



यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करियप्पा मार्ग, कैंट लखनऊ-266002
Office of the Principal Controller of Defence Accounts (Central Command)
Cariappa Road, Cantt., Lucknow, Pin Code - 226002
कार्यालय दूरभाष सं०- 0522-2451547 कार्यालय फैक्स सं०- 0522-2451993
Office Phone NO. 0522-2451547 Email ID: paytechpcdacclko.dad@gov.in

No: PT/3088/Vol-X/GC

Date: 26.09.2022

To,

The OI/C,
(All AOGes/AAOGes/LAO),
AAO(CC) Kanpur&Allahabad
Pay-I&II
under PCDA(CC),Lucknow

Subject: Disbursement of pay and allowances in respect of Mazdoors/Tradesman
Mate(Now) through Regular Pay Bill instead of Cash Requisition(CR).

A copy of CDA, Guwahati letter No PAY/MISC/VOL.VIII dated 05.08.2022 alongwith
related documents received through Hqrs office letter no. ले.प./II/सिव/शिकायत-XVII/ई-9138 dt
06.09.2022 are forwarded herewith for your suggestion/other detail to this office through
return email for onward submission to Hqrs Office latest by **29th Sep 2022**.

The matter may please be accorded" Top priority."

Encls: As stated above.


Email ID: paytechpcdacclko.dad@gov.in


Accounts Officer

Copy to,

The Officer-in-charge,
OA Cell(Local)

for uploading the same in PCDA website.


Accounts Officer

2608
23/9

348
22/9/2022

रक्षा लेखा महानियंत्रक
उलान बटार रोड, पालम, दिल्ली छावनी - 110010
Controller General of Defence Accounts
Ulan Batar Road, Palam,
Delhi Cantt- 110010
टेलीफोन सं./Tel. No. 011-25665722, फैक्स सं./Fax No. 011-25674806
ई-मेल आईडी/Email ID : hqarmybr.dad@hub.nic.in

संख्या ले.प./II/सिच/शिकायत-XVI/ई-9138

दिनांक: 06.09.2022

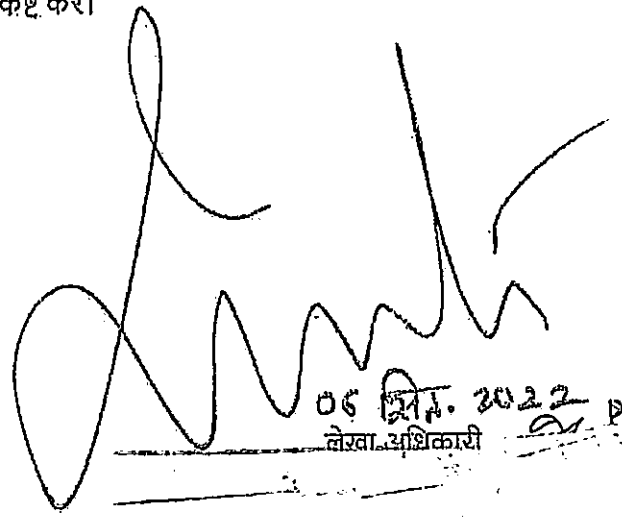
सेवा में,

सभी संबन्धित र.ले.प्र.नि / र.ले.नि

विषय - Disbursement of pay and allowances in respect of Mazdoors/Tradesman Mate (Now) through Regular Pay bill instead of Cash Requisition (CR).

उपरोक्त विषयक, र.ले.नि., गुवाहाटी का दिनांक 05.08.2022 का पत्र सं. PAY/MISC/VOLVIII (प्रतिलिपि संलग्न), का संदर्भ ग्रहण करने का कष्ट करें।

- कृपया उपरोक्त मामले का पूर्ण परीक्षण करते हुए, उपरोक्त प्रक्रिया के लागू करने या अन्यथा निर्णय लेने हेतु अपने विचार/सुझाव तथा अन्य कोई आवश्यक समझे जाने वाला विवरण दिनांक 23.09.2022 तक इस मुख्यालय को प्रेषित करने का कष्ट करें।
- कृपया प्राथमिकता प्रदान करते हुए कार्रवाई करने का कष्ट करें।

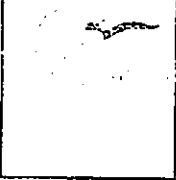


06 अग. 2022
लेखा अधिकारी

स.प.

