, DATED THE 6TH OCTOBER, 2005.

SUBJECT:— *Revision of Basic Pay Scales, Allowance and Pension of Civil Employees of Federal Government (2005).*

The undersigned is directed to refer to Para 10 (xiv) of Finance Division O. M. No. 1(1)/Imp/2005 dated 01-07-2005 on the above subject and to say that queries have been received from certain quarters as to whether that benefit of the Integrated Allowance granted in lieu of Washing Allowance, Dusting Allowance, Drinking Water Allowance and Dress Allowance to N/Qasids, Qasids and Daftries would also be admissible to other categories of employees who were in receipt of any the said allowances under the old scheme of basic pay scales. The matter has been considered in the light of the above mentioned Government decision. It is clarified that the benefit of the integrated allowance is specific to the incumbents of the posts of N/Qasids, Qasids and Daftries irrespective whether they were in receipt of all or any of the pre-revised allowances while the other categories of employees shall continue to receive the then existing allowance(s) at the rate and under the condition prevalent prior to the introduction of the Revised Basic Pay Scales Scheme 2005.

S. No. 3. – F.D. O.M. NO. F.1 (5) IMP/2011-419, DATED 4TH JULY, 2011.

SUBJECT:— *Revision of Basic Pay Scales, Allowances and Pension of Civil Servants of the Federal Government*

X X X X X X X X X X X

11. **Miscellaneous Allowances:**

Rates of the following Allowances have been revised as noted against each: –

S. No.	Name of Allowance	Existing Rates	Revised Rates
i.	Integrated Allowance for N/Qasid, Qasid and Daftaries	Rs. 150.00 p.m.	Rs. 300.00 p.m.
ii.	Washing Allowance	Rs. 30.00 p.m.	Rs. 100.00 p.m.
iii.	Dress Allowance	Rs. 35.00 p.m.	Rs. 100.00 p.m.
iv.	Special Pay for Confidential Assistant	Rs. 65.00 p.m.	Rs. 150.00 p.m.
v.	Uniform Allowance for Nurses	Rs. 300.00 p.m.	Rs. 600.00 p.m.
vi.	Special Area Compensatory Allowance	Rs. 150.00 p.m.	Rs. 300.00 p.m.
vii.	Hill Allowance	@ 25% of pay upto a maximum of Rs.100.00 p.m.	At a fixed rate of Rs. 200.00 p.m.
viii.	Firewood Allowance	Rs. 4.50 per head per day	Rs. 10.00 per head per day

X X X X X X X X X X X X

S. No. 4. – F.D. O.M. NO F.6 (1) R-5/2005, DATED 1ST JULY, 2016

SUBJECT:– *Revision of the Rates of Allowances,*

The President has been pleased to sanction the revision of the rates of following allowances, with effect from 1-7-2016, for Civil Servants of the Federal Government, paid out of Civil Estimates and Defence Estimates, as detailed below:-

S.No.	Name of Allowance	Existing Rate	Revised Rate
i.	Integrated Allowance	Rs. 300/- p.m	Rs. 450/- p.m
ii.	Washing Allowance	Rs. 100/- p.m	Rs. 150/- p.m
iii.	Dress Allowance	Rs. 100/-p.m	Rs. 150/- p.m

Instructional Allowance

(409-413)

S. No. 1. – OFFICE MEMORANDUM NO. F.3(17)-R.2/84, DATED 1ST JULY, 1986

The question of rationalisation of the existing rates of special pay or allowance admissible to officers/staff deployed on instructional duties in various training institutions functioning as organisations of the Federal Government or as autonomous/semi-autonomous institutions and imparting training to government servants has been under consideration for some time past. It has now been decided to grant an Instructional Allowance, with effect from 1-7-1986, to all officials deployed on instructional duties in such institutions, including the Heads of the institutions. The Allowance shall be admissible at the rate of 20% of the minimum of the pay scale of the official concerned.

2. Any other special pay, deputation pay or deputation allowance admissible to the instructional staff, including Heads of the institutions, prior to the issue of these orders shall cease to be admissible from the date of grant of the Instructional Allowance.

3. This issues with the concurrence of the Establishment Division.

S. No. 2. – OFFICE MEMORANDUM NO. F.3(17)-R.2/84, DATED THE 13TH OCTOBER, 1988.

SUBJECT:– *Instruction Allowance to Officers/Staff deployed on instructional duties in Government/Autonomous/Semi-autonomous Training Institutions.*

With reference to Finance Division's O. M. No. F.3(17)-R.2/84 of 1st July, 1986 on the subject, the undersigned is directed to say that with immediate effect and subject to the conditions prescribed in the above referred O. M., it has been decided to change the rate of Instructional Allowance from 20% of the minimum of the pay scale to 20% of the basic pay of the official concerned.

