



केंद्रीय विद्यालय संगठन/ Kendriya Vidyalaya Sangathan
18, संस्थानिक क्षेत्र/ 18, Institutional Area
शहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg
नई दिल्ली-16/ New Delhi - 16
011-26858570

फ.स.110239/51/2018/बजट /केवीएस(मुख्या.)

दिनांक:30.05.18

भारत सरकार द्वारा जारी निम्न वर्णित कार्यालय ज्ञापन / आदेश, सूचना एवं आवश्यक कार्यवाही हेतु केन्द्रीय विद्यालय संगठन की वेबसाइट पर अपलोड किये जा रहे हैं।

1. G.I., M.F., O.M. No. F. No. 24 (3)/E.Co-ord./2018, dated 26-3-2018 regarding Provision of telephone facilities and reimbursements to officers of Government of India.
2. G.I., M.F., O.M. No. F.No. 6/1/2018-PPD, dated 19-1-2018 regarding Procurement through Government e-Marketplace (GeM).
3. G.I., M.F., Notfn. No. 17/2018/F.No. 370142/02/2018-TPL, dated 6-4-2018 regarding Income Tax (Third Amendment) Rules, 2018.
4. G.I., Dept. of Per. & Trg., O.M. No. 13018/6/2013-Estt. (L), dated 3-4-2018 regarding Child Care Leave (CCL)- Clarification.
5. G.I., M.H. & F.W., O.M. No. C. 14012/02/2018/CGHS-III/DIR, dated 6-4-2018 regarding Clarification regarding demarcation of CGHS covered areas under CGHS Wellness Centre.
6. G.I., M.H. & F.W., CGHS Office Order No. S. 11011/03/2018-CGHS (HEC), dated 11-4-2018 regarding Empanelment of private hospitals (including dental clinics and eye centres) and diagnostic centres under CGHS Delhi and NCR.
7. G.I., M.F., O.M. No. 1/3/2008-E.II(B), dated 28-3-2018 regarding Rate of Dearness Allowance applicable with effect from 1-1-2018 to employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised pay scales as per Fifth Central Pay Commission.
8. G.I., M.F., O.M. No. 1/3/2008-E. II(B), dated 28-3-2018 regarding Rate of Dearness Allowance applicable with effect from 1-1-2018 to employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised pay scale/ Grade Pay as per Sixth Central Pay Commission.
9. G.I., Dept. of Pen. & P.W., O.M. No. F.No. 4/13/2018-P & PW (D), dated 6-4-2018 regarding Furnishing three copies of joint photographs (or separate photographs) with wife or husband by the Pensioner to Head of Office while filling up/ uploading the pension forms.

1.6.18

10.G.I., Dept. of Per. & Trg., O.M. No. F.No. 31011/15/2017-Estt.A-IV, dated 27-3-2018 regarding LTC Railway employees (and Government servants whose spouses are railway servants).

11.G.I., Dept. of Per. & Trg., O.M. No. F.No. 11012/7/2017-Estt. A-III, dated 28-3-2018 regarding Grant of vigilance clearance for obtaining Passport.



(संजय कुमार)
सहायक आयुक्त(वित्त)

प्रतिलिपि :

1. उपायुक्त, के. वी. एस. , सभी क्षेत्रीय कार्यालय।
2. वित्त अधिकारी , के. वी. एस. , सभी क्षेत्रीय कार्यालय।
3. सभी अधिकारी / अनुभाग , के. वी. एस. (मु.)।
4. प्राचार्य , के. वी. काठमांडू , मास्को एवं तेहरान ।
5. महासचिव , सभी मान्य संघ-।
6. निदेशक , जीट ग्वालियर , मुंबई , मैसूर , चंडीगढ़ एवं भूबनेश्वर।
7. उपायुक्त, ई डी पी , के वी एस (मु.) को इस निवेदन के साथ की पत्र को के वी एस (मु.) की वेबसाइट के शीर्ष "सूचना पट(Announcements) " के अंतर्गत अपलोड करें ।
8. आर टी आई , के वी एस (मु.)।

F.No. 24(3)/E.Coord/2018
 Ministry of Finance
 Department of Expenditure

New Delhi, the 26th March 2018

OFFICE MEMORANDUM

Subject : - Provision of telephone facilities and reimbursements to officers of Government of India.

