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No.18/10/09-4FP2/ 440
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL BRANCH-1)

Dated: Chandigarh the: 31 August , 2009

To

All Heads of Departments,
 Commissioners of Divisions,
 Registrar High Court of Punjab and Haryana,
 District and Sessions Judges and
 Deputy Commissioners in the State.

Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission – T.A./ D.A.

Sir,

I am directed to refer to Punjab Government Circular No. 5/1/98-2FPIV/ 356 Dated 8th May, 1998 on the subject cited above and to say that after careful consideration of the recommendation of the Fifth Punjab Pay Commission, the Governor of Punjab is pleased to take the following decisions.

2. (i). **Travelling Allowance (TA/DA)**: For the purposes of T.A./D.A., categorization of Punjab Government Employees on the basis of Grade Pay shall be as under:

Category	Grade Pay
I	Rs. 10,000 and above
II	Rs. 7,600 to Rs. 9,999
III	Rs. 5,000 to Rs. 7,599
IV	Rs. 3,800 to Rs. 4,999
V	Below Rs. 3,800

(ii). The revised classification of cities within or outside the State for the grant of T.A./D.A. shall be as under:

(a)	Cities with population of 50 lakhs and above	A1
(b)	Cities with population of 20 lakhs and above but less than 50 lakhs	A2
(c)	Cities with population of 10 lakhs and above but less than 20 lakhs	B1
(d)	Cities with population of 5 lakhs but less than 10 lakhs	B2

(iii) **Daily Allowance**:- The revised rates of daily allowance shall be as under:

(In Rs.)

Grade Pay Category	A1 Hotel/Non-Hotel rates	A2 Hotel/Non-Hotel rates	B1 Hotel/Non-Hotel rates	B2/ Other Places Hotel/Non-Hotel rates
I	800	640	480	320
	400	320	240	160
II	700	560	420	240
	300	240	180	120
III	450	360	270	180
	250	200	150	100

IV	380	300	230	150
	200	160	120	80
V	300	240	180	120
	150	120	90	60

The other conditions for daily allowance should remain in force: For example:

- No allowance should be permissible within a radius of 8 kms from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance;
- Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance;
- A full Daily Allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and
- No incidental charges should be payable in addition to the Daily Allowance/Half Daily Allowance.

(iv). **Travel Entitlement by Rail/ Air** : The entitlement to travel by Air & Rail shall be as under:

Grade Pay Category	Entitlement by Rail
I	1st Class A.C./Executive Class
II	1st Class/A.C. Chair Car/A.C. Two tier sleeper
III	1st Class/A.C. Chair Car/A.C. Three Tier
IV & V	Second Class Sleeper

Other conditions for travel by train will remain the same.

The entitlement to travel by Air within India shall be as under:

Grade Pay Category	Entitlement by Air
I & II	Economy Class
III	Economy Class (On the condition that the distance is more than 500 kms.)

In case of **International travel**, officers of and above the level of Secretaries in the State Government and the equivalent status would be entitled to travel by Business/Club Class in cases where the one-way flying time is more than 8 hours, & economy class for all other international flights. All other officers of the State Government would be entitled to travel by Economy Class.

(V) **Journey by Road** :

(a). The grade pay ranges for travel by public bus/ auto-rickshaw/ Scooter/ motor cycle. A.C. taxi/ taxi/ own car is revised as indicated below:-

Grade Pay Category (1)	Entitlement (2)
I & II	Actual fare by any type of public bus including air-conditioned bus.

OR

- (b). If an employee transport his personal effects by rail, the existing rules and instructions shall apply.
- (c). The time limit for the presentation of Travelling Allowance bill for shifting of personal effects on retirement will be two years.
3. The decisions contained in this letter shall be effective from the First day of August, 2009. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.
4. The instructions/ orders issued from time to time on the subject shall be treated to have been modified to the extent of the decisions contained in this letter.

