

**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**

OFFICE MEMORANDUM
Imphal, the 21st August, 2010.

Subject :- Decision of the Government relating to grant of Transport Allowance to the State Government employees.

No. 7/2/2010-FD(PIC) : The undersigned is directed to say that consequent upon the introduction of the Manipur Services (Revised Pay) Rules, 2010, the Governor of Manipur is pleased to order that, in modification of this Government Office Memorandum No. 7/4/99-PIC, dated 10/03/1999, the State Government employees shall be entitled to Transport Allowance with effect from 01/04/2010 at the following rates :-

Employees drawing Grade Pay of	Rate of Transport Allowance per month	
	Delhi & Kolkata	Manipur & other places
Grade Pay of Rs. 5400 & above	Rs. 3200	Rs. 1600
Grade Pay of Rs. 4200, Rs. 4600 and Rs. 4800	Rs. 1600	Rs. 800
Those drawing Grade Pay below Rs. 4200 but drawing pay in the Pay Band equal to Rs. 7440 & above		
Grade Pay below Rs. 4200 and pay in the Pay Band below Rs. 7440.	Rs. 600	Rs. 400

2. The grant of Transport Allowance shall be subject to the following conditions :-

- (i) The blind or orthopaedically handicapped employees, in terms of this Government's Office Memorandum No. 7/4/99-PIC, dated 10/03/1999, shall continue to draw this allowance at double the normal rates, which shall, in no case, be less than Rs. 1,000/- per month. The other conditions of Office Memorandum No. 14/2/83-PIC, dated 08/03/1984, related to grant of Conveyance Allowance to blind and orthopaedically handicapped State Government employees shall remain unchanged.
- (ii) The allowance shall not be admissible to those employees who have been provided with the facility of Government transport either pool vehicle or allotted vehicle or any other kinds of vehicle. However, these employees shall be given the option to avail themselves of the

Contd. 2/-

existing facility or to draw the Transport Allowance at the rate applicable to them. Head of Office and Drawing & Disbursing Officer concerned should be responsible for drawal of Transport Allowance.

- (iii) The allowance shall not be admissible to those employees who are provided with official accommodation within a campus housing the place of work and residence.
- (iv) In respect of those employees who opt to retain their pre-revised scales of pay, the corresponding Grade Pay of the pay scale / corresponding pay scale of the post occupied on 01/01/2006 as indicated in the Manipur Services (Revised Pay) Rules, 2010 would determine the allowance under these orders.

(A. N. Jha)

Principal Secretary (Finance),
Government of Manipur.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
- (3) P.S. to all Ministers, Manipur.
- (4) APS to Ld. Advocate General, Manipur.
- (5) P.S. to Chief Secretary, Government of Manipur.
- (6) P.S. to Addl. Chief Secretary, Government of Manipur.
- (7) P.S. to all Principal Secretaries/Commissioners/Secretaries/Addl. Secretaries, Government of Manipur.
- (8) The Accountant General (A&E), Manipur.
- (9) The Secretary, Manipur Legislative Assembly, Imphal.
- (10) The Secretary, Manipur Public Service Commission, Imphal.
- (11) All Heads of Departments, Manipur.
- (12) All Deputy Commissioners, Manipur.
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- (15) The Deputy Resident Commissioner, Manipur Bhavan, Rajgarh Road, Gauhati -3.
- (16) The Director, Information & Public Relations, Manipur.
- (17) The Director, Local Fund Audit, Manipur.
- (18) The Director, Treasuries & Accounts, Manipur.

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- (19) The Registrar, Guwahati High Court, Imphal.
- (20) The Director, Printing & Stationary, Manipur for publication in the Extraordinary Gazette. He is requested to supply 100 copies to this Department.
- (21) The Secretary, Council of Higher Secondary Education, Manipur.
- (22) The Secretary, Board of Secondary School, Manipur.
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- (24) The Joint Secretary (GAD), Government of Manipur.
- (25) The Manager, SBI, Main Branch, M.G. Avenue, Imphal/UBI, M.G. Avenue, Imphal, UCO Bank, Bishenpur.
- (26) The State Informatics Officer, NIC, Imphal.
- (27) The Dealing Assistant, RTI, Finance Department.
- (28) The President/Secretary General, Joint Administrative Council of AMTUC & AMGEO, Babupara, Imphal.
- (29) The President/Secretary, All Manipur Pensioners' Union, Babupara, Imphal.
- (30) The President/Secretary, Manipur Secretariat Services Association.
- (31) The Convener, Council of Teachers Association (COTA), Imphal.
- (32) Guard File/Order Book.

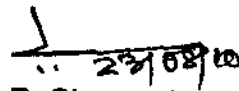
**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**

A D D E N D U M

Imphal, the 23rd August, 2010

Subject :- Decision of the Government relating to grant of Transport Allowance to the State Government employees.

No. 7/2/2010-FD(PIC) : Kindly insert Grade Pays "4300", "4400" in between Grade Pay of "4200" and "4600" occurring in this Department's Office Memorandum of even number, dated 21/08/2010 on the above subject.


(A. R. Sharma)
Under Secretary (Finance/PIC),
Government of Manipur.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
- (3) P.S. to all Ministers, Manipur.
- (4) APS to Ld. Advocate General, Manipur.
- (5) P.S. to Chief Secretary, Government of Manipur.
- (6) P.S. to Addl. Chief Secretary, Government of Manipur.
- (7) P.S. to all Principal Secretaries/Commissioners/Secretaries/Addl. Secretaries, Government of Manipur.
- (8) The Accountant General (A&E), Manipur.
- (9) The Secretary, Manipur Legislative Assembly, Imphal.
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- (17) The Director, Local Fund Audit, Manipur.
- (18) The Director, Treasuries & Accounts, Manipur.
- (19) The Registrar, Guwahati High Court, Imphal.