The Department of Expenditure has from time to time issued instructions on provision of telephone facilities, monetary ceilings on reimbursement to the officers of the Government of India. Given the increasing dependence on telecommunication technology including mobile telephones for carrying out official work, the existing instructions have been comprehensively reviewed, revised and the following instructions are hereby circulated for compliance by all Ministry/Departments, in supersession of all earlier instructions issued by this Department on the subject.

1. Official Telephones

- 1.1 All officers of the level of Deputy Secretary equivalent and above are entitled for office telephone with STD facility. For officers of the level below Deputy Secretary, Ministry/Departments may decide in consultation with the Financial Advisers on providing STD facility depending on their functional requirements.
- 1.2 ISD facility is allowed on official telephones in respect of Administrative Secretaries only.
- 1.3 All other cases for providing ISD facility on official telephone for officers of the level below Secretary to the Government of India may be decided by the Administrative Secretary in consultation with the concerned Financial Adviser.
- 1.4 Administrative Secretary/ Head of Departments may in consultation with the concerned Financial Adviser provide officers below the level of Deputy Secretary official telephones with STD facility on functional basis. This facility should not be given in a routine manner but extreme caution and austerity should be exercised.
- 1.5 Financial Advisers shall submit a half-yearly report to D/o Expenditure on the number of ISD facility concurred/approved during a financial year.

2. Residential telephones

- 2.1 All officers of the level of Deputy Secretary equivalent and above are entitled for one official residential landline telephone with STD facility.
- 2.2 Residential telephone can be allowed to officials below the rank of Deputy Secretary equivalent on functional basis subject to the condition that this facility shall be restricted to 25% of the sanctioned strength of Group 'A' officers in a Ministry/Department. This limit will equally apply to Attached and Subordinate offices.

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2.3 ISD facility shall not be allowed on residential telephones.

2.4 Personal staff of Ministers [Private Secretary, Additional Private Secretary and 1st PA of Ministry] and Administrative Secretary [Principal Staff Officer (PSO)/ Senior Principal Private Secretary/ Principal Private Secretary/Private Secretary], Section Officer (Parliament) and Assistant Section Officer (Parliament) are entitled to the facility of one residential landline telephone.

3. Mobile Phone Handsets

3.1 Officers of the level of Secretary and equivalent will be entitled to reimbursement for one mobile handset costing not more than Rs.25,000/- (Rupees Twenty Five thousand only) once during the whole tenure. Global roaming facility shall not be allowed on the mobile connection.

4. Reimbursement of telephone call charges

4.1 Reimbursement of telephone call charges of residential telephone/ mobile phone/broadband/mobile data/data card shall be as per entitlement given below:

| Sl. No. | Level/Designation | Limit on reimbursement |
|---------|---|--|
| 1. | Secretary to the Government of India and equivalent level | Rs. 4200/- per month + taxes as applicable |
| 2. | Additional Secretary to the Government of India and equivalent level | Rs. 3000/- per month + taxes as applicable |
| 3. | Joint Secretary to the Government of India and equivalent level | Rs. 2700/- per month + taxes as applicable |
| 4. | Director/Deputy Secretary to the Government of India and equivalent level | Rs. 2250/- per month + taxes as applicable |
| 5. | Below the rank of Deputy Secretary and equivalent to the Government of India (restricted to 50% of the sanctioned strength of Group 'A' officers in a Ministry/ Department/Attached/Subordinate office) | Rs. 1200/- per month + taxes as applicable |

4.2 No SIM/data-card will be provided by office.

4.3 There will be no separate ceiling for the landline/ mobile/broadband/mobile data/data card. The amount reimbursable will cover landline and / or mobile /broadband/mobile data/data card connection and shall be limited to the ceiling prescribed or as per actuals whichever is lower. Call charges over and above the ceiling prescribed along with taxes thereon shall be paid by the officers.

4.4 The amount shall be reimbursed on submission of bills/receipt by the concerned officer. Officers are at liberty to choose the service provider and the tariff package for residential landline/mobile phones.

4.5 In case where husband and wife are sharing the same residential landline telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential landline telephone. The claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.

4.6 Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered.

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- 4.7 The entitlement of an officer drawing pay in a scale intervening between that of Director and Joint Secretary would be at par with that of Deputy Secretary/Director.
- 4.8 Excess expenditure upto 30% of the ceiling amount (applicable to the officer) can be reimbursed to officers of Joint Secretary equivalent and above and also to Private Secretary/ Officers on Special Duty to the Ministers subject to their submitting a certificate, duly justifying that excess expenditure incurred was for official purpose and unavoidable. This reimbursement would require the concurrence of the Financial Adviser concerned and sanction of the Administrative Secretary/ Secretary Equivalent of the Department/ Organization. In so far as Secretary/ Secretary equivalent officer are concerned, they shall be competent to exercise the aforesaid powers in their own cases. The power to sanction this expenditure shall not be delegated.
- 4.9 Telephone reimbursement will not be admissible in cases of Leave (of any nature) and trainings which are for more than one calendar month (s).

5. **Mobile Facility during official visits abroad**

- 5.1 Officials and delegations visiting abroad for the purpose of short official visits/meeting/conferences/workshops may be provided SIM card by our Mission / Embassy. In case SIM card is not provided by our Mission / Embassy, there will be a monetary ceiling of Rs.2000/- per day for officer above the level of Additional Secretary and equivalent and Rs.1000/- per day for other officers towards reimbursement of call charges.
- 5.2 No mobile phone facility shall be provided during training period whatsoever including training abroad.
6. These orders shall be effective from the date of issue of this Office Memorandum.

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No.F.6/1/2018-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

Room No.516, Lok Nayak Bhawan,
New Delhi dated the 19th January, 2018.

OFFICE MEMORANDUM

Subject - Procurement through Government e-Marketplace (GeM) – Reg

The undersigned is directed to refer to Ministry of Science and Technology (MST) OM No MST/PRAO/Estt/22-38/2017-18/1952 dated 12.01.2018 forwarding the Minutes of the Standing Committee of MST on GeM, wherein it was pointed out that there is divergence between Rule 149 and Rule 154 & 155 of General Financial Rules (GFRs). In this regard, it is clarified that Rule 149 of GFR provides for the mandatory procurement of common use Goods and Services by Ministries or Departments for Goods or Services available on GeM. Hence only in case of goods and services (of required specification or within required delivery period etc.) are not available on GeM, the procuring entity can resort to Rules 154 and 155 of GFRs i.e. procurement without quotation or procurement on the recommendations of a duly constituted Local Purchase Committee.

2. This issues with the approval of JS(PF C-II).

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MINISTRY OF FINANCE
(Department of Revenue)
(CENTRAL BOARD OF DIRECT TAXES)

NOTIFICATION

New Delhi, the 6th April, 2018

(Income-tax)

S.O. 1517(E).—In exercise of the powers conferred by section 295, read with sub-clause (ii) of clause (14) of section 10 of the Income-tax Act, 1961 (43 of 1961), the Central Board of Direct Taxes hereby makes the following rules further to amend the Income-tax Rules, 1962, namely:-

- (1) Short title, Commencement and application. – These rules may be called the Income-tax (Third Amendment) Rules, 2018.
- (2) They shall come into force on the 1st day of April, 2019 and shall apply to the assessment year 2019-2020 and subsequent assessment years.
2. In the Income-tax Rules, 1962, in rule 2BB, in sub-rule (2), in the Table, against serial number 10, the entries under columns (2) to (4) shall be omitted;

[Notification No. 17/2018/F. No.370142/02/2018-TPL]

PRAVIN RAWAL, Dir. (TPL-II)

Note : The principal rules were published in the Gazette of India *vide* notification No. S.O. 969(E), dated the 26th March, 1962, and was last amended by *vide* notification number G.S.R. 332(E) dated 03/04/2018.

No. 13018/6/2013-Estt(L)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi 110 067
Dated: 3rd April, 2018

OFFICE MEMORANDUM

Subject: Child Care Leave (CCL) – Clarification Reg.

The undersigned is directed to refer to DoPI's O.M. No. 21011/08/2013- Estt.(AL), dated 25.03.2013 and to say that references have been received with regard to leaving Head Quarters/Station while on CCL and availing LTC during CCL.

2. In this regard, it is has now been decided that:
- (i) An employee on CCL may be permitted to leave headquarters with the prior approval of appropriate competent authority.
 - (ii) LTC may be availed while an employee is on CCL.
 - (iii) An employee on CCL may proceed on foreign travel provided clearances from appropriate competent authorities are taken in advance.
3. Hindi version will follow.



Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
Directorate General of CGHS
Nirman Bhawan, Maulana Azad Road
New Delhi 110 011

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No. C 14012/02/2018/CGHS-III/DIR

Dated: the 6th April , 2018

OFFICE MEMORANDUM

Subject:- Clarification regarding demarcation of CGHS covered areas under CGHS Wellness Centre

With reference to the above subject the undersigned is directed to state that in some of the CGHS Cities the areas covered under CGHS were not specified resulting in inconvenience to the beneficiaries. The matter has been reviewed and it is now decided that hereinafter the coverage of CGHS shall be limited to the areas within 5 km (approx.) radius of the CGHS Wellness Centres , in all CGHS covered Cities , where such demarcations were not specified. The Additional Director, CGHS concerned City shall notify such areas covered under CGHS Wellness Centres.

The serving Central government employees residing outside the CGHS covered areas shall be covered under CS(MA) Rules. However, in all CGHS covered cities the serving Central government employees residing within the Municipal limits of the city, shall be given a onetime choice to opt for CGHS (instead of CS(MA) Rules) from the nearest CGHS Wellness Centre.

Nirman Bhawan, New Delhi.

Dated the 11 April, 2018

OFFICE ORDERSubject: Empanelment of private hospitals (including dental clinics and eye centres) and diagnostic centres under CGHS Delhi & NCR.

In continuation of this Directorate's Office Memorandum of even no. dated 26.12.2017 regarding empanelment under continuous empanelment scheme, the undersigned is to convey that in addition to the list of the hospitals (including dental clinics & eye centres) and diagnostic laboratories already empanelled, the hospitals (including dental clinics & eye centres) and diagnostic laboratories as per the list attached (22 HCOs) have also been empanelled under CGHS in Delhi & NCR with issuance of this order. The newly empanelled hospitals (including dental clinics & eye centres) and diagnostic laboratories may be treated as included in the existing list of empanelled health care organization under CGHS on same terms and conditions as have been indicated in the Office Memorandum dated 26.12.2017.

| Sr. No. | Name of the Hospitals | Address & Tel. No. | NABH/NABL QCI Recommended | Empanelled for. |
|---------|--|--|---------------------------|---|
| 1. | Delhi Heart Hospital | 176, Jagriti Enclave, Bhartendu Harish Chandra Marg, Near Karkardooma Metro Station, Delhi-110092. Tel. NO. 011-22157272, 43014288 | QCI Recommended | General Medicine, Respiratory Medicine, Non-interventional Cardiology |
| 2. | East Delhi Medical Centre, | 1/550, G.T. Road, Mansarovar Park, Shahdara, Delhi-110032. Tel. No. 011-22583204, 22596736 | QCI Recommended | General Medicine, Gynae & Obs., Orthopedics and joint replacements, General Surgery, Medical & Surgical Oncology, Neurology & Neuro Surgery, Nephrology, Gastroenterology, Eye and Diagnostics. |
| 3. | Rosewood Hospital (A unit of J&KD Healthcare Pvt. Ltd. | 5, JL Block, Roshan Garden, Najafgarh, New Delhi-110043. Tel. No. 011-25322537, | QCI Recommended | General Medicine, Gynae & Obs., Orthopedics and joint replacements, General Surgery, Neurology & Neuro Surgery, Gastroenterology, Dental, Eye, ENT and Diagnostics. |
| 4. | New Belaji Hospital | Plot -734, Haldauni More, Main Dadri Road, Greater Noida-201306. Tel. No. 8285124442. | QCI Recommended | General Medicine, Gynae & Obs., Orthopedics and joint replacements, General Surgery, ENT, Eye and Diagnostics. |
| 5. | Universal Centre of Health Sciences | Bypass Road, Molarband Extension, Badarpur, New Delhi-110044; Tel. No. 22596736 | QCI Recommended | Cardiology & Cardiothoracic Surgery, General Medicine, General Surgery, Orthopedic surgery including joint |

