

No. 3/2/2009-Dir.(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

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Lok Nayak Bhawan, Khan Market,
New Delhi, dated the 04/06/2014

OFFICE MEMORANDUM

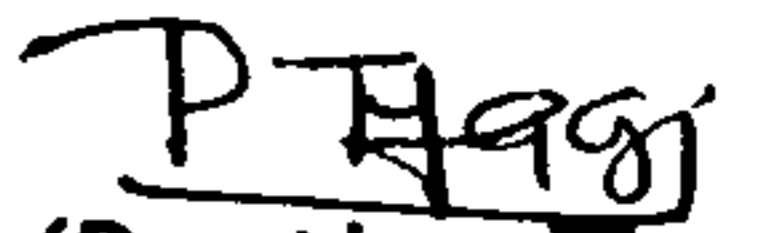
Subject:- Review of Model Recruitment Rules for various posts in Non -
Statutory Departmental Canteens/Tiffin Rooms located in Central
Government Offices.

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The undersigned is directed to refer to this Department's OM of even number dated 22.5.2013 forwarding copy of the Model Recruitment Rules (RRs) for various Group 'C' posts in Non-Statutory Departmental Canteens Tiffin Rooms located in Central Government Offices. The Model RR's in respect of Group 'B' posts (Schedule 6 to 9) have since been reviewed in consultation with UPSC and Estt. (RR) Division of DOP&T. Revised Model Recruitment Rules are enclosed.

2. Ministries/Departments are requested to adopt these Revised Model Recruitment Rules for Group 'B' posts in Non-Statutory Departmental Canteens. The administrative Ministries/ Departments themselves are required to get Recruitment Rules for Group 'B' posts in Non-Statutory Departmental Canteens approved from DOP&T, UPSC and Ministry of Law before notifying them in the Gazette of India.

4. Hindi version will follow.


(Pratima Tyagi)
Director (Canteens)

Copy to:-

1. *All the Ministries/Departments/Offices of the Government of India (As per standard list). (For kind attention of Director/Deputy Secretaries incharge of Administration/Establishment Divisions).*
2. *Comptroller & Auditor General of India, 10 Bhadur Shah Zafar Marg, New Delhi.*
3. *The Registrar Supreme Court, Tilak Marg, New Delhi.*
4. *Ministry of Finance, Department of Expenditure, E-III, Desk North Block,*
5. *New Delhi.*
6. *Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhavan, Khan Market, New Delhi. .CGDA, West Block V, R.K. Puram, New Delhi-110066.*
7. *Estt. RR Division, DOP&T, North Block, New Delhi.*
8. *Office of the Joint Secretary (Trg.) and CAO, Ministry of Defence, C-II, Hutements, Dalhousi Road, New Delhi - 110011.*
9. *Section Officer (Canteens), DOPT, Lok Nayak Bhawan, New Delhi (with 60 spare copies).*

Copy also to:-

1. *PS to Joint Secretary (AT&A), DOP&T, North Block, New Delhi.*
2. *PS to Director (Admn.), DOP&T, North Block, New Delhi.*

SCHEDULE-6

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| 1. | Name of the Post | Manager-cum-Accountant. |
| 2. | No. of Post | * |
| 3. | Classification | General Central Service (Group 'B') Non-Gazetted, Non-Ministerial. |
| 4. | Pay Band and Grade Pay | Pay Band-2, (Rs. 9300- 34,800), Grade Pay of Rs. 4200/-. ** |
| 5. | Whether Selection Post or Non-selection Post | Selection. |
| 6. | Age limit for direct recruits | 30 Years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) <u>Note:</u> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andman Nicobar Islands or Lakshadweep). |
| 7. | Educational and other qualifications required for direct recruits | Essential i) Bachelor's Degree in Commerce/Business Studies/Economics/Public Administration of a recognized University/Institute ii) 2 years experience in Accounts work in any Govt. office or PSU or Autonomous/ Statutory Organization <u>Note 1:</u> Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified. |

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| | | <p><u>Note 2:</u> Qualification regarding experience is relaxable at the discretion of the SSC/Competent Authority for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | No |
| 9. | Period of probation, if any | Two years for direct recruits and promotees |
| 10 | Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and the percentage of the vacancies to be filled by various methods | Promotion failing which by deputation failing both by direct recruitment |
| 11 | In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | <p><u>Promotion :</u></p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1, Rs. 5200 – 20,200 with Grade Pay Rs. 2400/- with ten (10) years of regular service in the grade.</p> <p>(in case the the existing RRs provide for 8 years qualifying service for promotion from the feeder post of Assistant Manager-cum-Store Keeper, the following note may be inserted)</p> <p><u>Note:</u> The eligibility service for promotion to the post of Manager-cum-Accountant shall be eight years for persons holding the feeder posts of Assistant Manager-cum-Store-Keeper on regular basis on the date of notification of these rules.</p> |

Note 1:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their junior who have already completed such qualifying or eligibility service.