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- (22) The Secretary, Board of Secondary School, Manipur.
- (23) All Treasury Officers/Sub-Treasury Officers, Manipur.
- (24) The Under Secretary (GAD), Government of Manipur.
- (25) The Manager, SBI, Main Branch, M.G. Avenue, Imphal/UBI, M.G. Avenue, Imphal, UCO Bank, Bishenpur.
- (26) The State Informatics Officer, NIC, Imphal.
- (27) The Dealing Assistant, RTI, Finance Department.
- (28) The President/Secretary General, Joint Administrative Council of AMTUC & AMGEO, Babupara, Imphal.
- (29) The President/Secretary, All Manipur Pensioners' Union, Babupara, Imphal.
- (30) The President/Secretary, Manipur Secretariat Services Association.
- (31) The Convener, Council of Teachers Association (COTA).
- (32) Guard File/Order Book.

**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**

OFFICE MEMORANDUM
Imphal, the 21st August, 2010.

**Subject :- Revision in the rates of Cycle (Maintenance)
Allowance under SR-25.**

No. 25/1/2010-FD(PIC) : The undersigned is directed to say that consequent upon the introduction of the Manipur Services (Revised Pay) Rules, 2010, the Governor of Manipur is pleased to revise the rate of Cycle (Maintenance) Allowance from Rs. 30/- per month to Rs. 60/- per month with effect from 01/04/2010 subject to the following conditions :-

- (a) the official concerned maintains and uses his own cycle for official journeys within a radius of 8 kms. from the usual place of duty ;
- (b) the allowance will not be admissible during joining time, leave and temporary transfer or during holidays prefixed to leave and holidays suffixed to leave and joining time ;
- (c) the cycle allowance shall be granted by the Head of Office for a period not exceeding two years at a time and its continuance shall be reviewed sufficiently in advance of the expiry of such period ;
- (d) the Head of Office may, for this purpose, specify whenever necessary the local jurisdiction of a Government servant at the time of sanctioning the allowance ;
- (e) the Head of Office should also make a review of the posts under his control and decide the posts for which the Cycle Allowance should be sanctioned and the allowance may then be sanctioned with reference to the posts and not the individual incumbents thereof.

9/9/10
(A. N. Utha)
Principal Secretary (Finance),
Government of Manipur.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
- (3) P.S. to all Ministers, Manipur.
- (4) APS to Ld. Advocate General, Manipur.
- (5) P.S. to Chief Secretary, Government of Manipur.

Contd. 2/-

- (6) P.S. to Addl. Chief Secretary, Government of Manipur.
- (7) P.S. to all Principal Secretaries/Commissioners/Secretaries/Addl. Secretaries, Government of Manipur.
- (8) The Accountant General (A&E), Manipur.
- (9) The Secretary, Manipur Legislative Assembly, Imphal.
- (10) The Secretary, Manipur Public Service Commission, Imphal.
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- (24) The Joint Secretary (GAD), Government of Manipur.
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- (27) The Dealing Assistant, RTI, Finance Department.
- (28) The President/Secretary General, Joint Administrative Council of AMTUC & AMGEO, Babupara, Imphal.
- (29) The President/Secretary, All Manipur Pensioners' Union, Babupara, Imphal.
- (30) The President/Secretary, Manipur Secretariat Services Association.
- (31) The Convener, Council of Teachers Association (COTA), Imphal.
- (32) Guard File/Order Book.

**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**

OFFICE MEMORANDUM
Imphal, the 21st August, 2010.

Subject :- Revision in the rates of Washing Allowance.

No. 24/1/2010-FD(PIC) : The undersigned is directed to say that consequent upon the introduction of the Manipur Services (Revised Pay) Rules, 2010, the Governor of Manipur is pleased to revise the rate of Washing Allowance from Rs. 30/- per month to Rs. 60/- per month with effect from 01/04/2010.

2. The staff who are supplied liveries / granted Washing Allowance should furnish an undertaking that they will report for duty in the uniforms supplied to them. In the event of non-receipt of undertaking, further supply of liveries / payment of Washing Allowance should be stopped.

(A. N. Jha)
Principal Secretary (Finance),
Government of Manipur.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
- (3) P.S. to all Ministers, Manipur.
- (4) APS to Ld. Advocate General, Manipur.
- (5) P.S. to Chief Secretary, Government of Manipur.
- (6) P.S. to Addl. Chief Secretary, Government of Manipur.
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**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**

OFFICE MEMORANDUM
Imphal, the 21st August, 2010.

Subject :- Grant of Cash Handling Allowance.

No. 7/3/2010-FD(PIC) : The undersigned is directed to say that consequent upon the introduction of the Manipur Services (Revised Pay) Rules, 2010, the Governor of Manipur is pleased, in partial modification of this Department's Office Memorandum No. 7/6/99-PIC, dated 03/06/1999, to double the existing rates of these allowances with effect from 01/04/2010.

(A. N. Jha)

Principal Secretary (Finance),
Government of Manipur.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
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**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**

OFFICE MEMORANDUM
Imphal, the 21st August, 2010.