| | | | | |
|-----|---|--|--------------------|---|
| | Shyama Hospital (A unit of Altius Healthcare Pvt. Ltd.) | 1, Gulshan Park, Main Rohtak Road, Nangloi, Delhi. Tel. No. 8750060177 | QCI Recommended | General Medicine, General Surgery, Gynae & Obst., Orthopedic surgery including Joint replacement, Gastroenterology Neurology, Urology, Nephrology (including Dialysis), |
| 7. | Hope Imaging & Diagnostics | D-40, Shyam Park Extension, Jindal Market, Sahibabad, Ghaziabad-201005. Tel. No. 0120- 4215167. | NABL Accredited | Laboratory Investigation |
| 8. | Total Diagnostics Care | I-I Kailash Park, Opp. Metro Pillar No. 330, Kirti Nagar, New Delhi- 110015. Tel. No. 011-49074841, 43 | NABH Accredited | X-ray, OPG, USG, Colour Doppler, MRI, CT Scan, Mammography and Laboratory Investigation |
| 9. | Itek Vision Centre (A unit of Skiffle Healthcare Services Ltd.) | B-1A/22, Sector-51, Ground Floor, Noida-201301. Tel. No. 0120-4288757. | QCI Recommended | Exclusive Eye Care Centre |
| 10. | Vistech Eye Centre (A unit of Jasola Healthcare LLP) | Plot No. 2, Pocket-I, Jasola Vihar, New Delhi-110025. Tel. No. 011-41080233, | QCI Recommended | Exclusive Eye Care Centre |
| 11. | Dev Eye Centre (A unit of Skiffle Healthcare Services Ltd.) | R-10, Vakil Colony, Sector-12, Pratap Vihar, Ghaziabad- 201009. Tel. No. 0120-2740340. | QCI Recommended | Exclusive Eye Care Centre |
| 12. | Shyama Super Speciality Eye Hospital, | B-139 A, West Vinod Nagar, Narwana Road, I.P. Extension, opp. Press Apartment, Delhi-110092. 011- 45631535 | QCI Recommended | Exclusive Eye Care Centre |

| | | | | |
|-----|----------------------------------|--|-----------------|--------------------------------------|
| 13. | Sai Eye Care and Medical Centre | H-98/1, Sector-12, Pratap Vihar, Near BSNL Telephone Exchange, Ghaziabad-201009. Tel. No. 0120-6525264 | QCI Recommended | Exclusive Eye Care Centre |
| 14. | Delhi Eye Care | 4/17, Second Floor, Balraj Khanna Marg, East Patel Nagar, New Delhi. Tel. No. 011-45629416 | QCI Recommended | Exclusive Eye Care Centre |
| 15. | Dento Hub | GG-1/23B, Vikas Puri, New Delhi-110018. Tel. No. 011-45110704 | QCI Recommended | All Available Dental Care Facilities |
| 16. | Dr. Ashok Dentistree | 23-Panchkuian Road, Below R.K. Ashram Metro Station, Opp. Pilar No.12, Paharganj, New Delhi-110055. Tel. No. 011-23585474 | NABH Accredited | All Available Dental Care Facilities |
| 17. | The Healing Touch,...Dental Care | First Floor, Behind Mother Dairy, Chetak Complex, Pocket B & E, Market, Dilshad Garden, Delhi-110095. Tel. No. 8860529040. | NABH Accredited | All Available Dental Care Facilities |
| 18. | Jain Dental Centre | F-1/9, Mandir Marg, Near Happy English School, Krishna Nagar, Delhi-110051. Tel. No. 9810924515 | NABH Accredited | All Available Dental Care Facilities |

No. 1/3/2008-E.II(B)
Government of India
Ministry of Finance
Department of Expenditure

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New Delhi, dated the 28th March, 2018.

OFFICE MEMORANDUM

Subject: Rate of Dearness Allowance applicable w.e.f. 01.01.2018 to employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised pay scales as per 5th Central Pay Commission.

The undersigned is directed to refer to this Department's O.M. of even No. dated 26th September, 2017 regarding revision of the rate of Dearness Allowance w.e.f. 01.07.2017 in respect of employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised pay scales as per 5th Central Pay Commission.

2. The rate of DA admissible to above categories of employees of Central Government and Central Autonomous Bodies shall be enhanced from the existing 268% to 274% w.e.f. 01.01.2018.
3. The provisions contained in paras 3, 4 and 5 of this Ministry's O.M.No.1(13)/97-E.II(B) dated 3rd October, 1997 shall continue to be applicable while regulating Dearness Allowance under these orders.
4. The contents of this Office Memorandum may also be brought to the notice of all organisations under the administrative control of the Ministries/Departments which have adopted the Central Government scales of pay.