Note 2

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation :

Officers under the Central Government –

- a) (i) holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1, Rs. 5200 – 20200/- with Grade Pay of Rs. 2800/- or equivalent in the parent cadre/department; or
- (iii) with 10 years service in the grade rendered after appointment thereto on a regular basis posts in the Pay Band-1, Rs. 5200 - 20,200 with Grade Pay of Rs. 2400/- or equivalent in the parent cadre/department; and
- b) possessing the educational qualifications and experience prescribed for Direct Recruitment under column 7.

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| | | <p>Note:1 The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note:2 Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</p> <p>The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note:3 For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12 | If a Departmental Promotion Committee exists, what is its composition? | <p>Group 'B' Departmental Promotion Committee (for promotion)</p> <p>The composition may be given as per the orders issued by the DOP&T in the matter</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation)</p> <p>The composition may be given as per the orders issued by the DOP&T in the matter</p> |

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| 13 | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. | Consultation with UPSC not necessary. |
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* Subject to variation dependent on workload. The relevant year may be indicated in bracket.

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.

SCHEDULE - 7

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| 1. | Name of the Post | Manager Grade – II |
| 2. | Number of f Post | * |
| 3. | Classification | General Central Service (Group 'B') Non-Gazetted, Non-Ministerial. |
| 4. | Pay Band and Grade Pay | Pay Band-2, (Rs. 9300- 34,800), Grade Pay of Rs. 4200/- ** |
| 5. | Whether Selection Post or Non-Selection Post | Selection. |
| 6. | Age limit for direct recruits | 30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) <u>Note:</u> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andman Nicobar Islands or Lakshadweep). |
| 7. | Educational and other qualifications required for direct recruits | Essential i) Bachelor's Degree in Commerce/Business Studies/Economics/Public Administration of a recognized University/Institute ii) 2 years experience in Accounts work in any Govt Office or PSU or Autonomous/Statutory Organization <u>Note 1:</u> Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority in case of candidates otherwise well qualified. <u>Note 2:</u> Qualifications regarding experience is/are relaxable at the discretion of the SSC/Competent Authority, in the case of |

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| | | <p>candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | No |
| 9. | Period of probation, if any | Two years for direct recruits and promotees |
| 10. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods | Promotion failing which by Deputation failing both by Direct Recruitment |
| 11. | In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made | <p><u>Promotion</u> :</p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1 of Rs. 5200 – 20,200 with Grade Pay of Rs. 2400/- with ten (10) years of regular service in the grade.</p> <p>(in case the the existing RRs provide for 8 years qualifying service for promotion from the feeder post of Assistant Manager-cum-Store Keeper, the following note may be inserted)</p> <p><u>Note:</u> The eligibility service for promotion to the post of Manager Grade II shall be eight years for persons holding the feeder posts of Assistant Manager-cum-Store-Keeper on regular basis on the date of notification of these rules.</p> <p><u>Note 1:</u></p> <p>Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> |

Note 2

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation :

Officers under the Central Government –

- a) (i) holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs. 5200 – 20200/- with Grade Pay of Rs. 2800/- or equivalent in the parent cadre/department; or
- (iii) with 10 years service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band -1, Rs. 5200 – 20,200 + Grade Pay Rs. 2400/- or equivalent in the parent cadre/department; and
- b) possessing the educational qualifications and experience prescribed for Direct Recruitment under column 7.

Note:1

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

Note: 2

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.

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| | | <p>The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><u>Note 3</u></p> <p>For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12. | If a Departmental Promotion Committee exists, what is its composition? | <p>Group 'B' Departmental Promotion Committee (for promotion)</p> <p>The composition may be given as per the orders issued by the DOP&T in the matter</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation)</p> <p>The composition may be given as per the orders issued by the DOP&T in the matter</p> |
| 13. | Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. | Consultation with Union Public Commission not necessary. |

* Subject to variation dependent on workload. The relevant year may be indicated in bracket.

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.