Subject :- Medical Allowance to Pensioners / Family Pensioners.

No. 9/5/2010-FD(PIC) : The undersigned is directed to say that consequent upon the introduction of the Manipur Services (Revised Pay) Rules, 2010, the Governor of Manipur is pleased to the grant of fixed Medical Allowance @ Rs. 300/- per month with effect from 01/04/2010 to the State Government Pensioners / Family Pensioners for meeting expenditure on day-to-day medical expenses that do not require hospitalization.


(A. N. Jha)

Principal Secretary (Finance),
Government of Manipur.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
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**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**

OFFICE MEMORANDUM
Imphal, the 21st August, 2010.

Subject :- Revision in the rates of Family Planning Allowance.

No. 7/4/2010-FD(PIC) : The undersigned is directed to say that consequent upon the introduction of the Manipur Services (Revised Pay) Rules, 2010, the Governor of Manipur is pleased, in partial modification of this Department's Office Memorandum No. 6/16/98-PIC, dated 22/09/1999, to sanction the revised Family Planning Allowance at double the existing amount of the Family Planning Allowance subject to a minimum of Rs. 210 per month with effect from 01/04/2010 as indicated in column 7 of Annexure to this Office Memorandum.

9/9/10
(A. N. Jha)
Principal Secretary (Finance),
Government of Manipur.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
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- (30) The President/Secretary, Manipur Secretariat Services Association.
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Annexure to O.M.No.7/4/2010-FD(PIC) dated 21st August, 2010.

Revised rates of Family Planning Allowance (FPA) with reference to Revised Pay Bands and Grade Pays for posts carrying present scales in Group 'A' 'B' 'C' 'D'.

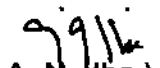
Present Scale			Revised Pay Structure			Rate of Family Planning Allowance
Sl. No	Post/ Grade	Present Scale	Name of Pay Band/ Scale	Corresponding Pay Bands/Scales	Corresponding Grade Pay	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	S-1	2550-55-2660-60-3200	-IS	4440-7440	1300	210
2	S-2	2610-60-3150-65-3540	-IS	4440-7440	1400	
3	S-3	2650-65-3300-70-4000	-IS	4440-7440	1550	
4	S-4	2750-70-3800-75-4400	PB-1	5200-20200	1800	
5	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900	
6	S-6	3200-85-4900	PB-1	5200-20200	2000	
7	S-7	4000-100-6000	PB-1	5200-20200	2400	
8	S-8	4500-125-7000	PB-1	5200-20200	2300	250
9	S-9	5000-150-8000	PB-2	9300-34800	4200	400
10	S-10	5500-175-9000	PB-2	9300-34800	4300	450
11	S-12	6500-200-10500	PB-2	9300-34800	4400	
12	S-13	7450-225-11500	PB-2	9300-34800	4500	
13	S-14	7500-250-12000	PB-2	9300-34800	4800	500
14	S-15	8000-275-13500	PB-2	9300-34800	5400	550
15	S-19	10000-325-15200	PB-3	15600-39100	6600	650
16	S-20	10650-325-15850	PB-3	15600-39100	6500	750
17	S-21	12000-375-16500	PB-3	15600-39100	7600	
18	S-22	12750-375-16500	PB-3	15600-39100	7600	
19	S-23	12000-375-18000	PB-3	15600-39100	7600	
20	S-24	14300-400-18300	PB-4	37400-67000	8700	800
21	S-25	15100-400-18300	PB-4	37400-67000	8700	

**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**

OFFICE MEMORANDUM
Imphal, the 21st August, 2010.

**Subject : - Decision of the Government relating to the revision of
the remuneration in respect of Contract employees.**

No. 21/2/2006-FD(PIC) : The undersigned is directed to say that consequent upon the introduction of Manipur Services (Revised Pay) Rules, 2010, the Governor of Manipur is pleased to order that, with effect from 01/04/2010, the monthly remuneration of the persons engaged on contract basis shall be the minimum of the revised Pay Band + Grade Pay corresponding to the pre-revised pay scales S-1 to S-25 of the respective posts / nomenclature against which they are engaged.


(A. N. Uha)
Principal Secretary (Finance),
Government of Manipur.

Copy to : -

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
- (3) P.S. to all Ministers, Manipur.
- (4) APS to Ld. Advocate General, Manipur.
- (5) P.S. to Chief Secretary, Government of Manipur.
- (6) P.S. to Addl. Chief Secretary, Government of Manipur.
- (7) P.S. to all Principal Secretaries/Commissioners/Secretaries/Addl. Secretaries, Government of Manipur.
- (8) The Accountant General (A & E), Manipur.
- (9) The Secretary, Manipur Legislative Assembly, Imphal.
- (10) The Secretary, Manipur Public Service Commission, Imphal.

