Government of Himachal Pradesh
Finance (Regulations) Department.

Dated Shimla-2, the 21st May, 1935.

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 such 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 discharging 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/RTIs/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 preceding year shall be as under:

<table>
<thead>
<tr>
<th>Amount of average cash disbursement</th>
<th>Rate of special pay per mensum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto Rs.5,000/-</td>
<td>Rs.5/- per month</td>
</tr>
<tr>
<td>from Rs.5,001/- to Rs.25,000/-</td>
<td>Rs.10/-</td>
</tr>
<tr>
<td>from Rs.25,001/- to Rs.50,000/-</td>
<td>Rs.15/-</td>
</tr>
<tr>
<td>from Rs.50,001/- to Rs.75,000/-</td>
<td>Rs.20/-</td>
</tr>
<tr>
<td>from Rs.75,001/- to Rs.100,000/-</td>
<td>Rs.25/-</td>
</tr>
<tr>
<td>from Rs.100,001/- to Rs.200,000/-</td>
<td>Rs.30/-</td>
</tr>
<tr>
<td>from Rs.200,001/- to Rs.400,000/-</td>
<td>Rs.35/-</td>
</tr>
<tr>
<td>over Rs.400,000/-</td>
<td>Rs.40/-</td>
</tr>
</tbody>
</table>

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 department, 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 Admin. Deptts. of the Govt. of H.P.  
Deputy Secretary (Regulation)  
(to the Government of H.P.)

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)
Deputy Secretary (Finance-B).

Copy to:

1. All Sections of F.D., H.P. Scott.

2. The Accounts Officer, Personnel Deptt. (A-I), H.P. Scott, with 5 copies.

3. Guard File- 50 copies.
Dated Shimla 17-10-82, 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.

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:

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

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.

Contd...P-2/-
1) Every sanction will be issued in pursuance of deletion of powers in this regard.

2) Every sanction will be issued in pursuance of deletion of powers in this regard.

3) Besides these norms and conditions, the following procedure shall be adopted by the sanctioning authority:

(i) The disbursing officer shall furnish a cash handling statement as accounting for computations of average cash handled during the proceeding year.

(ii) The amount of cash handled during the proceeding year shall be determined on the basis of cash handling statement. The cash handling statement shall include all transactions made during the proceeding year.

(iii) The cash handling statement shall be taken into account for computing the allowable cash handling allowance for determining the cash handling allowance.

(iv) The payment of this allowance will be subject to the condition being fulfilled by the disbursing officer, who shall record the certificate in this effect each year in the cash handling statement. The certificate shall be required under the rules.

(v) The disbursing officer shall certify that only one person was handling cash during the period for which cash handling allowance was sanctioned.

(vi) The certificate furnished by the disbursing officer shall be considered as the condition being fulfilled by the individual handling the cash, as required under the rules.

(vii) The certificate furnished by the disbursing officer shall be considered as the condition being fulfilled by the individual handling the cash, as required under the rules.

(viii) The certificate furnished by the disbursing officer shall be considered as the condition being fulfilled by the individual handling the cash, as required under the rules.

Therefore, it will not be taken into account for reckoning any other allowance (O.A./A.C./M.C./M./M. etc.) nor will it be taken into account for fixation of pay on promotion etc.
11) 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)
Deputy Secretary (Finance—R) to the
Government of Himachal Pradesh.

All the Administrative Secretaries to the
Government of Himachal Pradesh.

No. Fin(G)B(7)5977 Dated Shiole—17 1002, the April, 1989.

1. The Divisional Commissioners, Shimla/Adalpur (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., Simla, Nabha 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,

9. The Divisional Organiser, Punjab & H.P. (SSB), Directorate General
of Security, Shiole-4.

10. The Commissariat Training Centre, Director General of Security,
Sardana (Bishahoir), Shiole District.

11. The Deputy Director, Defence Lands and Cantonments, Headquarter
Northern Command, Udhampur (Jammu & Kashmir).

12. The Cantonment Executive Officers, Subedar Jut (Dagshai)/Kasauli/
Yol Camp (Kangra)/Behlok Canton, Kekihra (Chamba).

13. All Treasury Officers/Sub-Treasury Officers/Assistant Treasury
Officers in H.P.