

संस्थागत प्रशासन

F.No.110239/51/Cir./2015/KVS (Budget) / 1161 ,

Dated: 4.09.2015

The following orders issued by Government of India are uploaded on the KVS Website for information and necessary action.

1. G.I., M.F. O.M.No.2/5/2014-E.II (B), dated 21-7-2015, regarding Re-classification/Up gradation of Cities/Towns on the basis of Census -2011 for the purpose of grant of House Rent Allowance(HRA) to Central Government employees.
2. G.I., CGHS.O.M.No.S.11045/36/2012-CGHS (HEC), dated 24-6-2015 regarding empanelment of private hospitals (including Dental Clinics and Eye Centres) and diagnostic centres under CGHS, Delhi and NCR.
3. G.I.,M.H.O.M.No.S.14021/14/2013-MS, dated 30-6-2015 regarding recognition of Peoples Heritage Hospital Pvt. Ltd., Agra, for treatment of Central Government employees under CS(MA)Rules, 1944.
4. G.I.,Dept. of Per. & Trg., O.M.No.1/34/2013-IR, dated 29-6-2015 regarding Implementation of suo motu disclosure under Section 4 of RTI Act,2005.
5. G.I., Dept. of Per. & Trg.,O.M.No.F.No.15012/1/2003-Estt.(D), dated 29-6-2015 regarding grant of age concession to the Persons with disabilities suffering from(a)blindness or low vision, (b)hearing impairment and(c) locomotor disability or cerebral palsy for direct recruitment to civil posts/services under the Central Government.
6. G.I., Dept. of Per. & Trg., O.M.No.11013/9/2014-Estt.A-III, dated 22-6-2015 regarding observance of punctuality in Government Offices.

Copies of the aforesaid orders may now be got downloaded from the KVS Website for office record.

(S.Muthusivaran)  
Asstt.Commissioner(Fin.)  
Tel. 011-26523070

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1. The Deputy Commissioner, KVS, All ROs.
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4. Principal, KV, Kathmandu, Moscow/Tehran.
5. The General Secretary, All Recognized Associations.
6. The Director, ZIET Gwalior, Mumbai, Mysore, Chandigarh & Bhubaneswar.
7. The Deputy Commissioner, (EDP), KVS (HQ.) with the request to upload the above circulars on the KVS Web site.
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9. Guard file.

No.2/5/2014-E.II(B)  
Government of India  
Ministry of Finance  
Department of Expenditure  
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New Delhi, 21<sup>st</sup> July, 2015.

**OFFICE MEMORANDUM**

**Subject:- Re-classification/Upgradation of Cities/Towns on the basis of Census-2011 for the purpose of grant of House Rent Allowance (HRA) to Central Government employees.**  
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Reference is invited to this Department's O.M. No. 2(13)/2008-E.II(B) dated 29.08.2008 relating to grant of House Rent Allowance (HRA) to Central Government employees on the recommendations of the 6<sup>th</sup> Central Pay Commission (CPC) whereby a list of cities/towns classified as "X", "Y" and "Z" for the purpose of grant of HRA was enclosed as Annexure. The matter relating to re-classification of cities/towns on the basis of Census-2011 for the purpose of grant of HRA to Central Government employees has been considered by the Government.

2. The President is pleased to decide that in supersession of all the existing orders relating to classification of cities/towns for the purpose of grant of HRA to Central Government employees, cities/towns shall now be re-classified as "X", "Y" and "Z" for the purpose of HRA as enumerated in the Annexure to these orders.

3. Consequent upon implementation of the recommendations of the 5<sup>th</sup> Central Pay Commission, certain cities/towns were placed in a lower classification as compared to their existing classification for HRA purpose, vide this Department's O.M. No. 2(30)/97-E.II(B) dated 03.10.97. However, these cities/towns were allowed to retain their existing higher classification, vide Para 3 thereof, and further extended vide O.M. No. 2(21)/E.II(B)/2004 dated 16.03.2005 & O.M. No. 2(13)/2008-E.II(B) dated 07.01.2009. As other cities/towns to which protection of retaining earlier higher classification was allowed, got upgraded during the intervening period and as on date only two cities i.e. Ajmer in Rajasthan and Durgapur in West Bengal were retaining such protection. Consequent upon upgradation of these two cities also on the basis of their population as per Census-2011, provisions contained in Para 3 of this Department's O.M. No. 2(30)/97-E.II(B) dated 03.10.97 which were allowed to further continue vide O.M. dated 16.03.2005 & 07.01.2009, stand withdrawn/discontinued.