Contd. 2/-

- (11) All Heads of Departments, Manipur.
- (12) All Deputy Commissioners, Manipur.
- (13) The Resident Commissioner, Manipur Bhavan, 2-Sardar Patel Marg, New Delhi.
- (14) The Sr. Deputy Resident Commissioner, Manipur Bhavan, 26-Rowland Road, Kolkata.
- (15) The Deputy Resident Commissioner, Manipur Bhavan, Rajgarh Road, Guwahati-3.
- (16) The Director, Information & Public Relations, Manipur.
- (17) The Director, Local Fund Audit, Manipur.
- (18) The Director, Treasuries & Accounts, Manipur.
- (19) The Registrar, Guwahati High Court, Imphal.
- (20) The Director, Printing & Stationary, Manipur for publication in the Extraordinary Gazette. He is requested to supply 100 copies to this Department.
- (21) The Secretary, Council of Higher Secondary Education, Manipur.
- (22) The Secretary, Board of Secondary Education, Manipur.
- (23) All Treasury Officers/Sub-Treasury Officers, Manipur.
- (24) The Under Secretary (GAD), Government of Manipur.
- (25) The Manager, SBI, Main Branch, M.B. Avenue, Imphal/UBI, M.G. Avenue, Imphal, UCO Bank, Bishenpur.
- (26) The State Informatics Officer, NIC, Imphal.
- (27) The Dealing Assistant(RTI), Finance Department.
- (28) The President/Secretary, Joint Administrative Council of AMTUC & AMGEO, Babupara, Imphal.
- (29) The President/Secretary, All Manipur Pensioners' Union, Babupara, Imphal.
- (30) The President/Secretary, Manipur Secretariat Services Association.
- (31) The Convener, Council of Teachers Association (COTA).
- (32) Guard File/Order Book.

1

**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**


OFFICE MEMORANDUM

Imphal, the 21st August, 2010.

Subject :- Revised entitlements of Traveling Allowance.

No. 7/1/2010-FD(PIC) : The undersigned is directed to say that consequent upon the notification of the Manipur Services (Revised Pay) Rules, 2010, sanction of the Governor of Manipur is conveyed to the modifications in the Travelling Allowance Rules as set out in the Annexure to this Office Memorandum.

2. The 'Grade Pay' for determining the TA/DA entitlement is as indicated in the Manipur Services (Revised Pay) Rules, 2010.
3. The term 'pay' for the purpose of these orders refer to basic pay as defined in Rule 3(8) of the Manipur Services (Revised Pay) Rules, 2010 and includes the revised non-practicing allowance, if any, admissible in addition.
4. In respect of those employees who opt to continue in their pre-revised scales of the pay, the corresponding Grade Pay of the pay scales of the post occupied on 01/01/2006 would determine the TA/DA entitlements under these orders. However, for determining the Composite Transfer Grant for such employees, the term 'pay' shall also include, in addition to the basic pay in the pre-revised scales, stagnation increments, Dearness Pay and NPA, if admissible, as per orders in force on 01/01/2006.
5. These orders shall take effect from 01/04/2010. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.
6. The claims submitted in respect of journey made on or after 01/04/2010, may be regulated in accordance with these orders.
7. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may, therefore, be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.


(A. N. Jha)
Principal Secretary (Finance),
Government of Manipur.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
- (3) P.S. to all Ministers, Manipur.
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- (32) Guard File/Order Book.

ANNEXURE

Annexure to Finance Department (PIC)'s Office Memorandum No.7/1/2010-FD(PIC), dated 21/08/2010 [Travelling Allowance Rules]

In supersession of S.R. 17 and Government of Manipur, Finance Department (PIC)'s Office Memorandum No. 7/5/99-PIC, dated 01/04/1999, the following provisions will be applicable with effect from 01/04/2010 :-

- (i) Grade Pay of Rs. 8,700 and above and those in pay scale of HAG + and above.
- (ii) Grade Pay of Rs. 5,400 and above but less than Rs. 8,700.
- (iii) Grade Pay of Rs. 4,400 and above but less than Rs. 5,400.
- (iv) Grade Pay of Rs. 2,400 and above but less than Rs. 4,400.
- (v) Below Grade Pay of Rs. 2,400.

2. Entitlements for Journeys on Tour.

(A) Mileage allowance for journey by air.

(I) Anywhere in India on duty :

- (a) The following categories of officials are allowed to undertake air travel anywhere in India at their discretion while on official duty :-

- (i) Chief Minister, Members of the Council of Minister, Parliamentary Secretaries, Speaker, Deputy Speaker, Chairman (Hill Areas Committee of the State Legislature), Members of Legislative Assembly (As Members of Committee of Legislative), Vice-Chairman (State Planning Board) and holders of similar offices.

- (ii) Chief Secretary, Additional Chief Secretary, Principal Secretaries, Vigilance Commissioner, Commissioners and Secretaries to the Government of Manipur, Secretary to Governor and Officers drawing Grade Pay of Rs. 8,700 and above.

- (iii) Chairman, Members and Member Secretaries of Commission appointed under the Commissions of Inquiries Act or under a Resolution of the Government.

- (b) The following categories of officials are entitled to travel by air anywhere in India, while on duty, with special permission of the Controlling Officer.

- (i) Head of Departments and Joint Secretaries to the State Government.
- (ii) Officials drawing Grade Pay of Rs. 7,600 and above.
- (iii) Deputy Commissioners and Superintendents of Police of the Districts.

It will be duty of the Officer countersigning the T.A. Bills of the above officials to satisfy himself about the fulfillment of the need to travel by air.

The Treasury Officer concerned shall not pass any T.A. Bills for payment which does not bear the above Certificate or Special Sanction.

- (c) No other Government officials shall undertake journey by air anywhere in India, on duty, except by Special Sanction of the Finance Department.

The requirements laid down above regarding responsibilities of the Countersigning Officers and the Treasury Officers shall apply "mutatis mutandis" to this category also.

(II) Air Travel – Imphal to Calcutta and vice – versa :

Employees drawing Grade Pay of Rs. 4,200 and above shall be entitled to travel upto Calcutta by air and vice – versa, while on duty, without Special Sanction.