22/9/22

208

Special Post

	कार्यालय, रक्षा लेखा नियंत्रक, गुवाहाटी उदयन विहार, गुवाहाटी - 781171 Office of the Controller of Defence Accounts Guwahati Udayan Vihar, Guwahati - 781171 दूरभाष- 0361-2640394/2641142 फैक्स- 0361-2640204/2640810	
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No. PAY/MISC/VOI.VIII

Dt: 05 /08/2022

To

Defence Accounts Department(DAD) Headquarters (AT/Army)
Ulan Batar Road
Palam, Delhi Cantt-110010

Subject : Disbursement of Pay and allowances in respect of Mazdoors/Tradesman Mate (Now) through Regular Pay bill instead of Cash Requisition (CR)

A proposal received from 50 Coy ASC(Sup) Type 'C' vide their letter No. 64/145/Accts(Civ) dated 17.06.2022(Copy enclosed) regarding disbursement of Pay & Allowances of Mazdoor/Tradesman through Regular Pay Bill in TULIP System instead of Cash Requisition(CR) in the light of the following letters/rules is submitted herewith for kind perusal and issue of necessary instructions /suitable guidelines please.

1) QMG Br, Director General of Supplies & Transport letter No. 78501/4/Q/ST-12(Civ) dt 27.05.2022(Copy enclosed) on merger and re-designations of various common category posts in Army Service Corps(ASC) as per recommendation of 6th CPC circulated to all Command HQrs for issue of directions to all units to comply with the same with immediate effect by publishing DO Part II of re-designation from Labourers/Mazdoors to Tradesman mate.

2) Rule 21 (Copy enclosed) of the Army Group 'C' (Non-Industrial) post Recruitment Rules 2011 vide S.R.O. No. 59/2013 published in the Gazette of India under which the post of Mazdoor has been regulated as Non-industrial and Non-Ministerial post.

The case has been critically examined by this office and the following views are submitted for kind appraisal of HQrs office

- 1) If the cases of processing of Pay & allowances of Tradesman mate(now) as per above orders/Rule is done through Regular pay bill instead of Cash Requisitions(CR) , the booking of each elements of pay would be real-time and delay in booking of various items viz. GPF/NPS, IT, CGEIS, CGHS etc. could be avoided and correct accumulations of each and every items of Pay can be made on real-time basis.
- 2) It is also submitted that if the subject cadre of similar nature has been merged and placed under Non-industrial and Non-Ministerial post, all the Group "C" Industrial staff of similar Cadre/Trades/Post of various units and formations are to be treated under the ambit of same aegis.

(Contd P/2)

29
18/8/22

e-office
R&D Section
Receipt No.: 69700/2022
Date : 18/8/22

In this connection it is pertinent to mention here that as per Rule 177(I) of FR Part II. Vol. I Industrial employees (other than MES) will be paid on Check Roll. Advances based on an estimate of the probable amount required for payment during the month will be obtained from the CDA concerned on Cash Requisition. These advances will be adjusted through extract of receipt /expenditure on account of Pay & Allowances of the Industrial staff would be submitted to CDA through the LAO concerned and also audit of check roll i.e. Pay & Allowances of Industrial personnel needs to be carried out as per para 278 of ALAM. The above procedures are being followed by this office in case of Industrial personnel (other than MES) and P&A of Non-industrial personnel only are being paid on Tulip System.

In view of the above it is requested that necessary instructions/guidelines may be issued on:-

- (i) payment of Pay & Allowances of Mazdoor/Tradesman of 50 Coy ASC(Sup) Type 'C' through Regular Pay Bill in TULIP System instead of Cash Requisition(CR) in the light of above orders/ Recruitment Rules, and
- (ii) whether the same procedure to be followed in respect of all the Group "C" Industrial staff of similar Cadre/Trades/Post in the light of above orders/Recruitment Rules ,if similar requests are received from the various units and formations.

CDA has seen.

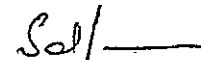
Encl: As above


(GAUTAM DOLEY)
Asstt Controller

Copy to :

AAO Shillong
Biver Road
Shillong-793001

: For information with reference to their letter No. Pay/AAO/VI/50 Coy/Corr-I dated 06.07.2022. It is requested to maintain status Quo till receipt of clarification from HQrs Office please.