4. Special orders allowing continuance of HRA at Delhi ("X" class city) rates to Central Government employees posted at Faridabad, Ghaziabad, NOIDA and Gurgaon, at Jalandhar ("Y" class city) rates to Jalandhar Cantt., at "Y" class city rates to Shillong, Goa & Port Blair vide this Department's O.M. No.2(13)/2008-E.II(B) dated 29.08.2008, and continuance of HRA at par with Chandigarh ("Y" class city) to Panchkula vide this Department's O.M. No.2(13)/2008-E.II(B) dated 04.03.2011, shall continue to be applicable till the recommendations of 7<sup>th</sup> CFC are considered by the Government.

5. These orders shall take effect from 1<sup>st</sup> April, 2015.

6. The orders will apply to all civilian employees of the Central Government. The orders will also be applicable to the civilian employees paid from the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and the Ministry of Railways, respectively.

7. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

**ANNEXURE**

to O.M. No.2/5/2014-E.II(B) dated 21.07.2016.

**LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES**

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	ANDAMAN & NICOBAR ISLANDS	---	---
2.	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corpn.), Guntur (UA), Nellore (UA)
3.	ARUNACHAL PRADESH	---	---
4.	ASSAM	---	Guwahati (UA)
5.	BIHAR	---	Patna (UA)
6.	CHANDIGARH	---	Chandigarh (UA)
7.	CHHATTISGARH	---	Durg-Bhilai Nagar (UA), Raipur (UA)
8.	DADRA & NAGAR HAVELI	---	---
9.	DAMAN & DIU	---	---
10.	DELHI	Delhi (UA) †	---
11.	GOA	---	---
12.	GUJARAT	Ahmadabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
13.	HARYANA	---	Faridabad*(M.Corpn.), Gurgaon*(UA) †
14.	HIMACHAL PRADESH	---	---
15.	JAMMU & KASHMIR	---	Srinagar (UA), Jammu (UA)
16.	JHARKHAND	---	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
17.	KARNATAKA	Bengaluru/Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M.Corpn.), Mangalore (UA), Mysore (UA), Gulbarga (UA)
18.	KERALA	---	Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
19.	LAKSHADWEEP	---	---
20.	MADHYA PRADESH	---	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M. Corpn.)

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
21.	MAHARASHTRA	Greater Mumbai (UA), Pune (UA)	Amravati (M. Corpn.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M. Corpn.), Kolhapur (UA), Vasai-Virar City (M. Corpn.), Malegaon (UA), Nanded-Waghala (M. Corpn.), Sangli (UA)
22.	MANIPUR	---	---
23.	MEGHALAYA	---	---
24.	MIZORAM	---	---
25.	NAGALAND	---	---
26.	ODISHA	---	Cuttack (UA), Bhubaneswar (UA), Raurkela (UA)
27.	PUDUCHERRY (PONDICHERRY)	---	Puducherry/Pondicherry (UA)
28.	PUNJAB	---	Amritsar (UA), Jalandhar (UA), Ludhiana (M. Corpn.)
29.	RAJASTHAN	---	Bikaner (M. Corpn.), Jaipur (M. Corpn.), Jodhpur (UA), Kota (M. Corpn.), Ajmer (UA)
30.	SIKKIM	---	---
31.	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32.	TRIPURA	---	---
33.	UTTAR PRADESH	---	Moradabad (M. Corpn.), Meerut (UA), Ghaziabad* (UA), Aligarh (UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M. Corpn.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
34.	UTTARAKHAND	---	Dehradun (UA)
35.	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

\* Only for the purpose of extending HRA on the basis of dependency.

**NOTE**

The remaining cities/towns in various States/UTs which are not covered by classification as "X" or "Y", are classified as "Z" for the purpose of HRA.