For all other categories of employees, Special Sanction as above will be required.

(III) Air Travel – Imphal to Guwahati and vice – versa :

Employees drawing Grade Pay of Rs. 2,800 and above shall be entitled to travel by air from Imphal to Guwahati and vice – versa, while on duty, without any Special Sanction.

Employees drawing Grade Pay below Rs. 2,800 shall travel on this Sector with Special Sanction.

(IV) Air Travel – Imphal to Silchar and vice – versa :

Employees drawing Grade Pay of Rs. 1,800 and above shall be entitled to travel in this Sector by air, while on duty, without any Special Sanction.

(V) Air Travel – Imphal to Dimapur :

Employees drawing Grade Pay of Rs. 4,300 and above shall be entitled to travel by air in this Sector, while on duty, without any Special Sanction.

(VI) Air Travel – Guwahati to Kolkata :

Employees drawing Grade Pay of Rs. 2,800 and above shall be entitled to travel by air in this Sector, while on duty, without any Special Sanction.

(VII) Air Travel – Kolkata to Delhi :

Employees drawing Grade Pay of Rs. 4,200 and above shall be entitled to travel by air in this Sector, while on duty, without Special Sanction.

(VIII) Air Travel – Imphal to Aizawl :

Employees drawing Grade Pay of Rs. 2,800 and above shall be entitled to travel by air in this Sector, while on duty, without Special Sanction.

The Countersigning Officers and the Treasury Officers shall adopt the same procedure as has been prescribed in case of Special Sanction for travel by air in the above Sectors.

Note.- In case, under the Scheme of Promotional Fares introduced by the airlines authorities, travel by air is found cheaper than the travel by road, an Officer may travel by air in the sector not admissible for air travel, subject to, however, that approval of Finance Department (PIC) shall be obtained.

(B) : Mileage allowance for journeys by Rail.

Grade Pay	Entitlement
(1)	(2)
Grade Pay of Rs. 8,700 and above and those in pay scale of HAG + and above.	AC First Class
Grade Pay of Rs. 5,400 and above but less than Rs. 8,700.	AC II-Tier class

Grade Pay of Rs. 4,400 and above but less than Rs. 5,400.	AC II-Tier class
Grade Pay of Rs. 2,400 and above but less than Rs. 4,400.	First Class / AC III-Tier class / AC Chair Car *
Below Grade Pay of Rs. 2,400.	Second Class Sleeper

The revised travel entitlements are subject to following :-

- (i) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II-Tier and above by train and by Deluxe / ordinary bus for others is allowed.
- (ii) In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
- (iii) Henceforth, all mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government should accrue to the Government.
- (iv) All Government servants are allowed to travel below their entitled class of travel.

(C) **Mileage Allowance for journeys by sea or by river steamer under SR 40 are revised as indicated below with effect from 01/04/2010 :-**

Grade Pay	Entitlement of class by sea or river steamer.
(1)	(2)
Rs. 5,400 and above.	Highest class
Rs. 4,200 ; Rs. 4,300 ; Rs. 4,400 ; Rs. 4,600 and Rs. 4,800.	If there be two classes only on the steamer, the lower class.
Rs. 2,400 and Rs. 2,800	If there be two classes only on the steamer, the lower class. If there be three classes, the middle or the second class.

	If there be four classes, the third class.
Less than Rs. 2,400	The lowest class.

- (2) For travel between mainland and the Andaman & Nicobar Group of Islands and the Lakshadweep Group of Islands by ships operated by the Shipping Corporation of India Ltd. -

In modification of the earlier orders, the entitlement for travel between mainland and the Andaman & Nicobar Group of Islands and the Lakshadweep Group of Islands by ships operated by Shipping Corporation of India will be as follows from 01/04/2010 :-

Grade Pay	Entilements
(1)	(2)
Rs. 5,400 and above and those in pay scales of HAG+ and above	Deluxe Class
Rs. 4,200 ; Rs. 4,300 ; Rs. 4,400 ; Rs. 4,600 and Rs. 4,800.	First / "A" Cabin Class
Rs. 2,400 and Rs. 2,800	Second / "B" Cabin Class
Less than Rs. 2,400	Bunk Class

(D) Mileage Allowance for Journeys by Road :

- (a) In supersession of SR 46 and earlier orders, the Grade Pay ranges for travel by public bus / auto rickshaw / scooter / motor cycle, full taxi / taxi / own car is revised as indicated below :-

Grade Pay	Entitlements
(1)	(2)
(i) Officers drawing Grade Pay of Rs. 8700 and above	Actual fare by any type of public bus including air-conditioned bus. OR, At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi. OR, At prescribed rates for auto-rickshaw for journeys by auto-rickshaw, own

	scooter, motor cycle, moped, etc.
(ii) Grade Pay of Rs. 5400 and above but less than Rs. 8700	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
(iii) Grade Pay of Rs. 4400 and above but less than Rs. 5400	Same as (ii) above.
(iv) Grade of Pay of Rs. 2400 and above but less than Rs. 4400	Actual fare by any type of public bus other than air-conditioned bus. Or, At prescribed rates for auto-rickshaw for journeys by auto-rickshaw / own scooter / motorcycle / moped, etc.
(v) Below Grade Pay of Rs. 2400	Actual fare by ordinary public bus only. OR, At prescribed rates for auto-rickshaw / own scooter / motorcycle / moped, etc.