(K.BASUMATARY)
ACCOUNTS OFFICER (PAY TECH)



रात्रीय लेखा कार्यालय (लय)
AREA ACCOUNTS OFFICE
बीवर रोड, शिलांग-793 001
BIVAR ROAD, SHILLONG - 793 001
Tel:0364-2225004/Fax:0364-2503336
E-mail:aaoshillong-meg@nic.in

7/20/22
आ.स.स.स.
अ.स.स.स.

No: Pay/AAO/VI/50 Coy/Corr-I

Dated: 06-07-2022

To

The O I/C
Pay Tech Section
CDA Guwahati
Udayan Vihar
Guwahati-781171

P/T
AAO/AAO
PC PMS up ON
25/7

Disbursement of Pay and allowances in respect of Mazdoors/Tradesman Mate (Now) through Regular pay bill and not through Cash Requisition (CR)

In this context, it is intimated that a reference has been made by the authorities of 50 Coy ASC (Sup) Type 'C' regarding disbursement of pay and allowances of Mazdoors/Tradesman mate through Regular Pay Bill instead of Cash Requisition (CR) vide their letter No: 64/145/Accts(civ) Dated:17/06/2022 (copy enclosed). However, as per the CGDA inspection Report and ALAM, all industrial staff should be paid through CR and the various deduction viz GPF/NPS, IT, CGIES, CGHS etc. are to be adjusted after the receipt of TL Bill from concerned LAO.

In this connection, and in light of the ibid letter received from the unit a few points may please be considered:-

- (1) As per the GS Branch letter No: 78501/4/Q/ST-12(Civ) dated 27.05.2022 the title of all Mazdoors/Labor is re-designated as Tradesman Mate after merger.
- (2) In terms of Rule 21 of the Army Group 'C' (Non-Industrial) Post Recruitment Rule 2011, the post Mazdoor has been placed under non-industrial and non-ministerial Post.

Therefore, if the above points are considered for all Mazdoors/Tradesman Mate (Now) their pay and allowances should be processed through regular Pay bill instead of Cash Requisition (CR). If the case of processing the pay through regular pay bill is considered, the booking of each elements of Pay would be real-time and delay in booking of various items viz. GPF/NPS, IT, CGIES, CGHS etc. could be avoided, which results in correct accumulation of each and every items of pay on real time basis.




क्षेत्रीय लेखा कार्यालय (रक्षा मंत्रालय)
AREA ACCOUNTS OFFICE
बीवर रोड , शिलांग-793 001
BIVAR ROAD, SHILLONG - 793 001
Tel:0364-2225004/Fax:0364-2503336
E-mail:aaoshillong-meg@nic.in

आइएडीए
अंगुव मण्डल

In view of the above, it is submitted, if the subject cadre of similar nature has been merged and placed under Non-industrial and Non ministerial post, all the industrial staffs of various units and formation are to be treated under the ambit of same aegis

Therefore, necessary inputs may please be provided, as to whether, the points raised by the unit authority in light of GS Branch Letter and the Recruitment Rule 2011, need to be considered or otherwise.


Accounts Officer

Copy To:-

The Commanding Officer
50 Coy ASC (Sup) Type 'C'
C/o 99 APO
Pin-905050

For information w.r.to above. The requested to forward the CR for realization of the subject payment until receipt of any clarification from MO CDA Guwahati.



Accounts Officer

①
Write to
Pattech JDA
Pattech JDA
64/115/Accts (Civ)