Yours faithfully,

(Om Parkash Bhatia)
Under Secretary Finance
Dated the 31 August, 2009

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- A copy each along with a spare copy is forwarded to:-
- (i) The Accountant General (Audit) Punjab, Chandigarh;
 - (ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

(Om Parkash Bhatia)
Under Secretary Finance
Dated the 31 August, 2009

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- A copy each is forwarded to:-
- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
 - (ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
 - (iii) All the District Treasury Officers/Treasury Officers/ in the State for information and necessary action.
 - (iv). The Director (E & G) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

Superintendent

I.D. No. 18 /10 /09-4FP2/ 443

Dated the 31 August, 2009

- A copy is forwarded for information to:-
- (i) The Chief Secretary to Government of Punjab, Chandigarh;
 - (ii) All the Financial Commissioners, Principal Secretaries and the Administrative Secretaries to Government of Punjab.
 - (iii) The Resident Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

Superintendent

At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi.

OR

Actual fare for journeys by autorickshaw.

III

Same as for (I & II) above with the exception that journeys by AC taxi will not be permissible.

OR

At prescribed rates for Taxi/ autorickshaw/ own scooter/ motorcycle/ moped etc.

IV & V

Actual fare by ordinary public bus only.

OR

At prescribed rates for autorickshaw/ own scooter/ motorcycle/ moped etc.

(b). The rate of Mileage Allowance for journeys on bicycle, on tour and transfer, will be Rs. 1.20 per kilometre.

(vi). **Accommodation** :- The maximum rates for hotel accommodation / Tourist Bungalows for tour outside Punjab & Chandigarh on the production of receipt shall be as under:

Grade Pay Category	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.

Classification of City

	A1 (Any hotel room upto rupees per day)	A2	B1	B2/ Other Places
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

At New Delhi and Shimla, the expenditure on hotel accommodation and Daily Allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan/ Circuit Houses/ Rest Houses at these places.

(vii). **Travelling Allowance on Transfer** :- Transport charges for the carriage of their personal effects on transfer shall be as under :-

Grade Pay Category	Carriage Entitlement
I & II	Two Trucks
III	One Truck
IV & V	One Truck

(a). The rates shall be fixed for carriage of personal effects by road only. The State transport Commissioner shall determine distance between two stations by road, by shortest route and shall also fix rates per truck per kilometer and revise them atleast annually. If necessary, he may fix separate rates for journey covering smaller distance.

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whenever dearness allowance payable on revised pay scales goes up by 50%.

- 5 percentage points increase in House Rent Allowance (HRA) for all areas in Punjab. However, City Compensatory Allowance to be discontinued.
- Rural Area Allowance to continue at 6%.
- TA/DA rates revised upwards.
- Transport Allowance for blind and orthopedically handicapped employees to continue with enhanced limit of Rs. 450/-.
- Employees allowed to encash 10 days of leave at the time of availing LTC with a maximum of 60 days during the entire career. 60 days leave encashed not to be deducted from accumulated leave of 300 days.
- Education allowance of Rs. 500/- per child per month upto 2 children recommended.
- Fixed Medical Allowance raised to Rs. 500/- per month.
- Mobile allowance varying from Rs. 100 to 500 recommended for all employees.
- Non-Practicing Allowance of 25% of Basic Pay (NPA) to be given to Ayurvedic, Homeopathic and Veterinary Doctors besides PCMS Doctors and Dentists.
- Officers on deputation as Faculty Members to Training Institutions to get 30% Deputation Allowance.

(6)