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**Empanelment of private hospitals(including Dental Clinics and Eye Centres) and diagnostic centres under CGHS,Delhi and NCR**

In continuation of this Directorate's Office Memorandum of even number, dated 1-10-2014 on the above mentioned subject, it is to convey that in addition to the list of the hospitals (including Dental Clinics and Eye Centres) and diagnostic laboratories already empanelled, the hospitals (including Dental Clinics and Eye Centres) and Diagnostic Laboratories as per the list attached have also been empanelled under CGHS in Delhi and NCR with effect from 24-6-2015. The newly empanelled hospitals (including Dental Clinics and Eye Centres) and Diagnostic Laboratories may be treated as included in the existing list of empanelled health care organizations under CGHS on same terms and conditions as have been indicated in the Office Memorandum, dated 1-10-2014

**LIST OF HOSPITALS, DIAGNOSTIC LABORATORIES, EXCLUSIVE EYE AND DENTAL CENTRES UNDER CGHS, DELHI AND NCR EMPANELLED THROUGH CONTINUOUS EMPANELMENT SCHEME WITH EFFECT FROM 24-6-2015**

**HOSPITALS — DELHI**

Sl No.	Name of the Hospitals	Address and Tel. No.	NABH Accredited / Non-NABH	Facilities Empanelled for
1.	NKS Hospital Empanelled with effect from 24-6-2015	219-220, Gulabi Bagh, Delhi - 110 007. Tel. No. 011-23666666.	Non-NABH	General Medicine, General Surgery, Gynaecology and Obst., Orthopaedic, Eye, ENT, Endoscopic / Laparoscopic Surgery, Gastroenterology, Neurology, Urology, nephrology including Dialysis, Dental and Diagnostics.

**EXCLUSIVE DENTAL CLINICS — DELHI**

Sl. No.	Name of the Exclusive Dental Centres	Address and Tel. No.	NABH Accredited / Non-NABH	Empanelled for
1.	T-32 Dental Clinic Empanelled with effect from 24-6-2015	I-C, Vivekanand Market, Sector-1, R.K. Puram, Hyatt-Munirka Road, New Delhi - 110 022. Tel. No. 011-26173914	Non-NABH	All Available Dental Care Facilities
	White Field Dental Clinic Empanelled with effect from 24-6-2015	I-E/4, Jhandewalan Extension, Near Jhandewalan Metro Station, New Delhi - 110 055. Tel. No. 9650622253.	Non-NABH	All Available Dental Care Facilities

**DIAGNOSTIC CENTRES — DELHI**

Sl. No.	Name of the Exclusive Eye Centres	Address and Tel. No.	NABH / NABL / Non-NABH / Non-NABL	Empanelled for
1.	Clinical Laboratory, Empanelled with effect from 24-6-2015	E 13/9, Vasant Vihar, New Delhi.	NABL / Non-NABH	Laboratory facilities

**EXCLUSIVE EYE CENTRES — GHAZIABAD**

Sl. No.	Name of the Exclusive Eye Centres	Address and Tel. No.	NABH Accredited / Non-NABH	Empanelled as
2.	OM Eye and Optic Centre Empanelled with effect from 24-6-15	5/622, Sector-5, Vaishali, Ghaziabad-201010	Non-NABH	Exclusive Eye Care

*G.L. M.H. O.M. No. S. 14021/14/2013 MS, dated 10/11/13*  
**Recognition of Peoples Heritage Hospital Pvt. Ltd., Agra  
for treatment of Central Government employees under  
CS (MA) Rules, 1944**

The undersigned is directed to say that the proposal for recognition of Peoples Heritage Hospital Pvt. Ltd., Agra for treatment of Central Government Employees and their family members under CS (MA) Rules, 1944 has been examined in this Ministry and to that effect it has been decided to recognize Peoples Heritage Hospital Pvt. Ltd., Agra under Central Services (Medical Attendance) Rules, 1944.

2. The Schedule of charges for the treatment of Central Government Employees and the members of their family under the CS (MA) Rules, 1944, will be the rates fixed for CGHS non-NABH, Meerut rates. The approved rates are available on the website of CGHS (<http://msotransparent.nic.in/cghsnew/index.asp>) and may be downloaded / printed.