AREA ACCOUNTS OFFICE

23 JUN 2022

SHILLONG - 1

REGISTERED POST

50 Coy ASC (Sup) Type 'C'
PIN-905050
C/O 99 APO

17 Jun 2022


Area Accounts Office
(Pay/Army Section) (Pay-VI)
Bivar Road,
Shillong-793001

INCLUSION OF MONTHLY PAY & ALLOWANCES OF MAZDOOR/
TRADESMAN MATE IN TULIP PAYMENT SYSTEM

1. Please refer your office letter No Pay/VI/AAO/50 Coy/Corr dated 05 Oct 2020.
2. In terms of your letter under ref, it was intimated by your office that CGDA inspection team had objected to non payment of pay & allowances of Industrial Staff (Defence civilian) through Cash Requisition (CR) system and accordingly it was advised by your office to claim the pay & allowances of Industrial staffs on the basis of CR.
3. Accordingly, wef Oct 2020 the payment of civ Mazdoor/Tradesman Mate was made through CR system under the category as Industrial staff. However, it has been observed that while making payment through CR system, there is undue delay and non uploading of GPF subscription in individual's account in the same year, which is evident from the CCO-9 of an individual attached with this letter. Besides GPF subscription there are many other issues which are likely to be experienced in future such as non-uploading of income tax deduction within the same month etc.
4. Keeping in view of present/future problems through this present system of payment, this unit shared the issue with one of the neighbouring unit which revealed that, the unit was receiving payment in r/o Mazdoor staffs through TULIP PAYMENT SYSTEM from your office.
5. On approaching to the unit concerned it came to the light that, in terms of Recruitment Rule published in Gazette of India vide SRO 70/2011 & SRO 59/2013, all posts/category including Mazdoor (now Tradesman Mate) have been classified under Non-Industrial and Non-ministerial category.

6. In view of the above, copy of Gazette of India (SRO 70/2011 & SRO 59/2013) and recent clarification received vide Army HQs letter No 78501/4/Q/ST-12 (Civ) dated 27 May 2022 are forwarded herewith for your perusal and consideration for payment of civ Mazdoor and other civ staffs through TULIP PAYMENT SYSTEM.

7. An early confirmation from your end is requested please.


(Pooja Pal)
Major
2IC
For OC

Encls : As above

Teln - 35344

REGD POST/SDS/SIGMA
Directorate General of Supplies & Transport
Quartermaster General's Branch
Integrated HQ of MoD (Army)
DHQ PO, New Delhi-110165

785014/Q/ST-12 (Civ)

May 2022

Headquarters

Southern Command (ST)
Eastern Command (ST)
Western Command (ST)
Central Command (ST)
Northern Command (ST)
South Western Command (ST)

MERGER AND RE-DESIGNATION OF VARIOUS COMMON CATEGORY
POSTS IN ARMY SERVICE CORPS (ASC) AS PER RECOMMENDATIONS
OF 5TH CENTRAL PAY COMMISSION

1. Ref following

- (a) Govt of India MoD Note No 410/2009-D (Civ-I) dt 01 May 2015
(b) This Dte Gen letter of even number dated 03 Nov 2015.

2. It is intimated that large number of units under jurisdiction of your Comd HQs have not implemented the policy regarding the above matter referred above. Keeping in view the same, Command HQs are requested to instruct the units under your jurisdiction to comply the same with immediate effect by issue of DO Part of re-designation from Labourer/Mazdoor/ Tradesman Mate. It may also be noted that as per Recruitment Rules this post is non-industrial and non-ministrial post and completion report to this effect be intimated to this Dte Gen

Sgt
(Ravindra Sahi)
Dy Dir (D)/ST-12
for DGST

Copy to :-

ASC Centre & College
No. 1 ASC Trg Centre
No. 2 ASC Trg Centre
ASC Records (AT)
ASC Records (South)

} For similar action pl

AG/MP-3 (Civ) (ST)

} For info pl

OMG/ST-7/8

आवेदन :

रक्षा पत्रालय की विभिन्न विरधनाओं में सनस्य या समतुल्य या उच्चतर श्रेणी में संयोजित ऐसे व्यक्ति जिनके पास स्तम्भ (7) में उल्लिखित अर्हताएं हैं।

टिप्पण : आमेसन के आधार पर नियुक्ति के अयोजन के लिए किसी अधिकारी द्वारा 1 जनवरी, 2006 से पहले या उस तारीख से जिससे उक्त 'केन्द्रीय वेतन आयोग की सिफारिशों पर आधारित पुनरीक्षित वेतन (संरचना) का विस्तार किया गया है, नियमित आधार पर की गई सेवा का, सिवाय दस दिनों के जहाँ एक से अधिक पूर्व पुनरीक्षित वेतनमान का साधारण ग्रेड वेतन या वेतनमान सहित एक श्रेणी में विलय हो गया है और वहाँ यह साम-केवल उन पदों पर विस्तारित होगा जिनके लिए ग्रेड वेतन या वेतनमान विना किसी उन्नयन का साधारण प्रतिस्थापन ग्रेड है, आयोग की सिफारिशों पर आधारित विस्तारित वर्तमान ग्रेड वेतन या वेतनमान पर की गई सेवा संप्रदो जायगी।