(b) Mileage Allowance for road journeys shall be regulated at the following rates in places where no specific rate have prescribed either by the Director of Transport of the concerned State or of the neighbouring States :-

(i) For journeys performed in own car / taxi	Rs. 16 per km.
(ii) For journeys performed by auto - rickshaw / own scooter, etc.	Rs. 8 per km.

(c) The rate of Mileage Allowance for journeys on bicycle, on tour and transfer, is revised from 60 paise to Rs. 1.20 per kilometer.

3. Daily Allowance on Tour :

Grade Pay	Daily Allowance
(1)	(2)
Officers drawing Grade Pay of Rs. 10000 and above and those in pay scales of HAG+ and above.	Reimbursement for Hotel accommodation / Guest House of upto Rs. 5,000 per day, reimbursement of AC Taxi charges of upto 50 kms. for travel within the city and reimbursement of food bills not exceeding Rs. 500 per day.

Officers drawing Grade Pay of Rs. 7600 to Rs. 8900.	Reimbursement for Hotel accommodation of upto Rs. 3,000 per day, reimbursement of non-AC Taxi charges of upto 50 kms per diem for travel within the city and reimbursement of food bills not exceeding Rs. 300 per day.
Officers drawing Grade Pay of Rs. 5400 to Rs. 6600.	Reimbursement for Hotel accommodation of upto Rs. 1,500 per day, reimbursement of Taxi charges of upto Rs. 150 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200 per day.
Officers drawing Grade Pay of Rs. 4200 to Rs. 4800.	Reimbursement for Hotel accommodation of upto Rs. 500 per day, reimbursement of travel charges of upto Rs. 100 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 150 per day.
Officers drawing Grade Pay of below Rs. 4200.	Reimbursement for Hotel accommodation of upto Rs. 300 per day, reimbursement of travel charges of upto Rs. 50 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 100 per day.

Note.- (1) "Reimbursement" will be only against bills / vouchers / receipts of payment made and duly certified by the officer concerned.

- (2) "Rates of Daily Allowance on Tour" may be regulated either in accordance with the above provisions or as per the old rates prevalent prior to the above provisions, whichever is claimed by the employee. The option to claim will be available as a complete package for a particular tour and not by taking part of either orders. In other words, Officers may choose to be governed either by the above provisions or those prevalent prior to these provisions, in regard to Daily Allowance on tour. In case the rate of Daily Allowance on tour is regulated as per old rates prevalent to these provisions, the revised pay range, i.e., pay in the pay band for the purpose of regulation of Daily Allowance only would be as under :-**

Pay Range (pre – revised)	Revised Pay in the Pay Band
Rs. 15,100 and above	Rs. 28,000 and above
Rs. 8,000 and above but less than Rs. 15,100	Rs. 15,000 and above but less than Rs. 28,000
Rs. 6,500 and above but	Rs. 12,500 and above but less

less than Rs. 8,000	than Rs. 15,000
Rs. 4,000 and above but less than Rs. 6,500	Rs. 7,500 and above but less than Rs. 15,000
Below Rs. 4,000	Below Rs. 7,500

Further, the classification of cities / towns, as per orders prevalent with the old rates will continue to apply.

4. T.A. on Transfer :

(A) Accommodation and Mileage Allowance Entitlements :

- (i) Accommodation and Mileage Allowance entitlements as prescribed at Para 2 above for journey on tour by different modes will also be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R. 114 will, however, continue to be applicable.
- (ii) The provisions relating to Small Family Norms as contained in Para 7 (A) of Annexure to Government of Manipur, Finance Department, Pay Implementation Cell's Office Memorandum No. 7/5/99-PIC, dated 01/04/1999, shall continue to be applicable.

(B) Transfer Grant and Packing Allowance :

- (i) The Composite Transfer Grant shall be equal to one month's pay as defined in para 3 of this Office Memorandum in case of transfer involving a change of station located at a distance of or more than 30 km from each other.
- (ii) In cases of transfer to stations which are at a distance of less than 30 kms from the old station and of transfer within the same city, one third of the Composite Transfer Grant will be admissible, provided a change of residence is actually involved.
- (iii) In cases where the transfer takes place within 6 months, but after 60 days of the transfer of the spouse, 50% of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days.

(C) Transportation of Personal Effects :

Grade Pay	By Train/ Steamer	*Rate per km for transport by road (Rs. per km)
(1)	(2)	(3)
Officers drawing Grade Pay of Rs. 7600 and above and those in pay scale HAG+ and above.	6000 kgs by goods train / 4 wheeler wagon / 1 double container.	18.00 (Rs. 0.003 per kg per km)
Officers drawing Grade Pay from Rs. 4200 to Rs. 6600.	6000 kgs by goods train / 4 wheeler wagon / 1 single container.	18.00 (Rs. 0.003 per kg per km)
Officers drawing Grade Pay of Rs. 2800.	3000 kgs.	9.00 (Rs. 0.0031 per kg per km)
Officers drawing Grade Pay below Rs. 2800	1500 kgs.	4.60 (Rs. 0.0031 per kg per km)

The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.

(D) Transportation of Conveyance :

Grade Pay	Scale
(1)	(2)
Officers drawing Grade Pay of Rs. 4,200 and above and those in pay scales of HAG+ and above.	One motor car etc, or one motor cycle / scooter, or one horse.
Officers drawing Grade Pay less than Rs. 4200.	One motor cycle / scooter / Moped or one bicycle.

Note.- A transfer at his own request or at the instance of any persons shall not be treated as a transfer for the public convenience and the entitlements under this para shall not be admissible.