S. No. 3. – OFFICE MEMORANDUM NO. F.3(17)-R.2/84, DATED THE 29TH AUGUST, 2002..

SUBJECT:– *Grant of instructional allowance to the Officers/Staff deployed on instructional duties in Government Training Institutions/Autonomous/Semi-autonomous Training Institutions.*

The undersigned is directed to refer to the above subject and to say that the Instructional Allowance was allowed vide Finance Division's Office Memorandum No. F.3(17)R-2/84 dated the 1st July, 1986 at the rate of 20% of minimum of relevant pay scale of the officials/officers deployed on instructional duties. The rate of Instructional Allowance was subsequently enhanced from 20%

of minimum of pay scale to 20% of basic pay scale vide Finance Division's Office Memorandum of even number dated 13th October, 1988.

2. On Revision of Pay Scales – 1994, all allowances were frozen at the level/rates admissible on 31-05-1994 *vide* para-5(ii) of Finance Division's Office Memorandum No. F.1(2) Imp/94(i) dated 15-06-1994. On Revision of Pay Scales – 2001, the rates of Instructional Allowance has not been changed and will continue as before.

3. It has been noticed that various training institutions have adopted different methods for calculation of Instructional Allowance for the officers deployed on instructional duties after revision of pay scales 1994 and 2001. For adopting a uniform policy for calculation of Instructional Allowance, it is clarified that all training institutions where the allowance is admissible shall determine the 20% of basic pay of the concerned officials/officers at the time of their posting on instructional duties according to the corresponding stage of basic pay scales 1991 on notional basis. The relevant stage of existing pay scale (at the time of determination of Instructional Allowance) will be corresponded to the same stage of basic pay scales 1991. For the officials/officers whose current stage of basic pay is beyond last stage of that scale of Basic Pay Scales, 1991 the minimum of 1991 scale will be considered his basic pay for the purpose of calculation of Instructional Allowance on notional basis according to the Basic Pay Scales Scheme, 1991.

S. No. 4. – OFFICE MEMORANDUM NO. F.3(17)-R.2/84, DATED THE 1ST SEPTEMBER, 2003.

SUBJECT:– *Grant of instructional allowance to the Officers/Staff deployed on instructional duties in Government Training Institutions/Autonomou/S/semi-autonomous training institutions.*

The undersigned is directed to say that the clarification given against item No.4 in Finance Division's Office Memorandum No. F.1(15)Imp./2001 dated 13-05-2003 provides that all types of special pays and allowances which are admissible to the incumbents of certain posts as percentage of pay are covered by para-15 of Finance Division's Office Memorandum No. F.1(5)Imp./2001 dated 04-09-2001 (excluding House Rent Allowance). Since the Instructional Allowance is also a special allowance, it falls under the purview of para-15 of the Office Memorandum *ibid*, and is accordingly required to be maintained at the revised ceiling prescribed thereunder. The instructions issued earlier vide Finance Division's Office Memorandum No. F.3(17)R-3/84 dated 29-08-2002, may, therefore, be treated as amended to that extent.

S. No. 5. – OFFICE MEMORANDUM NO. F. 1(1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT: – *Revision of basic pay scales, allowances and pension of civil employees of Federal Government (2005).*

The rates of **Instructional Allowances** shall be revised as detailed below *w.e.f* 1-7-2005.

Existing	Revised
20% of the Basic Pay subject to maximum of Rs.2000/- per month	<ol style="list-style-type: none"> 1. 20% of the Basic Pay subject to maximum of Rs. 5000/- per month to those instructors imparting in service training BPS 17 and above officers. 2. 20% of the Basic Pay subject to maximum of Rs.3000/- per month to those instructors imparting in service training to employees up to BPS-16.

Anti Terrorist Squad Allowance

(415-417)

S. No. 1. – OFFICE MEMORANDUM NO. F. 1(1)/IMP/2005, DATED THE 1ST JULY, 2005.

SUBJECT: – *Revision of basic pay scales, allowances and pension of civil employees of Federal Government (2005).*

The undersigned is directed to refer to para 10 (viii) of Finance Division O. M. No. F. 1(1) Imp/2005, dated 1st July, 2005 on the above subject and to convey that the rates of Anti **Terrorist Squad Allowance** shall be revised as detailed below *w.e.f* 1-7-2005.

	Existing	Revised
Upto BPS-15	Rs. 150/- P. M	Rs. 300/- P. M
BPS-16	Rs. 200/- P. M	Rs. 400/- P. M
BPS-17	Rs. 250/- P. M	Rs. 500/- P. M
BPS-18	Rs. 300/- P. M	Rs. 600/- P. M

Orderly Allowance

(419-425)

S. No. 1. – OFFICE MEMORANDUM NO. F. 1 (3) IMP. II/85, DATED 24TH OCTOBER, 1985.

X x x x x x x x x

1. **Orderly Allowance.**—Entitled officer may be allowed an option either to retain the Orderly or to receive an Orderly Allowance of Rs. 800 p.m. in lieu thereof.

