OFFICE MEMORANDUM

Subject: Recommendations of the Fourth Pay Commission—Decisions relating to Grant of Special Pay to Cashiers.

The undersigned is directed to say that the recommendations of the Fourth Central Pay Commission as contained in para 11.56 Chapter 11 of the Report, relating to rates of special pay to cashiers have been accepted by the Government. In supersession of Ministry of Finance O.M.No.F.6(2)-E.III(B)/76, dated the 30th October, 1976, as amended by Ministry of Finance O.M.No.F.9(10).E-III/80 dated the 25th Sept.1980, the President is pleased to decide that the following orders shall govern the grant of special pay to cashiers in the Central Government.

2. The powers to grant special pay are delegated to the Ministries and Heads of Departments who, at their discretion, may appoint LDCs/UDCs/Assistants to perform the duties of cashiers. The grant of special pay will be subject to the following conditions:

(i) The amount of special pay to be granted will depend on the average amount of monthly cash disbursed, excluding payments by cheques. As the pay and allowances of gazetted officers are payable by cheques, they should be excluded in calculating the amount of cash disbursed. The amount of receipts are also not to be taken into account.

(ii) The Ministry or Head of the Department concerned should certify, on the basis of the previous financial year’s average, the amount of cash disbursed and sanction the rate of special pay appropriate to that quantum. The average amount of cash disbursed should be arrived at by taking the total amount shown as disbursed in the Cash Book reduced by the items disbursed in the form of cheques/R.T.Rs./Drafts etc. All transactions concerning Gazetted Officers should also be omitted.

(iii) The special pay should be reviewed every financial year.

(iv) Every official, who is appointed to work as cashier, unless he is exempted by a competent authority, should furnish security in accordance with the provisions contained in Chapter 15 of the General Financial Rules, 1963 and orders issued thereunder from time to time.

(v) The special pay is to be granted from the date of issue of orders of appointment as cashier or from the date of furnishing security, whichever is later.

(vi) Not more than one official should be allowed the special pay in an office/Department.

(vii) Sanction in each case should invariably be issued in the name of the person who is appointed to do the cash work and for whom the special pay is sanctioned.

3. The following will be the rates of special pay to be adopted.

<table>
<thead>
<tr>
<th>Amount of average monthly cash disbursed</th>
<th>Rates of special pay</th>
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<tbody>
<tr>
<td>Upto Rs.75,000</td>
<td>Rs.50/- p.m.</td>
</tr>
<tr>
<td>Over Rs.75,000/- &amp; Upto Rs.2,00,000/-</td>
<td>Rs.75/- p.m.</td>
</tr>
<tr>
<td>Over Rs.2,00,000/- &amp; Upto Rs.5,00,000/-</td>
<td>Rs.100/- p.m.</td>
</tr>
<tr>
<td>Over Rs.5,00,000/-</td>
<td>Rs.125/- p.m.</td>
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</table>

4. In the case of a newly created office, where it is not possible to observe all the conditions quoted above, Ministries and Heads of Departments may themselves grant special pay to cashiers during the first year of existence on the basis of the estimated average monthly cash disbursements. The other conditions quoted in Para (2) above will, however, apply.

P.T.O.
5. In cases where direct recruitment to the post of cashier is contemplated, no special pay will be admissible. Further, where there are sufficient number of cashiers in various Grades to constitute a viable cadre in a Deptt./Organisation, then the post of Cashiers should not carry any special pay.

6. These orders are not applicable to cashiers governed by separate orders, e.g., cashiers in Railways, Posts & Telegraphs and Customs and Central Excise.

7. Any relaxation of the terms and conditions will require the prior concurrence of the Department of Personnel & Training.

8. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders are being issued after consultation with the Comptroller and Auditor General of India.

9. These orders would take effect from 1.1.1986.

To
All Ministries/Departments of the Govt. of India etc. etc.


Copies also forwarded to:—
1. The Comptroller & Auditor General of India and all States under his control
2. Controller General of Accounts/Controller of Accounts, Ministry of Finance
3. Secretaries to Union Public Service Commission/Supreme Court of India/Election Commission/
   Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/
   President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Planning Commission/
   Fourth Central Pay Commission.
4. Department of Personnel & Training (AIS Division)/JCA/Admin. Section.
5. Additional Secretary (Union Territories), Ministry of Home Affairs.
6. All State Governments and Union Territories.
7. Governors of all States/Lt. Governors of Union Territories.
8. Secretary, National Council (Staff Side), 13-C, Feroze Shah Road, New Delhi.
9. All Members of the Staff Side of the National Council of JCM/Departmental Council,
10. All Officers/Sections of the Department of Personnel and Training/Department of Administrative
    Reforms and Public Grievances/Department of Pension and Pensioners Welfare.
11. Ministry of Finance, Department of Expenditure
12. 3000 Spare Sets.

(Seethepalli S. Rao)
Director (P & A)