(12)

समूह 'ग' विभागीय प्रोन्नति समिति (पुष्टि के संबंध में विचार करने के लिए), जो निम्नलिखित से मिलकर बनेगी :—

1. भद्रसापक अधिकारी, सेना सेवा कोर रिकार्ड (दक्षिण) —अध्यक्ष
2. क्वार्टर मास्टर जनरल शाखा में निदेशक या संयुक्त निदेशक या उप निदेशक, व्यू 1 (सी) —सदस्य
3. क्वार्टर मास्टर जनरल शाखा में संयुक्त निदेशक या उप निदेशक (ए)/, एस टी-12 —सदस्य
4. सेना सेवा कोर रिकार्ड (दक्षिण) और सेना सेवा कोर रिकार्ड (एट्रो) में मुख्य रिकार्ड अधिकारी —सदस्य

(13)

लागू नहीं होता।

[फा. सं. 78403/4/क्यू/एसटी-12(सिव)/390/आरआरए (नि.)/2013]

दलपत सिंह, सचिव

MINISTRY OF DEFENCE

New Delhi, the 11th September, 2013

S.R.O. 59.—In exercise of the powers conferred by the provision to article 309 of the Constitution and in pursuance of -

- (i) the Army Service Corps (Group 'C' and Group 'D' posts) Recruitment Rules, 1977, in so far as they relate to the posts of Draughtsman Level IV, Draughtsman Level III, Draughtsman Level II, Mess Supervisor, Cinema Projectionist/Cinema Operator Grade II, Welder, Electrician, Crusher Operator/Attendant, Mess Waiter, Model Hazardous and Modeller;
- (ii) the Army Service Corps (Class III posts) Recruitment Rules, 1971, in so far as they relate to the posts of Civilian Catering Instructor, Supervisor Civil General Transport Units, Vehicle Mechanic, Assistant Vehicle Mechanic and Civilian Petroleum Fitter;
- (iii) the Army Service Corps (Class IV posts) Recruitment Rules, 1971, in so far as they relate to the posts of Cleaner, Camp Guard, Tinsmith, Hammer-man, Paulin Maker and Parpaulin Maker;
- (iv) the Ministry of Defence Group C and Group D (Fire Service) Posts Recruitment Rules, 1976, in so far as they relate to the posts of Junior Instructor/Deputy Fire Officer, Civilian Assistant Fire Master/Assistant Fire Superintendent, Supervisor (Fire), Leading Hand Fire (Selection Grade), Leading Hand Fire (Ordinary Grade), Fire Engine Driver/Driver Trailer Pump, Fireman Grade-I and Fireman Grade-II;

(1)	(2)	(3)	(4)	(5)	(6)
21. Kizhudo	4906 (2013) * Subject to variation dependent on workload.	General Central Service Group 'C' Non-Industrial, Non-Ministerial	Pay Band-1, ₹ 5200— 20200 plus Grade Pay of ₹ 1800	Not applicable	Between 18 to 25 years of age. (Relaxable for Government servants up to the age of 40 years in the case of general candidates and upto 45 years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time). Note 1: The crucial date for determining the age-limit shall be the closing date for receipt of applications from the candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). Note 2: The crucial date for determining the age-limit in the case of candidates, from the Employment Exchange shall be the last date up to which the Employment Exchanges are asked to submit the names.
(7)	(i) 10th Standard pass or equivalent from a recognised Board;			Not applicable	Two years for direct recruits.
(10)	By absorption, failing which by direct recruitment.			(11)	
			<p>Absorption: Persons serving in similar or equivalent or higher grades in the lower formations of the Ministry of Defence and who are well conversant with the duties of the trade.</p> <p>Note: For the purpose of appointment on absorption, the service rendered on a regular basis by an officer prior to 1st January of 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 grade pay or pay scale extended based on the recommendations of the Commission, except where there has been merger of more than one</p>		

(11)

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 posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

(12)

(13)

Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of :

Not applicable.