2. The option for Orderly Allowance will be exercised in writing and will be communicated to the audit office through the head of the office concerned. The following procedure will be observed in this regard:—

- (i) Those opting for the Orderly Allowance would furnish a certificate to their audit office to the effect that they have not been provided with an orderly by the office or have surrendered the one already provided to them. This certificate should be endorsed to the audit office by the officer in charge of administration of the concerned organization.
- (ii) No new post of Naib Qasid may be created in a Ministry/ Division/Department without ensuring that the Residence Orderly surrendered by any officer has been gainfully utilised in the office.
- (iii) In the event of an officer in receipt of Orderly Allowance opting for the residence Orderly, it will be responsibility of the officer as well as the officer in charge of Administration of the concerned organisation to intimate the audit office about it and have the Orderly Allowance discontinued from the date the Residence Orderly is provided out of the existing sanctioned strength of the organisation.

S. No. 2. – OFFICE MEMORANDUM NO. F. 1(3) IMP.II/85, DATED 29TH APRIL, 1987

The entitled officers shall be allowed Orderly Allowance during all kinds of leave except extraordinary leave. Such officers shall also be allowed the Orderly Allowance during foreign training abroad provided their families remain in Pakistan.

S. No. 3. – OFFICE MEMORANDUM NO F.1 (3) IMP.II/89, DATED THE 17TH DECEMBER, 1990.

SUBJECT: – *Option for residence orderly or orderly allowance.*

The undersigned is directed to refer to Finance Division O. M. No. F. 1(3) Imp-II/85, dated 24-10-1985 on the above subject and to state that the President has been pleased to revise the rate of Orderly Allowance from Rs.800 p.m. to Rs.1,000/- p.m. w.e.f. 1.12.1990 to the entitled officers who opt for the Orderly Allowance in lieu of Residence Orderly.

2. The other terms and conditions for grant of above allowance will remain the same as are applicable at present.

S. No. 4. – OFFICE MEMORANDUM NO. F.1 (3) IMP.II/89-VOL.III, DATED THE 3RD JULY, 1995.

SUBJECT: – *Option for residence orderly or orderly allowance.*

The undersigned is directed to refer to Finance Division O. M. No. F. 1(3) Imp-II/89, dated 17-12-1990 on the above subject and to state that the President has been pleased to revise the rate of Orderly Allowance from Rs. 1,000 p.m. to Rs. 1,600/- p.m. w.e.f. 1.07.1995 to the entitled officers who opt for the Orderly Allowance in lieu of Residence Orderly.

2. The other terms and conditions for grant of above allowance will remain the same as are applicable at present.

S. No. 5. – OFFICE MEMORANDUM NO. F.1 (17) IMP./97(I), DATED THE 26TH MARCH, 1997.

SUBJECT: – *Grant of Adhoc Relief to Civil Servants of Federal Government drawing pay in BPS 1 to 16.*

In continuation of this Division's O.M of even number dated 5th March, 1997, the President has been pleased to sanction with effect from 1st March 1997 and until further order, an ad-hoc relief at a uniform rate of Rs. 300/- per month to contingent paid and contract employees, daily wages employees and work charge employees working in the Ministries/Divisions/Departments and Subordinate Offices as well. The ad-hoc relief of Rs. 300/- per month will be admissible on Orderly Allowance also on the term and conditions laid down in the O.M dated 5th March, 1997 referred to above.

S. No. 6. – OFFICE MEMORANDUM NO F.1 (13) Imp/96, DATED THE 6TH OCTOBER, 2003.

SUBJECT: – *Option for residence orderly allowance.*

The undersigned is directed to refer to Finance Division O. M. No. F. 1(3) Imp-II/85, dated 24-10-1985 on the above subject along with subsequent instructions issued thereunder from time to time and to state that the President has been pleased to revise the rate of Orderly Allowance from Rs. 1900 p.m. to Rs. 2375/- p.m. w.e.f. 1.7.2003.

2. The terms and conditions for grant of the Orderly Allowance will remain the same as are applicable at present.

S. No. 7. – OFFICE MEMORANDUM NO. F.1 (13) IMP/96, ISLAMABAD, THE 19TH OCTOBER, 2007.

SUBJECT: – *Option for residence orderly allowance.*

The undersigned is directed to refer to Finance Division O. M. No. F. 1(3) Imp-II/85, dated 24-10-1985 on the above subject and subsequent instructions issued thereunder from time to time and to state that the President has been pleased to revise the rate of Orderly Allowance from Rs. 2375 p.m. to Rs. 3000/- p.m. w.e.f. 1.10.2007.