No. 1/3/2008-E.II(B)
Government of India
Ministry of Finance
Department of Expenditure

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New Delhi, dated the 28th March, 2018.

OFFICE MEMORANDUM

Subject: Rate of Dearness Allowance applicable w.e.f. 01.01.2018 to employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised pay scale/Grade Pay as per 6th Central Pay Commission

The undersigned is directed to refer to this Department's O.M. of even No. dated 28th September, 2017 regarding revision of the rate of Dearness Allowance w.e.f. 01.07.2017 in respect of employees of Central Government and Central Autonomous Bodies continuing to draw their pay in the pre-revised pay scale/Grade Pay as per 6th Central Pay Commission.

2. The rate of DA admissible to above categories of employees of Central Government and Central Autonomous Bodies shall be enhanced from the existing 139% to 142% w.e.f. 01.01.2018.
3. The provisions contained in paras 3, 4 and 5 of this Ministry's O.M.No.1(3)/2008-E.II(B) dated 29th August, 2008 shall continue to be applicable while regulating Dearness Allowance under these orders.
4. The contents of this Office Memorandum may also be brought to the notice of all organisations under the administrative control of the Ministries/Departments which have adopted the Central Government scales of pay.

OFFICE MEMORANDUM

Subject: Furnishing three copies of joint photographs (or separate photographs) with wife or husband by the Pensioner to Head of Office while filling up/uploading the pension forms-regd.

The undersigned is directed to say that as per CCS (Pension) Rules, 1972, the Central Government Civil Pensioner is required to submit:-(a) Three copies of joint photograph (or separate photographs) with wife or husband (duly attested by Head of Office) (b) Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable (duly attested by Head of Office) alongwith Form 5 of Central Civil Services (Pension) Rules, 1972 for affixing on Pension Payment Order. Further, after 1-1-2017, the Central Government Civil Pensioners are required to submit the pension forms through Bhavishya i.e. online pension sanction and payment tracking system.

2. The following guidelines should be strictly followed while filling up/uploading the pension forms in Bhavishya. Details of Dos and Don'ts concerning photographs are as under:

Dos and Don'ts concerning Photographs to be submitted with Pension Forms

| DOs | DON'Ts |
|--|---|
| <ul style="list-style-type: none"> Paste/upload joint photograph (or separate photographs) in colour in the box meant for affixing/uploading the photograph with following dimensions: Single photograph 4.5 cm height x 3.5 cm width Digital photograph (single) *Size Type 70 kb JPEG/JPG/PNG Joint photograph 4.5 cm height x 7 cm width Digital photograph (Joint) *Size Type 70 kb JPEG/JPG/PNG # Signature 2 cm height x 6 cm width Digital Signature *Size Type 70 kb JPEG/JPG/PNG *Maximum Size #Signature must be in Blue/Black colour and clearly visible. | <ul style="list-style-type: none"> Do not paste/upload black and white photographs. Dimensions of photographs and signature should not be smaller than the box provided in the application form. Photograph should not be in the form of a selfie. |
| <ul style="list-style-type: none"> Background of the photograph should be plain white and the dress should be in dark colour. | <ul style="list-style-type: none"> Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted. |
| <ul style="list-style-type: none"> Photograph should fit within the given box | <ul style="list-style-type: none"> Photograph in computer print will not be accepted: |
| <ul style="list-style-type: none"> Frontal view of the full face should be visible in the photograph. | <ul style="list-style-type: none"> Photograph is NOT to be signed. |
| <ul style="list-style-type: none"> Photograph should be clear and with a continuous-tone quality. | <ul style="list-style-type: none"> Eyes must not be covered by hair. Glares on eyeglasses should be avoided with a slight upward or downward tilt of the head. |

This issued with the approval of competent authority.

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No. 31011/15/2017-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block New Delhi.
Dated March 27, 2018

OFFICE MEMORANDUM

Subject: LTC to Railway employees (and Government servants whose spouses are Railway servants).

The undersigned is directed to say that as per extant LTC instructions, Government servants and their spouses who are working in Indian Railways are not entitled for the facility of LTC as the facility of "Free Pass" is available to them. However, Seventh CPC in its report has recommended for bringing Railway employees (and employees whose spouses are Railway servants) into the fold of LTC.

2. The matter has been considered in this Department in consultation with Ministry of Railways. It has been decided that Railway employees may be allowed to avail "All India LTC" once in a block of four years under CCS(LTC) Rules, 1988, subject to the following conditions:

- (i) The railway employees shall continue to be governed fully by the Railway Servants (Pass) Rules only and availing of "All India LTC" under CCS (LTC) Rules by them will be facilitated through a Special Order under the relevant provision of the said Pass Rules.
- (ii) "All India LTC" will be purely optional for the railway employees.
- (iii) Even after availing "All India LTC" in a year, it will not be mandatory for the railway employee to opt for "All India LTC" in the next or subsequent block years.
- (iv) No "Home Town LTC" will be admissible to Railway employees and on the same analogy, no Home Town converted LTC shall be allowed to them.
- (v) The railway employees will surrender the Privilege Passes admissible to them in the calendar year in which they intend to avail the LTC facility. However, they would continue to be eligible for Privilege Ticket Orders and other kinds of passes viz., Duty Pass, School Pass, Special Passes on Medical grounds, etc., as admissible under the Pass rules. Further, if the railway employee has already availed of a Privilege Pass, then LTC will not be allowed in that year.
- (vi) The railway employees on deputation to any other organization, including Railway PSUs, would also continue to be eligible for optional LTC in lieu of Privilege Pass entitlement.
- (vii) The definition of beneficiaries e.g. members of family, dependents, etc and other conditions as laid down in the CCS(LTC) rules will be applicable for availing "All India LTC" facility by the railway employees, even if such beneficiaries are not entitled for Privilege Pass under the Pass Rules.
- (viii) If both spouses are Railway employees then both will surrender privilege passes, admissible in the calendar year, if they opt for All India LTC.
- (ix) In case of the Government employees whose spouse is working in Railways, want to avail All India LTC, either independently or with family members, then he/she/they may be allowed subject to the condition of surrendering privilege passes admissible in that calendar year for him/her/them and an undertaking in this regard shall be given by the Government servant to his office.

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F. No. 11012/7/2017-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi - 110001
Dated 28th March, 2018

OFFICE MEMORANDUM

Subject: Grant of vigilance clearance for obtaining passport.

The undersigned is directed to say that matter regarding guidelines for granting vigilance clearance to members of the Central Civil Service holding Central Civil Posts have been reviewed and it has been decided to lay down guidelines for grant of vigilance clearance to the Government servant for obtaining Indian Passport.

2. Ministry of External Affairs (MEA) has issued the guidelines for issuance of ordinary Passport to the Government servant vide O.M. No. VI/401/01/05/2014 dated 26.05.2015 in connection with procedures to be followed in case of passport to be issued to Government servant.
3. In view of the above, it is mandatory for the administrative Department/ Controlling Authority to check whether any provision of the Section 6(2) of the Passport Act, 1967 are attracted in the case of employee, who are working under them, while obtaining Indian Passport. As such, it is required to check the vigilance clearance of such Government servant.
4. Accordingly, it has been decided that vigilance clearance can be withheld only under the following circumstances:
 - (i) The officer is under suspension;
 - (ii) A charge sheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending.
 - (iii) Charge sheet has been filed in a Court by the investigating Agency in a criminal case and the case is pending.
 - (iv) Sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter.
 - (v) An FIR has been filed or a case has been registered by any Government entity against the officer, after a preliminary fact finding inquiry.
 - (vi) The officer is involved in a trap/ raid case on charges of corruption and investigation is pending.

5. Vigilance clearance shall not be withheld due to an FIR filed on the basis of a private complaint unless a charge-sheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law. However, the information regarding FIR may be provided to the Passport Office. The final decision will be taken by the concerned Passport Issuing Authority.

6. There may be situations wherein wards and relatives of the civil servants residing abroad (for education and other purposes) could be having medical emergencies or family events. The officer himself/ herself may require to visit abroad for medical reasons. Therefore, as a policy, ordinarily, a passport will not be granted if a disciplinary proceeding is pending against the officer. However, the competent authority can take a view wherein a foreign travel is necessitated due to extreme urgent situation like medical emergencies etc. on case to case basis.

7. All Ministries/ Departments/Offices are requested to bring the above guidelines to the notice of all Disciplinary Authorities under their control.