5. T.A. Entitlement of Retiring Employees :

A. Transportation of Conveyance :

In partial modification of S.R. 147, the expenditure on transportation of conveyance by Government servants on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.

B. Lumpsum Transfer Grant and Packing Allowance :

- (i) The Composite Transfer Grant equal to a month's pay last drawn as defined in para 3 of this Office Memorandum may be granted in the case of those employees who on retirement, settle down at places other than the last station (s) of their duty located at a distance of or more than 30 kms. The transfer incidentals and road mileage for journeys between the residence and the Railway station / Bus stand, etc., at the old and new stations, presently admissible are subsumed in the Composite Transfer Grant and will not be separately admissible.
- (ii) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 30 kms. may be paid one-third of the Composite Transfer Grant subject to the condition that a change of residence is actually involved.

Directorate of T and L
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**GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)**

**OFFICE MEMORANDUM
Imphal, the 21st August, 2010**

**Subject :- Instances which do not constitute an anomaly for
stepping up of pay with reference to juniors.**

No. 1/4/2008-FD(PIC) Pt.(1) : Cases for stepping up of the pay of seniors in a pay scale to that of juniors are generally considered if the following conditions are satisfied :-

- (a) both the junior and senior officer should belong to the same cadre and the posts in which they have been promoted or appointed should be identical and in the same cadre ;
- (b) the pre-revised scale of pay and the revised Grade Pay of the lower and higher posts in which they are entitled to draw pay, should be identical.
- (c) the scales of pay of lower and higher posts in which the junior and the senior officer are entitled to draw pay should be identical ;
- (d) the anomaly should be directly as a result of the application of the erstwhile FR 22-C, now FR 22(I)(a)(1). For example, if even in the lower post the junior officer draws from time to time a higher rate of pay than the senior by virtue of grant of advance increments or on any other account, the above provisions will not be invoked to step up the pay of the senior officer.

2. Instances have come to the notice of this Department requesting for stepping up of pay due to the following reasons :-

- (a) where a senior proceeds on Extraordinary Leave which results in postponement of Date of Next Increment in the lower post, consequently he starts drawing less pay than his junior in the lower grade itself. He, therefore, cannot claim pay parity on promotion even though he may be promoted earlier to the higher grade ;
- (b) If a senior forgoes / refuses promotion leading to his junior being promoted / appointed to the higher post earlier, junior draws higher pay than the senior. The increased pay drawn by a junior either due to ad hoc officiating / regular service rendered in the higher posts for period earlier than the senior, cannot, therefore, be an anomaly in strict sense of the term ;
- (c) if a senior joins the higher post later than the junior, for whatsoever reasons, whereby he draws less pay than the junior, in such cases senior cannot claim stepping up of pay at par with the junior ;
- (d) if a senior is appointed later than the junior in the lower post itself whereby he is in receipt of lesser pay than the junior, in such cases also the senior cannot claim pay parity in the higher post though he may have been promoted earlier to the higher post ;

- (e) where a person is promoted from lower to a higher post, his pay is fixed with reference to the pay drawn by him in the lower post under the erstwhile FR 22-C, now FR 22(I)(a)(1) and he is likely to get more pay than a direct appointee whose pay is fixed under different set of rules and who is senior than the promotee according to the principles of fixation of seniority of direct recruits and promotees. In such cases, the senior direct recruit cannot claim pay parity with the junior promoted from a lower post to higher post as seniority alone is not a criteria for allowing stepping up;
- (f) where a junior gets more pay due to additional increments earned on acquiring higher qualifications, if any.

3. In the instances referred to in paragraph 2 above, a junior drawing more pay than the senior will not constitute an anomaly. In such cases, stepping up of pay will not, therefore, be admissible. Moreover, there is no rule that the junior shall not get more pay than the senior.

Sd/- A. N. Jha
Principal Secretary (Finance),
Government of Manipur.

Memo No. 1/4/2008-FD(PIC)Pt. :

Imphal, the 21st August, 2010.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
- (3) P.S. to all Ministers, Manipur.
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- (26) The State Informatics Officer, NIC, Imphal.
- (27) The Dealing Assistant, RTI, Finance Department.
- (28) The President/Secretary General, Joint Administrative Council of AMTUC & AMGEO, Babupara, Imphal.
- (29) The President/Secretary, All Manipur Pensioners' Union, Babupara, Imphal.
- (30) The President/Secretary, Manipur Secretariat Services Association.
- (31) The Convener, Council of Teachers Association (COTA).
- (32) Guard File/Order Book.

J. 21/08/10

(A. R. Sharma)

Under Secretary (Finance/PIC),
Government of Manipur.

GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(PAY IMPLEMENTATION CELL)

OFFICE MEMORANDUM
Imphal, the 21st August, 2010

Subject :- References regarding pay fixation , etc.
- Streamlining in process.

No.1/4/2008-FD(PIC)Pt. : References related to pay fixation / re-fixation, protection of pay, stepping up of pay, releasing increments, revision of option, incentive / lump sum incentive etc. have been received from the departments of the Government. It has been observed that many such proposals are incomplete taking up time in perusal / examination after which they are simply to be returned to the administrative departments concerned, calling for either clarifications or additional information. This results in unnecessary correspondence and avoidable wastage of time.