1. Officer-in-Charge, Army Service Corps Records (South) — Chairman
2. Director or Joint Director or Deputy Director QI(C) in Quarter Master General's Branch — Member
3. Joint Director or Deputy Director (A)/ST-12 in Quarter Master General's Branch — Member
4. Chief Records Officers in Army Service Corps Records (South) and Army Service Corps Records (AT) — Member

(1)	(2)	(3)	(4)	(5)	(6)
22. Carpenter	100* (2013) *Subject to variation dependent on workload.	General Central Service, Group 'C' Non-Industrial, Non-Ministerial	Pay Band-1, ₹ 5200—20200 plus Grade Pay of ₹ 1500	Not applicable	Between 18 to 25 years of age. (Relaxable for Government servants up to the age of 40 years in the case of general candidates and up to 45 years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time). Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). Note 2: The crucial date for determining the age limit in the case of candidates from the Employment Exchange shall be the last date up to which the Employment Exchanges are asked to submit the names.

(6)

case of candidates, from the Employment Exchange shall be the last date up to which the Employment Exchanges are asked to submit the names.

(7)	(8)	(9)
(i) 10th Standard pass or equivalent from a recognised Board;	Not applicable	Two years for direct recruits.
(ii) Should be proficient in trade.		

(10)	(11)
By absorption, failing which by direct recruitment.	<p>Absorption: Persons serving in similar or equivalent or higher grades in the lower formations of the Ministry of Defence and who are well conversant with the duties of the trade.</p> <p>Note: For the purpose of appointment on absorption, the service rendered on a regular basis by an officer prior to 1st January of 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 grade pay or pay scale extended based on the recommendations of the Commission, except where there has been merger of more than one pre-revised scale of pay in one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>

(12)	(13)
<p>Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of:</p> <ol style="list-style-type: none"> Officer-in-Charge, Army Service Corps Records (South) —Chairman Director or Joint Director or Deputy Director Q1(*) in Quarter Master General's Branch —Member Joint Director or Deputy Director (A)/ST-12 in Quarter Master General's Branch —Member Chief Records Officers in Army Service Corps Records (South) and Army Service Corps Records (AT) —Member 	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)
12. Timemith	102* (2013) *Subject to variation dependent on workload.	General Central Service Group 'C' Non-Industrial, Non-Ministerial	Pay Band-1, ₹ 5200—20200 plus Grade Pay of ₹ 1800	Not applicable	Between 18 to 25 years of age. (Relaxable for Government servants up to the age of 40 years in the case of general candidates and upto 45 years in the case of

except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to Group 'C' (Non-Industrial) posts in the lower formations of the Army in the Ministry of Defence, namely :-

1. Short title and commencement.—(1) These rules may be called the Ministry of Defence, Army Service Corps (Group 'C' posts) Recruitment Rules, 2013.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. Application.—These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. Number of post, classification, pay band and grade pay or pay scale.—The number of the said posts, their classification, the pay band and grade pay or pay scale attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. Method of recruitment, age-limit, qualifications, etc.—The method of recruitment, age-limit, qualification and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said Schedule.

5. Disqualification.—No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage, with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax.—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving.—Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Sl. No.	Name of post	Number of posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection post or non-selection post	Age-limit for direct recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
I.	Station Officer	31* (2013) *Subject to variation dependent on workload.	General/Central Service, Group 'C' Non-Industrial, Non-Ministerial	Pay Band-1, ₹ 5200— 20200 plus Grade Pay of ₹ 2800	Not applicable	Between 18 to 25 years of age. (Relaxable for Government servants up to the age of 40 years in the case of general candidates and upto 45 years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time).

New Delhi, the 30th November, 2011

S.R.O. 70.—In exercise of powers conferred by the proviso to article 209 of the Constitution and in supersession of the Army Group 'D' posts (Non-Industrial) Recruitment Rules, 2001 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to certain Group 'C' (Non-Industrial) posts in the lower formations of the Army in the Ministry of Defence, namely:—

1. Short title and commencement.—(1) These rules may be called the Army Group 'C' (Non-Industrial) posts Recruitment Rules, 2011.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application.—These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. Number of posts, classification, Pay Band and Grade Pay/Pay Scale.—The number of posts, their classification, the pay band and Grade Pay/Pay Scale attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. Method of recruitment, age limit, qualifications, etc.—The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the aforesaid Schedule.