3. The undersigned is further directed to clarify as under:

(a) "Package Rate" shall mean and include lumpsum cost of inpatient treatment / day care / diagnostic procedure for which a CS (MA) beneficiary has been permitted by the Competent Authority or for treatment under emergency from the time of admission to the time of discharge, including (but not limited to)— (i) Registration charges, (ii) Admission charges, (iii) Accommodation charges including patient's diet, (iv) Operation charges, (v) Injection charges, (vi) Dressing charges, (vii) Doctor / consultant visit charges, (viii) ICU / ICCU charges, (ix) Monitoring charges, (x) Transfusion charges, (xi) Anaesthesia charges, (xii) Operation theatre charges, (xiii) Procedural charges / Surgeon's fee, (xiv) Cost of surgical disposables and all sundries used during hospitalization, (xv) Cost of medicines, (xvi) Related routine and essential investigations, (xvii) Physiotherapy charges, etc. (xviii) Nursing care and charges for its services.

(b) Cost of Implants is reimbursable in addition to package rates as per CGHS ceiling rates for implants.

(c) Treatment charges for new born baby are separately reimbursable in addition to delivery charges for mother.

(d) Peoples Heritage Hospital Pvt. Ltd., Agra, shall not charge more than the package rates fixed for CGHS non-NABH Meerut.

(e) Expenses on toiletries, cosmetics, telephone bills etc. are not reimbursable and are not included in package rates.

4. Package rates envisage duration of indoor treatment as follows:--

Up to 12 days	: for Specialized (Super Specialities) treatment
Up to 7 days	: for other Major Surgeries
Up to 3 days	: for Laparoscopic surgeries / normal Deliveries
1 day	: for day care / Minor (OPD) surgeries.

No additional charge on account of extended period of stay shall be allowed if that extension is due to infection on the consequences of surgical procedure or due to any improper procedure and is not justified.

In case, there are no CGHS prescribed rates for any test / procedure, then AIIMS rates are applicable. If there are no AIIMS rates, then reimbursement is to be arrived at by calculating admissible amount item-wise (e.g. room rent, investigations, cost of medicines, procedure charges, etc.) as per approved rates / actually, in case of investigations.

CGHS (MA) beneficiaries are entitled to facilities of private, semi-private or general ward depending on their basic pay. The entitlement is as follows:

Pay drawn in pay band	Ward Entitled
Up to ₹ 13,950	General Ward
₹ 13,960 to 19,530	Semi-Private Ward
₹ 19,540 and above	Private Ward

The package rates prescribed by CGHS are as follows:

5. The package rates prescribed are for semi-private ward. If the beneficiary is entitled for general ward, there will be a decrease of 40% in the rates; for private ward entitlement there will be an increase of 15%. However, the rates shall be same for investigation irrespective of entitlement, whether the patient is admitted or not and the test, per se, does not require admission.

6. The hospital shall charge from the beneficiary as per the CGHS prescribed rates or its own rate list whichever is lower. The hospital shall charge CGHS Non-NABH Meerut rates.

7. (a) The maximum room rent admissible for different categories would be:—

General ward	₹ 1,000 per day
Semi-private ward	₹ 2,000 per day
Private ward	₹ 3,000 per day
Day care (6 to 8 Hrs.)	₹ 500 (same for all categories)

(b) Room rent mentioned above at (a) above is applicable only for treatment procedures for which there is no CGHS prescribed package rate.

Room rent will include charges for occupation of bed, diet for the patient, charges for water and electricity supply, linen charges, nursing charges and routine upkeeping.

(c) During the treatment in ICCU/ICU, no separate room rent will be admissible.

(d) Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have furnishings like wardrobe, dressing table, bed-side table, sofa set, etc. as well as a bed for attendant. The room has to be air-conditioned.

(e) Semi-private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.

(f) General ward is defined as hall that accommodates four to ten patients.

(g) Normally, the treatment in higher category of accommodation than the entitled category is not permissible. However, in case of an emergency when the entitled category accommodation is not available, admission in the immediate higher category may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the ward as per entitlement of beneficiary, then the hospital can only bill as per entitlement of the beneficiary even though the treatment was given in higher type of ward.

If, on the request of the beneficiary, treatment is provided in a higher category of ward, then the expenditure over and above entitlement will have to be borne by the beneficiary.

8. In case of non-emergencies, the beneficiary shall have the option of availing specific treatment / investigation from any of the empanelled hospitals of his/her choice (provided the hospital is recognized for that treatment procedure / test), after the specific treatment / investigation has been advised by Authorized Medical Attendant and on production of valid ID card and permission letter from his/her concerned Ministry / Department.