2. In order to save time, both of this department as well as of the referring department, it is requested that the proposals on pay fixation, pay protection, etc., may be referred to this department giving the full facts of the case in chronological order with all relevant documents properly flagged and specifying the point of reference without ambiguity. It may be ensured that all the points listed out in the check-list [Annexure I or II, as the case may be] are available in the file for proper appreciation of the case. Proposals received incomplete are liable to be returned without examination in the Department.

3. Administrative Departments are requested to bring the contents of this OM to the notice of all departments / offices under their administrative control, for information / compliance.

4. Further, to avoid anomalous situation, Administrative Departments are once again requested to ensure the incorporation in the promotion order the availability of option under saving clause of FR 22(I)(a)(1) for choosing date for fixation of pay on promotion, henceforth.

Sd/- A. N. Jha
Principal Secretary (Finance),
Government of Manipur.

Memo No. 1/4/2008-FD(PIC)Pt. :

Imphal, the 21st August, 2010.

Copy to :-

- (1) The Secretary to His Excellency the Governor of Manipur, Raj Bhavan, Imphal.
- (2) The Secretary to Hon'ble Chief Minister, Manipur.
- (3) P.S. to all Ministers, Manipur.
- (4) APS to Ld. Advocate General, Manipur.

- (5) P.S. to Chief Secretary, Government of Manipur.
- (6) P.S. to Addl. Chief Secretary, Government of Manipur.
- (7) P.S. to all Principal Secretaries/Commissioners/Secretaries/Addl. Secretaries, Government of Manipur.
- (8) The Accountant General (A&E), Manipur.
- (9) The Secretary, Manipur Legislative Assembly, Imphal.
- (10) The Secretary, Manipur Public Service Commission, Imphal.
- (11) All Heads of Departments, Manipur.
- (12) All Deputy Commissioners, Manipur.
- (13) The Resident Commissioner, Manipur Bhavan, 2 – Sardar Patel Marg, New Delhi.
- (14) The Sr. Deputy Resident Commissioner, Manipur Bhavan, 26 – Rowland Road, Kolkata.
- (15) The Deputy Resident Commissioner, Manipur Bhavan, Rajgarh Road, Gauhati -3.
- (16) The Director, Information & Public Relations, Manipur.
- (17) The Director, Local Fund Audit, Manipur.
- (18) The Director, Treasuries & Accounts, Manipur.
- (19) The Registrar, Guwahati High Court, Imphal.
- (20) The Director, Printing & Stationary, Manipur for publication in the Extraordinary Gazette. He is requested to supply 100 copies to this Department.
- (21) The Secretary, Council of Higher Secondary Education, Manipur.
- (22) The Secretary, Board of Secondary School, Manipur.
- (23) All Treasury Officers/Sub-Treasury Officers, Manipur.
- (24) The Under Secretary (GAD), Government of Manipur.
- (25) The Manager, SBI, Main Branch, M.G. Avenue, Imphal/UBI, M.G. Avenue, Imphal, UCO Bank, Bishenpur.
- (26) The State Informatics Officer, NIC, Imphal.
- (27) The Dealing Assistant, RTI, Finance Department.
- (28) The President/Secretary General, Joint Administrative Council of AMTUC & AMGEO, Babupara, Imphal.
- (29) The President/Secretary, All Manipur Pensioners' Union, Babupara, Imphal.
- (30) The President/Secretary, Manipur Secretariat Services Association.
- (31) The Convener, Council of Teachers Association (COTA).
- (32) Guard File/Order Book.

[Handwritten signature]
21/08/10

(A. R. Sharma)
Under Secretary (Finance/PIC),
Government of Manipur.

ANNEXURE – I

CHECK LIST FOR CASES OF STEPPING UP OF PAY

Sl. No.	Points / Check list	Remarks
1.	Primary reason for request for stepping up	
2.	Whether condition of stepping up fulfilled in terms of OM No. 1/4/2008-FD(PIC)(Pt.)(1), dated 21/08/2010 if no which condition is not fulfilled	
3.	Copy (ies) of promotion order of the senior and the junior	
4.	Comparative pay fixation statement of both employees	
5.	Whether promotion is on regular or ad hoc basis	
6.	Whether senior and junior belong to same cadre	
7.	Whether the pay scale of lower and higher post of both employees is identical	
8.	Cause of anomaly, i.e., FR 22(I)(a)(1) or any other reason. Specify other reasons	
9.	Views / opinion of the Finance / Accounts Officer of the Department concerned	
10.	Approval of an officer not below the level of Joint Secretary for making reference to this Department	

ANNEXURE – II
CHECK LIST FOR CASES OF BELATED OPTIONS
UNDER SAVING CLAUSE OF FR 22(I)(A)(1)

Sl. No.	Points / Check list	Remarks
1.	Primary reason for request for exercising belated option	
2.	The copy of the promotion order may be furnished	
3.	Whether option clause was incorporated in the promotion order	
4.	The primary reason for condonation of delay, whether it is due to Administrative fault or individual fault	
5.	If Administrative fault, whether responsibility has been fixed for the lapse	
6.	Steps taken to avoid recurrence of such administrative lapse in future	
7.	The option exercised by the official concerned	
8.	Period of delay	
9.	The reasons for delay	
10.	Whether it is an isolated case	
11.	Comparative pay fixation statement with / without option duly verified by the competent authority may be furnished	
12.	Recommendation / views of Finance / Accounts Officer of the Department on the specific point of reference. Approval of an officer not below the level of Joint Secretary for making reference to this Department	
13.	Quote the relevant rules (s) / instructions issued on the subject	
14.	Illustration of the case	