5. Disqualification.—No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax.—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving.—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, Ex-servicemen, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of posts	Classification	Pay Band and Grade Pay/Pay Scale	Whether selection post or non-selection post	Age limit for direct recruitment
(1)	(2)	(3)	(4)	(5)	(6)
J. Multi-Tasking Staff (Eerstwhile Group D posts of the Gesteer/ Roneo Operator, Dastry, dependent Head Messenger/ Jamadar, Messenger/ Jamadar, Peon, Peon/ Messenger, Head Searcher/ Head Female Searcher, Searcher/	13816* (2011) *Subject to variation on workload.	General Central Service Group 'C' Non Industrial Non-Ministerial	PB-1, Rs. 5200 - 20200 plus Grade Pay Rs. 1800	Not applicable	Between 18 to 25 years of age (Relaxable for Government servant upto 35 years as per orders/ instructions issued by the Central Government.) Note 1: 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

Widow/Orphan	2.13.2007	Civilian Central Services Group - C Non-Industrial Non-Ministerial	Pay Band Rs. 2000-20,000 plus Grade Pay Rs. 1800	Not applicable
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Between 18 to 35 years of age (Relaxable for Government servants upto 35 years as per orders/ instructions issued by the Central Government.)

Note 1: 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 and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep).

Note 2: The crucial date for determining the age limit in the case of candidate from the Employment Exchange shall be the last date upto which the employment exchanges are asked to submit the names.

(7)	(8)	(9)
Essential:	Not applicable	Two years for direct recruits
(i) Matriculation pass or equivalent from recognised Board		
(ii) Must be able to tie wash military/Civilian cloths thoroughly well		

(10)	(11)
By absorption failing which by direct recruitment	Absorption:- Person serving in similar/equivalent or higher grades in the lower formations of the Ministry of Defence and who are well conversant with the duties of the trade.
	Note: For the purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an official prior to 1st January of 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to

... is the normal top to bottom rank scale...
 ... operation

If a Departmental Promotion Committee exists, what is its composition? Circumstances in which Union Public Service Commission is to be consulted in making recruitment

(12)	(13)
Group 'C' Departmental Promotion Committee (for confirmation) consisting of:—	Not applicable
1. General Officer Commanding or Director or Deputy Director or Additional Director or Commandant or Officer-in-Charge or Officer Commanding or Principal or Group Commander or Inspector or Chief Engineer or Chief Engineer Project or Colonel Adm.	Chairman
2. Senior Administrative Establishment Officer	— Member
3. An officer of the rank of Lieutenant Colonel/ Major/Captain equivalent rank from an unconnected Department	— Member

(1)	(2)	(3)	(4)	(5)	(6)
2. Barber	1471* (2011) *Subject to variation dependent on workload	General Central Service Group 'C' Non Industrial Non-Ministerial	PIB-I, Rs. 5200-20200 plus Grade Pay Rs. 1800	Not applicable	Between 18 to 25 years of age (Relaxable in Government servant up to 35 years as per orders/instructions issued by the Central Government.)

Note 1: 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, Jammu and Kashmir, Ladakh Division of Jammu and Kashmir, and the division of Chandernagore of Himachal Pradesh, Andhra Pradesh, Bihar, West Bengal and Lakshadweep).

Note 2: The crucial date for determining the age limit in the case of candidate from the Employment Exchange shall be the

<p>(5) Private Soldier, Head (Gardener/Head Attali, Clerk/Staff/Secretary, Safaiwala/Peon, Head Chowkidar/Head Watch- man/Head dar Watch- man, Chowkidar/Kanga- and Boot Binder).</p>	<p>(6) prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District of Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p>
	<p>Note 2: The crucial date for determining the age limit in the case of candidate from the Employment Exchange shall be the last date upto which the employment exchanges are asked to submit the names.</p>

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
<p>Essential: Matriculation pass or equivalent from recognised Board.</p>	<p>Not applicable</p>	<p>Two years for direct recruits</p>
<p>Desirable: Conversant with the duties of the respective trades with one year's experience in the trade.</p>		

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	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made
(10)	(11)
<p>By absorption failing which by direct recruitment.</p>	<p>Absorption:— Person serving in similar or equivalent or higher grades in the lower formations of the Ministry of Defence and who are well conversant with the duties of the trade. Note: For the purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an official prior to 1st January 2006, 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 grade pay or pay scale extended based on the recommendations.</p>

of invalidment from the service, be drawn up to and for the date preceding that of the medical board's report except in cases where leave is granted under the provisions of Note 1 below Art. 827-A C.S.R.