SCHEDULE – 8

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| 1. | Name of the Post | Deputy General Manager. |
| 2. | Number of Post | * |
| 3. | Classification | General Central Service (Group 'B') Non-Gazetted, Non-Ministerial. |
| 4. | Pay Band & Grade Pay | Pay Band-2, (Rs. 9300 – 34,800/-), Grade Pay of Rs. 4200/- ** |
| 5. | Whether Selection Post or Non-Selection Post | Selection. |
| 6. | Age limit for direct recruits | 30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andman Nicobar Islands or Lakshadweep). |
| 7. | Educational and other qualifications required for direct recruits | Essential i) Bachelor's Degree in Commerce/Business Studies/Economics/Public Administration of a recognized University/Institute ii) 2 years experience in Accounts work in any Govt. Office or PSU or Autonomous/ Statutory Organization Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority in the case of candidates otherwise well qualified. |

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| | | <p><u>Note 2:</u></p> <p>Qualifications regarding experience is/are relaxable at the discretion of the SSC/Competent Authority, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | No |
| 9. | Period of probation, if any | Two years for direct recruits and promotees |
| 10. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods | Promotion failing which by Deputation failing both by Direct Recruitment |
| 11. | In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made | <p><u>Promotion :</u></p> <p>Assistant Manager-cum-Store Keeper in Pay Band -1, of Rs. 5200 – 20,200 with Grade Pay Rs. 2400/- with ten (10) years of regular service in the grade.</p> <p>(in case the the existing RRs provide for 8 years qualifying service for promotion from the feeder post of Assistant Manager-cum-Store Keeper, the following note may be inserted)</p> <p><u>Note:</u> The eligibility service for promotion to the post of Dy. General Manager shall be eight years for persons holding the feeder posts of Assistant Manager-cum-Store-Keeper on regular basis on the date of notification of these rules.</p> <p><u>Note 1:</u></p> <p>Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years,</p> |

whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 2

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation :

Officers under the Central Government –

- a) (i) holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in PB-1, Rs. 5200 – 20200/- with Grade Pay of Rs. 2800/- or equivalent in the parent cadre/department; or
- (iii) with 10 years service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band -1, Rs. 5200 -20,200 + Grade Pay Rs. 2400/- or equivalent in the parent cadre/department; and
- b) possessing the educational qualifications and experience prescribed for Direct Recruitment under column 7.

Note:1

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

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| | | <p>Note: 2</p> <p>The period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed 3 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3</p> <p>For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12. | If a Departmental Promotion Committee exists, what is its composition? | <p>Group 'B' Departmental Promotion Committee (for promotion)</p> <p>The composition may be given as per the orders issued by the DOP&T in the matter</p> <p>Group 'B' Departmental Confirmation Committee (for confirmation)</p> <p>The composition may be given as per the orders issued by the DOP&T in the matter</p> |
| 13. | Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. | Consultation with UPSC not necessary. |

* Subject to variation dependent on workload. The relevant year may be indicated in bracket.

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.

SCHEDULE – 9

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| 1. | Name of the Post | General Manager. |
| 2. | Number of Post | * |
| 3. | Classification | General Central Service (Group 'B') Non-Gazetted, Non-Ministerial |
| 4. | Pay Band & Grade Pay | Pay Band-2 (Rs. 9300 – 34,800/-) ,Grade Pay of Rs. 4200/- ** |
| 5. | Whether Selection Post or Non-Selection Post | Selection. |
| 6. | Age limit for direct recruits | Not Applicable. |
| 7. | Educational and other qualifications required for direct recruits | Not Applicable. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable. |
| 9. | Period of probation, if any | Not Applicable |
| 10. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods | Promotion failing which by deputation . |
| 11. | In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made | <u>Promotion :</u> (in the case of Canteen Type 2A) Manager-cum-Accountant in PB-2, Rs. 9300 – 34800 with Grade Pay of Rs. 4200/- with three years of regular service in the grade) (in the case of Canteen Type 3A to 10A) Manager-cum-Accountant and Deputy General Manager in PB-2, Rs. 9300 – 34800 with Grade Pay of Rs. 4200 with three years of regular service in the grade. *Note: The eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service by the officers in their respective grade/post. |

(*This Note to be inserted in case of Canteen Type 3A to 10A)

Note 1:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 2

For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.

Deputation :

Officers under the Central Government –

- a) (i) holding analogous posts on regular basis in the parent cadre/department; or
- b) possessing the following educational qualifications and experience:
 - i) Bechleor's Degree in Commerce / Business Studies/Economics/Public Administration of a recognized University/ Institute
 - ii) Three (3) years experience in Administration and Management of Departmental Canteen

Note:1

The departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

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| | | <p><u>Note: 2</u></p> <p>Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><u>Note 3</u></p> <p>For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> |
| 12. | If a Departmental Promotion Committee exists, what is its composition? | <p><u>Group 'B' Departmental Promotion Committee (for promotion)</u></p> <p>Detailed composition of DPC to be given as per orders of DOP&T in the matter.</p> |
| 13. | Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. | Consultation with UPSC not necessary. |

* Subject to variation dependent on workload. The relevant year may be indicated in bracket.

** The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.