9. The hospital shall honour permission letter issued by Competent Authority and provide treatment / investigation facilities as specified in the permission letter.

10. The hospital shall also provide treatment / investigation facilities to the CGHS beneficiaries and their eligible dependent family members at its own rates or rates approved under CS (MA) Rules, whichever is lower. The hospital shall provide treatment to pensioner CGHS beneficiaries after authentication through verification of valid CGHS Cards.

11. However, pensioner CGHS beneficiaries would make payment for the medical treatment at approved rates as mentioned above and submit the medical reimbursement claim to the Additional Director, CGHS through the CMO incharge of the CGHS Wellness Centre, where the CGHS card of the beneficiary is registered.

12. In case of emergencies, the beneficiary shall have the option of availing specific treatment / investigation from any of the empanelled hospitals of his/her choice (provided the hospital is recognized for that treatment procedure / test), on production of valid ID card, issued by Competent Authority.

13. During the in-patient treatment of the CS (MA) beneficiary, the hospital will not ask the beneficiary or his attendant to purchase separately the medicines / sundries / equipment or accessories from outside and will provide the treatment within the package rate, fixed by the CGHS which includes the cost of all the items.

14. In case of treatment taken in emergency in any non-recognized private hospitals, reimbursement shall be considered by Competent Authority at CGHS prescribed Package / rates only.

15. If one or more minor procedures form part of a major treatment procedure, then package charges would be permissible for major procedure and only 50% of charges for minor procedure.

16. Further, the Peoples Heritage Hospital Pvt. Ltd., Agra, shall undertake the pre-investigations / diagnostic tests / consultations examinations as a service provider for conducting the Annual Medical Examination of the Civil Services Group 'A' Officers of above 40 years of age as per the prescribed protocol for Annual Medical Examination, as per Annexure (not printed).

17. The hospital will not charge the Central Government Employees for Annual Medical Examination more than ₹ 2,000 for conducting the prescribed medical examinations of the male officers and ₹ 2,200 for female officers, who come to the hospital with the requisite permission letter from their Department / Ministry concerned. The above rates for Annual Medical Examination are valid until such time when the above rates are revised by the Central Government.

18. Any legal liability arising out of such services shall be the sole responsibility and shall be dealt with by the concerned empanelled hospital. Services will be provided by the hospital as per the terms given above.

19. Ministry of Health and Family Welfare reserves the right to withdraw / cancel the above recognition without assigning any reason.

20. The order takes effect from the date of issue of the O.M.

21. The authorities of Peoples Heritage Hospital Pvt. Ltd., Agra, will have to enter into an agreement with the Government of India to the effect that the hospital will charge from the Central Government employees at the rates fixed by the Government and they will have to sign a Memorandum of Understanding (MoU) within a period of 3 months from the date of issue of the above-mentioned OM failing which the hospital will be derecognized (Two original copies of MoU duly signed by the hospital to be sent for acceptance). Subject to above, the hospital can start treating Central Government employees covered under CS (MA) Rules, 1944.

22. A communication in acceptance of the Para. 21 above may be sent to the undersigned within a week from the receipt of this Office Memorandum.



No.1/34/2013-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-1  
Dated: 29<sup>th</sup> June 2015

Office Memorandum

Subject: Implementation of Suo Motu Disclosure under Section 4 of RTI Act, 2005

Attention is invited to detailed guidelines on implementation of suo motu disclosure under Section 4 of RTI Act, 2005 issued vide this department's O.M. No. 1/34/2013-IR dated 15.4.2013. Subsequently, a Committee of experts consisting of Mr. S. K. Dwivedi, Chief Information Commissioner(Retd) and Dr. M.M.Ansari, Information Commissioner(Retd) (of Central Information Commission) was constituted to study and, inter alia, measures to further strengthen implementation of Section 4 of RTI Act, 2005. The Committee has, inter alia, made the following recommendations which have been duly accepted by the competent authority:-

- 1) All the details of the public authority may be uploaded on its website. Access to information should be made user-friendly for which appropriate information technology infrastructure should be suitably designed, developed and operationalised.
- 2) All the training modules for professional upgradation of employees should incorporate matter relating to the virtues of transparency and open government and RTI law.
- 3) In order to minimise the burden of servicing RTI applications, the public authorities with high public dealings should place an effective system to redress the grievances of affected persons. At the sub-organisational levels, there should be cooperation and coordination between the Central Public Information Officers and the officers responsible for addressing public grievances.
- 4) In order to reduce the number of RTI applications relating to service matters, the information relating to recruitment, promotion and transfers should be brought into public domain promptly.
- 5) The retention and maintenance of records/documents for specified period should be clearly spell by each public authority in respect of its documents.