2. The terms and conditions for grant of the Orderly Allowance will remain the same as are applicable at present

S. No. 8. – F.D. O.M. NO. F.1 (3) IMP/2012, DATED 16TH JULY, 2012

SUBJECT: – *Revision of Special Pays and Allowances.*

x x x x x x x x x x

IV. **ORDERLY ALLOWANCE FOR BPS-20 TO BPS-22 TO BRING IT AT PAR WITH THE MINIMUM WAGE**

<u>Existing Rates</u>	<u>Revised Rates</u>
Rs. 3000/- P.M.	Rs. 7000/- P.M.

Note: – Subject to furnishing a certificate that the officer is not using the services of any official employee at his residence.

S. No. 9. – F.D. O.M. NO. F.1 (2) REG.6/91, DATED 24TH DECEMBER, 2012.

SUBJECT:-- *Implementation of the Recommendations of Pay and Pension Commission – 2009 regarding Special Additional Pension and Provision of Orderly/Driver to the Officers in BPS-20 and above on retirement.*

The undersigned is directed to say in terms of para 2 of Finance Division's O.M. No. F. 1(2)-Reg.6/91 dated 29th September, 1991, officers in BPS-20 and above on retirement are entitled to Special Additional Pension equal to the admissible pre-retirement orderly allowance. This facility was further extended to all officers in BPS-20 and above who retired prior to 19.2.1991 on the orders of the Supreme Court of Pakistan. The rate of special additional pension remained fixed at the rate prevailing at the time of the officer's retirement and was not enhanced with the subsequent increases in the rate of orderly allowance.

2. The recommendations of Pay and Pension Commission-2009, Establishment Division and request of retired government officers in BPS-20 in the above matter have been examined in the Finance Division intensely. On the basis of principle of equity and fairness, the competent authority has been pleased to approve that the retired officers in BPS-20 and above shall be paid special additional pension equal to the orderly allowance admissible to serving officers w.e.f. 01.01.2013 and that whenever the Government revises the rates of orderly allowance in future, the same increase shall be made applicable to the special additional pension of the retired officers.

S. No. 10. – F.D. O.M. NO. F.1 (3) IMP/2015-630, DATED 7TH JULY, 2015.

SUBJECT:– *Revision of Basic Pay Scales and Allowances of Civil Servants of the Federal Government (2015)*

X X X X X X X X X X

11. **Orderly Allowance for BPS-20 to BPS-22:**

The rate of Orderly Allowance shall be revised as follows:

Existing Rate	Revised Rate
Rs. 7,000/- per month	Rs. 12,000 per month

(Note: Subject to furnishing a certificate that the officer is not using the services of any official employee at his residence.)

X x x x x x x x x x x

Cost of Living Allowance

(427-430)

S. No. 1. – OFFICE MEMORANDUM NO. F. I(40)-IMP/90(i), DATED THE 29TH JUNE, 1995.

SUBJECT:-- *Grant of Cost of Living Allowance.*

The President has been pleased to sanction with effect from 1st June, 1995, and till further orders a cost of living allowance @ 7% of Basic Pay to all employees in BPS 1 to 22 / equivalent of the Government including Defence Officers, Personnel of Norther Light Infentary, Mujahid Janbaz, Defence Services Guards, cadets and Recruits and those paid out of Defence Estimates, including Civilian employees.

2. The above Allowance: –
 - i. will be classified as compensatory allowance and will not be subject to Income Tax;
 - ii. will be admissible during leave and entire period of LPR except during extra ordinary leave.
 - iii. will not be treated as part of emoluments for the purpose of calculation of Pension and recovery of House Rent.
 - iv. will not be admissible to the employees posted / deputed abroad from the country;
 - v. will be admissible during the period of suspension;
 - vi. will be accommodated within the budgetary allocation for the year 1995-96 by the respective Departments and no supplementary grants would be given on this account.

S. No. 2. – OFFICE MEMORANDUM NO. F. I(5)IMP/2001, DATED THE 4TH SEPTEMBER, 2001.

SUBJECT:-- *Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (BPS 1 - 22) of the Federal Government (2001).*

The President has been pleased to sanction, with effect from 1st December, 2001, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and Pensions, 2001 for thecivil employees of the Federal Government in BPS 1 to BPS 22 paid from the Civil Estimates and from the Defence Estimates respectively as shown in the following paragraphs: –

x x x x

3. **Discontinuation of Allowances.**— The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 1-12-2001:—

- (i) Cost of Living Allowance to BS 1 to BS 22 @ 7% of basic pay.
- (ii) x x x x x x x x x
- (iii) x x x x x x x x x