Note—General instructions to be borne in mind in preparing Establishment Pay bills are embodied in Annexure 'G' to this Chapter.

(v) If for any reason, payment cannot be made within the course of the month the amount drawn for the Payee shall be refunded by short drawing in the next bill, and when the occasion for making the payment arises, the amount may be drawn anew.

Provided that if in the opinion of the head of the office this restriction is likely to operate inconveniently, the amount of undisbursed pay and Allowances may, at his option, be retained for any period not exceeding three months but this concession shall not be availed of unless the Head of the office is satisfied that proper arrangements can be made for the safe custody of the sum retained.

Undisbursed Pay & Allowances may not, under any circumstances, be placed in deposit at a Treasury.

Industrial establishment—How payments are made

(i) Industrial employees (other than M.E.S.) will be paid on check rolls. Advances based on an estimate of the probable amount required for payment during the month will be obtained from the C.D.A. concerned on cash requisitions. These advances will be adjusted through Abstract of receipt/expenditure on account of pay and allowances of industrial staff I.A.F.A. 40 (revised) which would be submitted to the C.D.A. through the L.A.O. concerned. Treasury receipts in respect of undisbursed amounts will accompany the Abstract.

Payment of wages to industrial establishments of the Defence Services shall be made in the presence of two gazetted officers who shall sign a certificate at the foot of the check roll to the effect that all payments shown therein have been correctly made, after obtaining a legal acquittance on the office copy of the check rolls, in their presence. This certificate shall be regarded as proof of payment. Where gazetted officers are not available, it shall suffice

Inserted vide O. S. No. 164/IV/87

Substituted vide C.S. No. 165/IV/87

ALAM-

Note: The above provisions will not, however, be applicable in the case of issues of stores from Command Stock of ESD's/Divisional Stock/Surpluses or projects stores. Necessary adjustments in respect of all such issues will be carried out as indicated below:

(a) in the case of issues to Army Units located in the same Command the adjustments will be carried out by the P.C.D.A./ CD.A. and

(b) in the case of issues to Army Units located in another command and in the case of issues to Factories the adjustments will be made by the consignee's P.C.D.A./C.D.A. and Accounts Officer-in-charge (in the case of Factories) respectively.

AUDIT CHECKS

277. The general instructions contained in chapter I to III and Sec. 4 (AOC DEPOTS) of Chapter IV of this Manual will be followed in auditing the accounts of ESDs. The receipt Linking will however be done from 'E' copies of the vouchers received from other LAOS to the receipt vouchers prepared by the depot and from the receipt vouchers to the ledgers.

It will also be seen that issue vouchers pertaining to stores issued on loan which will bear a distinctive marking to show that the item is on loan in posted (i) in the ledgers as an issue and the stock balance column reduced accordingly and (ii) in the loan ledger as a receipt (see form shown in Appendix 'F' to standing orders ESD's) and the balance in the loan column is increased accordingly. Issue and receipt entries relating to loan issues in the quantitative accounts should be checked in full and at the same time the transactions should be traced into the loan ledgers.

In cases where hire charges are recoverable on account of T&P issued on loan to civil bodies etc., the receipt of the accepted vouchers will be watched and on receipt forwarded to the PCDA/CDA for raising necessary debits against the consignee's Accounts Officer concerned.

278. The pay bills of the industrial establishment are pre-audited before disbursement of amounts and the checks exercised in ordnance depots, check rolls will be exercised thereon. It should be seen that the un-disbursed pay and allowances including the balances of advance received from the PCDA/CDA are remitted into the treasury at the end of the month and the TR is forwarded to the PCDA/CDA in support of IAFA-40. A monthly account of the disbursements made on IAFA-40 will be submitted through the ALAO/LAO to the P.C.D.A./C.D.A.

279 & 280. Blank.