**F.No15012/1/2003-Estt.(D)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

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**North Block, New Delhi,**  
**dated the 29<sup>th</sup> June, 2015**

**OFFICE MEMORANDUM**

**Subject: Grant of age concession to the Persons with Disabilities suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy for direct recruitment to civil posts/services under the Central Government.**

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The undersigned is directed to say that the following age concessions have been provided to physically handicapped persons for recruitment under the Central Government:

- (i) Provision of ten years concession in upper age limit for Group C and D posts filled through employment exchanges issued vide O.M.No.15012/6/77-Estt.(D) dated 28.1.1978;
- (ii) Provision of five years' concession in upper age limit (10 years for SC/ST, 8 years for OBC) for recruitment to Group 'A' and 'B' posts otherwise than through Open Competitive Examination issued vide O.M.No.15012/5/92-Estt.(D) dated 27.7.1995; and
- (iii) Provision of ten years concession in upper age limit (15 years for SC/ST, 13 years for OBC) for recruitment to Group A,B,C and D Civil Posts/Services filled through Open Competitive Examination issued vide O.M.No.43019/28/86-Estt.(D) dated 1.2.1999.

2. The question of prescribing uniform age-concession for direct recruitment to all Civil Posts/Services under the Central Government has since been examined and in supersession of the OMs referred to at (i), (ii) and (iii) above, the following has been decided:

- (i) Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
- (ii) The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability. This provision will not apply to the Civil Services Examination, in respect of which the List of Services Identified suitable for Physically Disabled Category along with the Physical Requirements and Functional Classifications is notified separately.
- (iii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

- (iv) The definitions of above categories of disabilities, for the purpose of age relaxation, will be same as given in this Department's O.M. No. 36035/3/2004-Estt(Reservation) dated 29<sup>th</sup> December 2005.
- (v) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her. This provision will not apply to the Civil Services Examination, which is governed by the Civil Services Examination Rules, published annually.
- (vi) Provisions of this O.M. will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

3. The Ministries/Departments are advised to ensure invariably that while sending the requisition to the UPSC/SSC and other recruitment agencies for direct recruitment posts by selection, they should clearly mention in the requisition the category of person(s) with disabilities suitable for the post(s) in question. No change or modification in identified post(s) for physically disabled persons with respect to an Examination, intimated after the Notification of that Examination, shall be acceptable.

4. These instructions come into effect from the date of their issue.

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No. 11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment A-III Desk

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North Block, New Delhi - 110001  
Dated June 22<sup>nd</sup>, 2015

**OFFICE MEMORANDUM**

**Subject: Observance of punctuality in Government Offices.**

Instructions have been issued from time to time with regard to the need to observe punctuality by Government servants. Responsibility for ensuring punctuality in respect of their employees rests within Ministries/ Departments/ Offices.

2. The decision to introduce AADHAR enabled Bio-metric Attendance System (AEBAS) in Central Government offices, including attached/ sub-ordinate offices, to replace the manual system of marking of attendance to ensure punctuality is to be implemented in all Ministries/ Departments. This Department vide O.M. of even no. dated 21.11.2014 and 28.01.2015, while recognizing that the Biometric Attendance System is only an enabling platform had, inter-alia, stated that there was no change in the instructions relating to office hours, late attendance etc.

3. In this connection attention is invited to Rule 3(1)(ii) of CCS (Conduct) Rules, 1964 which stipulates that every Government servant shall at all times maintain devotion to duty. Habitual late attendance is viewed as conduct unbecoming of a Government servant and disciplinary action may be taken against such a Government servant. It is also added that punctuality in attendance is to be observed by Government servants at all levels.

4. It is also requested that the necessary directions may be issued to all employees to mark their attendance in BAS portal on regular basis.