

## **DRAWAL OF PAY, ALLOWANCES AND HONORARIA**

- 21.1 Superintendent of Police incharge of a branch and Administrative Officer(Accounts) in CBI, Head Office have been declared by the Director, CBI as 'Head of Office' for that branch and CBI, Head Office respectively, under Rule 13(3) and 14 of Delegation of Financial Powers, 1978 and Controlling Officer under SR-191 for the purpose of TA Bills and Drawing & Disbursing Officer in respect of Gazetted and Non-Gazetted Officers working under him. The Office Superintendent or some other gazetted officer of the branch, such as a Deputy Superintendent of Police can be authorised by the Head of Office within the terms of the existing orders or Rules to perform the duties of drawing and disbursing officer under Rule 13(2) of Delegation of Financial Powers and Rule 35(2) of Receipt and Payment Rules, 1983.
- 21.2 Pay Bill Register is required to be maintained by the CBI Head Office as well as by each of CBI Branches. Separate registers are maintained for Gazetted Staff, Non-gazetted Executive Staff, Ministerial Staff, Constables and other Class IV Govt. servants. Under the existing arrangement, it is necessary to prepare only one copy of the Pay Bill to be sent to the Pay and Accounts Officer or Cheque Drawing DDO, CBI, as all information relating to drawal of pay and allowances by the Officers/Staff, is available in the Pay Bill Register.
- 21.3 In the case of officials placed under suspension, separate pay bill is to be prepared for drawing the subsistence allowance and other allowances admissible thereon.
- 21.4 The following allowances are generally drawn alongwith the pay
- (i) Dearness Allowance (including Addl. DA)
  - (ii) House Rent Allowance
  - (iii) City Compensatory Allowance
  - (iv) Transport Allowance
  - (v) Children Education Allowance

- (vi) Hill Allowance
- (vii) Conveyance Allowance
- (viii) Interim Relief
- (ix) Deputation (Duty) Allowance
- (x) Remote locality Allowance
- (xi) Bad climate Allowance
- (xii) Tribal Area Allowance
- (xiii) Kit Maintenance Allowance
- (xiv) Court Allowance @ Rs. 1000/- p.m. for ALA/DLA, Rs. 750/- p.m. for Sr.PP/PP and Rs. 500/- p.m. for APP.
- (xv) Gallantry Allowance at the following rates:
  - a) President Police Medal for Gallantry : Rs.750/- p.m.
  - b) Each of Bar to President's Police Medal for Gallantry : Rs. 750/- p.m.
  - c) Police Medal for Gallantry : Rs. 450/- p.m.
  - d) Each of Bar to Police Medal for Gallantry<sup>1[1]</sup> : Rs. 450/- p.m.

## 21.5 **Allowance and Honoraria**

The bills relating to the following allowances/claims are prepared separately :

- (i) Overtime Allowance
- (ii) Reimbursement of Tuition Fees
- (iii) Reimbursement of Medical charges

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<sup>1[1]</sup>MHA letter No. 11026/10/98-PMA dt. 6.12.1999

- (iv) Travelling Allowance
- (v) Leave Travel Concession
- (vi) Any other allowance i.e. Reward etc.
- (vii) Robe Allowance @ Rs. 2500/- in 5 years for Law Officers
- (viii) Robe Maintenance Allowance @ Rs. 600/- P.A.
- (ix) Refreshment Allowance
- (x) One month's extra pay i.e. Basic Pay + D.A. from Constable to Inspector in a Calender year
- (xi) Mufti Dress Allowance @ Rs. 500/- P.A. for Constable & Head Constable
- (xii) Grant of 75% discount by Indian Airlines to recipients of President's Police Medal for Gallantry and Police Medal for Gallantry on the air journeys performed by them on economy class w.e.f. 1.2.2001<sup>2[2]</sup>

Similarly, separate bills are prepared in regard to grant of honorarium.

#### 21.6 **Advances :**

The bills for the following advances are prepared separately:

- (i) Advance from the GP Fund
- (ii) Festival Advance
- (iii) Cycle Advance
- (iv) Motor Cycle Advance
- (v) Leave Salary Advance
- (vi) Motor Car Advance
- (vii) TA Advance
- (viii) Advance of Pay
- (ix) Other Miscellaneous Advance

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<sup>2[2]</sup>MHA letter No. 11026/17/99-PMA dt. 5..2.2001

21.6.1 The advance bills may be prepared in the prescribed format cited in Rule No. 165 of Receipt and Payment Rules, 1983.

21.7 **Recovery Registers :**

The following Registers are to be maintained to keep a watch on the recoveries of advances sanctioned to the staff :

- (i) Cycle Advance Recovery Register
- (ii) GPF Advance Recovery Register
- (iii) Festival Advance Recovery Register
- (iv) Motor Cycle Advance Recovery Register
- (v) Adjustment Register for TA/LTC Advance and Transfer TA Advance
- (vi) Register for recovery of other advances

21.7.1 Whenever advances are granted, it is necessary to make the entry in the appropriate registers to ensure recoveries as per the norms.

21.7.2 At the beginning of each financial year, the balance of various outstanding advance except GPF is to be intimated to Pay and Accounts Officer concerned.

21.8 **Reward to subordinate Police Officers**

For granting rewards to the subordinate Police Officers, a Reward Roll Statement is to be used in Form G-12.

Filename: Chapter\_21.doc  
Directory: C:\!Office\_BLJ\ManualAdmin  
Template: C:\Documents and Settings\raul\Application  
Data\Microsoft\Templates\Normal.dot  
Title: Chapter 21  
Subject:  
Author: raul  
Keywords:  
Comments:  
Creation Date: 9/5/2006 12:20:00 PM  
Change Number: 2  
Last Saved On: 9/5/2006 12:21:00 PM  
Last Saved By: raul  
Total Editing Time: 1 Minute  
Last Printed On: 9/5/2006 3:57:00 PM  
As of Last Complete Printing  
Number of Pages: 4  
Number of Words: 721 (approx.)  
Number of Characters: 4,111 (approx.)