

Done

(copy)

No. FIN(C)B(7) 50/77
Government of Himachal Pradesh
Finance (Regulations) Department.

Dated Shimla-2, the 21st May, 1955.

OFFICE MEMORANDUM

Subject:- Grant of Special pay to the ministerial staff belonging to the category Clerks/Senior Clerks and Assistants for handling cash.

The Governor, Himachal Pradesh is pleased to decide that the cases for the grant of special pay for handling cash will henceforth be considered and decided by the Administrative Departments on merits of each case on the norms and conditions specified in the following paragraphs without referring the same to the Finance Department for their concurrence.

2. This special pay shall be admissible to not more than one official in one office, who may be clerk, Sr. Clerk/Assistant. Other categories of staff shall not be eligible to this special pay.

3. The disbursing officer shall furnish cash disbursement statement with every proposal for the period from March to February each year. The amount of Special pay for handling cash shall be determined on average monthly disbursement of cash during the preceding year. The cash disbursement statement shall include all transactions made in the cash book excluding cheques/RIR s/Receipts. Pay and allowances of the gazetted officers shall be taken into account for computing monthly average of cash disbursement for determining the

special pay.

4. The norms to determine the amount of special pay on the basis of average monthly cash disbursed during the preceeding year shall be as under:

<u>Amount of average cash disbursement</u>	<u>Rate of special pay per mensum</u>
Upto Rs.5000/-	Rs.5/- per month
from Rs.5001/- to Rs.25000/-	Rs.10/- "
from Rs.25001/-to Rs.50000/-	Rs.15/- "
from Rs.50001/-to Rs.75000/-	Rs.20/- "
from Rs.75001/-to Rs.100000/-	Rs.25/- "
from Rs.100001/-to Rs.200000/-	Rs.30/- "
from Rs.200001/- toRs.400000/-	Rs.35/- "
XXXXXX over Rs.400000/-	Rs.40/- "

5. The payment of this special pay will be subject to the requisite security being furnished by an individual handling the cash as required under the rules. The disbursing officer while forwarding such case, shall record certificate to this effect and also certify that only one person was handling cash during the period for which special pay proposed to be sanctioned.

6. The administrative departments, before according sanction to the grant of special pay for handling cash by the individual, will strictly examine each case in the light of the norms and conditions enunciated in the foregoing paragraphs. A copy of the sanction should invariably be endorsed to the Finance (Regulations) Department. This decision shall come into force with immediate effect.

To
All Admn. Deptts.
of the Govt. of H.P.

Sd -
Deputy Secretary (Regulation)
to the Government of H.P.

No. FIN(C)B(7)-59/77

Dated the 28th May, 1987.

Copy to:

1. The Accountant General (Audit), H.P. with 40 spare copies.
2. The Accountant General (Accounts) with 40 spare copies.

B.C. Gupta

(B.C. Gupta)
Deputy Secretary (Finance - B).

Copy to:

1. All Sections of F.D. H.P. Sectt. Shimla.
2. The Accounts Officer, Personnel Deptt. (A-I), H.P. Sectt., with 5 copies.
3. Guard File- 50 copies.

Dated Shimla-17 1989, the

20th April, 1989.

OFFICE MEMORANDUM

Subject:- Grant of Cash Allowance to the ministerial staff belonging to the category of clerks/Senior Clerks and Assistants for handling cash.

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In supersession of this Department's office Memoranda of even No. dated the 21st May, 1985 and 28th May, 1987, the Governor Himachal Pradesh is pleased to prescribe 'Cash Handling Allowance' at the following rates with effect from 1.4.1989:-

Amount of average monthly cash handled.	Rate per month
1. Upto Rs. 5000/- .	Rs. 10/-
2. Over Rs. 5,000/- and upto Rs. 25,000/-.	Rs. 20/-
3. Over Rs. 25,000/- and upto Rs. 50,000/-.	Rs. 30/-
4. Over Rs. 50,000/- and upto Rs. 75,000/-.	Rs. 40/-
5. Over Rs. 75,000/- and upto Rs. 1,00,000/-.	Rs. 50/-
6. Over Rs. 1,00,000/- and upto Rs. 2,00,000/-.	Rs. 60/-
7. Over Rs. 2,00,000/- and upto Rs. 4,00,000/-.	Rs. 70/-
8. Over Rs. 4,00,000/-	Rs. 80/-

The above "cash handling allowance" is subject to the following modifications/conditions:-

- 1) This allowance will carry the nomenclature of "Cash handling allowance" w.e.f. 1.4.1989 and shall not be called 'Special Pay' as hitherto before.

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ii) Cash handling allowance will not form part of 'pay'. Therefore, it will not be taken into account for reckoning any other allowance (D.A./C.A./HRA/T.A. etc.) nor will it be taken into account for fixation of pay on promotion etc.

iii) This cash handling allowance shall be admissible to not more than one official in one office, who may be clerk, Sr. Clerk/Assistant. Other categories of staff shall not be eligible to this 'allowance'.

iv) The disbursing officer shall furnish cash disbursement statement with every sanction for the period from March to February each year. The amount of Cash allowance for handling cash shall be determined on average monthly disbursement of cash during the preceding year. The cash disbursement statement shall include all transactions made in the cash book excluding cheques/RTS/Receipts. Pay and allowances of the gazetted officers shall be taken into account for computing monthly average of cash disbursement for determining the cash allowance.

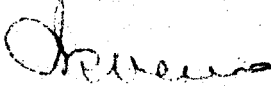
v) The payment of this "Allowance" will be subject to the requisite security being furnished by an individual handling the cash, as required under the rules. The disbursing officer shall record certificate to this effect and also certify that only one person was handling cash during the period for which 'Cash handling allowance' was sanctioned,

As heretofore, powers to consider/decide cases for grant of 'cash allowance' for handling cash in respect of offices under the control of respective drawing officers, on the basis of norms and conditions prescribed above, shall rest with them (drawing officers). Besides, these norms and conditions, the following procedure shall also be adopted by the sanctioning authority (Drawing Officers) while sanctioning Cash handling allowance to the official(s) for handling cash:-

1) Every sanction will be issued in pursuance of delegation of powers in this regard.

- ii) The sanction will depict monthly cash disbursement for the last one year so as to be in conformity with the norms prescribed. A copy of the sanction will be endorsed to the Head of Department for scrutiny and control and to the Accountant General H.P. for Audit.

Note:- The "Cash Allowance" will not be admissible to Assistant(Accounts).


(J.R. Verma) 2/14/89
Deputy Secretary (Finance-R) to the
Government of Himachal Pradesh.

All the Administrative Secretaries to the
Government of Himachal Pradesh.

No. Fin(C)B(7)-59/77 Dated Shimla-17 1002, the April, 1989.

1. The Divisional Commissioners, Shimla/Laharsala(Kangra)/Mandi, Himachal Pradesh.
2. All Heads of the Departments in Himachal Pradesh.
3. The Registrar, H.P. High Court, Shimla-17 1001.
4. All District and Session Judges in H.P.
5. All Deputy Commissioners in Himachal Pradesh.
6. The Resident Commissioner, H.P., Sikkandra Road, New Delhi.
7. The Pay and Accounts Officer, No. 1, Reserve Bank of India, Parliament Street, New Delhi.
8. The Director Accounts, Cabinet Secretariat, Government of India, East Block No. V, Level-5, R.K. Faram, New Delhi-110022.
9. The Divisional Organiser, Punjab & H.P. (SSB), Directorate General of Security, Shimla-4.
10. The Commandant, Training Centre, Directorate General of Security, Sarchan(Bushahr), Shimla District.
11. The Deputy Director, Defence Lands and Cantonments, Headquarter Northern Command, Udampur(Jammu & Kashmir).
12. The Cantonment Executive Officers, Subathu/Jutog/Dagshai/Kasauli/Yol Camp(Kangra)/Behlok Gantt., Kekihra(Ghamba).
13. All Treasury Officers/Sub-Treasury Officers/Assistant Treasury Officers in H.P.