Sr. No.	Pre-revised			Revised			Initial Pay
	Group	Pay Scale	Pay Band	Group	Corresponding Pay Bands	Grade Pay	
19	A	7880-220-8100-275-10300-340-12000-375-13500	PB4	A	15600-39100	5400	21000
20	A	9200-275-10300-340-12000-375-13500-400-13900	PB4	A	15600-39100	5700	22820
21	A	9750-275-10300-340-12000-375-13500-400-14700	PB4	A	15600-39100	6000	24140
22	A	10025-275-10300-340-12000-375-13500-400-15100	PB4	A	15600-39100	6600	25250
23	A	12000-375-13500-400-15100	PB4	A	15600-39100	7400	31120
24	A	12000-375-13500-400-15500	PB4	A	15600-39100	7600	31320
25	A	12000-375-13500-400-15900-450-16350	PB4	A	15600-39100	7800	31520
26	A	13125-375-13500-400-15900-450-16350	PB4	A	15600-39100	8200	32620
27	A	13500-400-15900-450-16800	PB4	A	15600-39100	8400	33510
28	A	14300-400-15900-450-18150	PB5	A	37400-67000	8600	46000
29	A	14300-400-15900-450-18600	PB5	A	37400-67000	8700	46100
30	A	14300-400-15900-450-18600-500-20100	PB5	A	37400-67000	8800	46200
31	A	16350-450-18600-500-20100	PB5	A	37400-67000	8900	48590
32	A	18600-500-22100	PB5	A	37400-67000	10000	54700

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- Uniform Annual increment to be three percent of pay for all employees.
- The present system of Dearness Allowance on Central pattern to continue.
- Existing fixed amount of allowances to be doubled and made inflation proof with a provision of 25% automatic increase

(in Rs.)

Sr. No.	Pre-revised			Revised			Initial Pay
	Group	Pay Scale	Pay Band	Group	Corresponding Pay Bands	Grade Pay	
1.	D	2520-100-3220-110-3660-120-4140	PB1	D	4900-10680	1300	6200
2.	D	2720-100-3220-110-3660-120-4260	PB1	D	4900-10680	1400	6700
3.	D	2820-100-3220-110-3660-120-4260-140-4400	PB1	D	4900-10680	1650	6950
4.	C	3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160	PB2	C	5910-20200	1900	7810
5.	C	3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200	PB2	C	5910-20200	1950	7960
6.	C	3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200	PB2	C	5910-20200	2000	8240
7.	C	4020-120-4260-140-4400-150-5000-160-5800-200-6200	PB2	C	5910-20200	2400	9880
8.	C	4400-150-5000-160-5800-200-7000	PB2	C	5910-20200	2800	11170
9.	C	4550-150-5000-160-5800-200-7000-220-7220	PB2	C	5910-20200	3000	11470
10.	C	5000-160-5800-200-7000-220-8100	PB3	C	10300-34800	3200	13500
11.	C	5480-160-5800-200-7000-220-8100-275-8925	PB3	C	10300-34800	3600	14430
12.	C	5800-200-7000-220-8100-275-9200	PB3	B	10300-34800	3800	14590
13.	B	6400-200-7000-220-8100-275-10300-340-10640	PB3	B	10300-34800	4200	16290
14.	B	7000-220-8100-275-10300-340-10980	PB3	B	10300-34800	4400	17420
15.	B	7220-220-8100-275-10300-340-10980	PB3	B	10300-34800	4600	18030
16.	B	7220-220-8100-275-10300-340-11320	PB3	B	10300-34800	4800	18250
17.	A	7220-220-8100-275-10300-340-11660	PB3	A	10300-34800	5000	18450
18.	A	7880-220-8100-275-10300-340-11660	PB3	A	10300-34800	5400	20300

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HIGHLIGHTS OF THE REPORT OF THE FIFTH PUNJAB PAY COMMISSION

- Pay Scales, Allowances and Pensions of Punjab Government employees revised. Average increase to be around 27%.
- The Retirement age for all employees to be 60.
- Implementation of the revised pay scales from January 1,2006.
- Recommendations relating to allowances to be implemented from the date of notification by the Government.
- Five distinct running pay bands with longer spans being recommended-one running band each for all categories in groups D,C and B and 2 running pay bands for Group 'A'.
- Each post has a distinct Grade Pay attached to it. Grade pay is linked to its seniority in the hierarchy.
- Total number of Pay Scales to remain 32, spread across five distinct running pay bands.
- Several categories of employees such as Teachers, Nurses, Constabulary to get higher pay scales.
- A person stagnating at the maximum of any pay band for more than one year continuously to be placed in the immediate next higher pay band without any change in the grade pay.
- The following scheme of revised Pay Bands and Grade Pay has been recommended: