

GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Grant of Transport Allowance to the Employees of Union Territory of J&K.

Reference :—(i) Department of Jammu and Kashmir Affairs, Ministry of Home Affairs, GoI's Letter No. 12011/13/2019-K-IV dated 22-10-2019.

(ii) Department of Expenditure, Ministry of Finance, GoI, O. M. No. 21/5/2017-E.II(B) dated: 7th July, 2017.

(iii) Department of Expenditure, Ministry of Finance, GoI, O. M. No. 21/5/2017-E.II(B) dated 2nd August, 2017.

Government Order No. 472-F of 2019

Dated 28-11-2019.

Sanction is hereby accorded to the grant of Transport Allowance in favour of employees of the Union Territory of Jammu and Kashmir at following rates :—

Employees drawing pay in the Pay Level	Rates of Transport Allowance per month	
	Employees posted in the Cities as per Annexure	Employees posted at all other places
9 and above	Rs. 7200+DA thereon	Rs. 3600+DA thereon
3 and above but below Level 9	Rs. 3600+DA thereon	Rs. 1800+DA thereon
Up to Level 2	Rs. 1350+DA thereon	Rs. 900+DA thereon

**Note** :—Government Employees who are drawing pay of Rs. 24200/- and above in Pay Level SL1, SL2, SL3, 1 and 2 of the Pay Matrix, shall be eligible for grant of Transport Allowance @

Rs. 3600 + DA thereon at the Cities mentioned in the Annexure and @ Rs. 1800 + DA thereon at all other places.

2. The grant of Transport Allowance shall be subject to the following conditions :—

- i. The allowance shall not be admissible to those employees who have been provided with/avail the facility of Government transport or use official vehicle.
- ii. In respect of those employees who opt to continue in their preremised Pay-structure/Pay Scales, the corresponding Level in the Pay Matrix of the post occupied on 01.01.2016 as indicated in J&K Civil Services Revised Pay Rules, 2018 would determine the allowance under these orders.
- iii. Physically disabled employees viz. visually impaired, orthopedically handicapped, deaf and dumb/hearing impaired, spinal deformity, shall be paid Transport Allowance at double the normal rates, which shall, in no case, be less than Rs. 2250/- p.m. plus applicable rates of Dearness Allowance. Benefit of Conveyance Allowance available to above categories of employees under Article 328-E of J&K CSR Vol-I shall not be available.

3. Admissibility of Transport Allowance during the following circumstances :—

- (a) **During leave.**—The allowance will not be admissible for the calendar month(s) wholly covered by leave.
- (b) **During deputation abroad.**—The allowance will not be admissible during the period of deputation abroad.
- (c) **During tour.**—If an employee is absent from the Headquarters/ Place of Posting for full calendar month(s) due to tour, he/she will not be entitled to Transport Allowance during that/those calendar month/months. However, If the absence does not cover any calendar month(s) in full, Transport Allowance will be admissible for full month.
- (d) **During training treated as duty.**—The allowance may be granted during such training, if no Transport Facility/Travelling Allowance/Daily Allowance is provided for attending the training

institute. During official tour in the training course, the allowance will not be admissible when the period of the tour covers the whole calendar month. Also, during training abroad, no Transport Allowance will be admissible when the period of such training covers the whole calendar month.

- (e) **During inspection/survey duty by Members of Special Parties within the city but exceeding 8 Kms. from the Headquarters or during continuous field duty either in or outside Headquarters.**—Transport Allowance is given to compensate for the expenditure incurred for commuting to and fro between the place of duty and residence. In case when one gets Road Mileage/Daily Allowance or free transportation for field/inspection/survey duty or tour for a period covering the whole calendar month, he/she will not be entitled to Transport Allowance during that calendar month(s).
- (f) **To vacation staff.**—Vacation staff is entitled to Transport Allowance provided no free transport facility is given to such staff. However, the allowance shall not be admissible when such vacation spell, including all kinds of leave, cover the whole calendar month(s).
- (g) **During suspension.**—As a Government employee under suspension is not required to attend office, he/she is not entitled to Transport Allowance during suspension where suspension covers full calendar month(s). This position will hold good even if the suspension period is finally treated as duty. Where suspension period covers a calendar month partially, Transport Allowance payable for that month shall be reduced proportionately.

4. These orders shall be effective from 31st October, 2019.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA,

Financial Commissioner,  
Finance Department.

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*Annexure to the Government Order No. 472F of 20 19  
Dated 28 -11-2019.*

**List of Cities/Towns eligible for higher rates of  
Transport Allowance on reclassification of cities/towns  
as per census 2011.**

S. No.	Name of the States/Union Territories	Name of the City/Town
1	2	3
1	ANDAMAN AND NICOBAR	--
2	ANDHRA PRADESH/ TELANGANA	Hyderabad
3	ARUNACHAL PRADESH	--
4	ASSAM	--
5	BIHAR	Patna
6	CHANDIGARH	--
7	CHHATTISGARH	--
8	DADRA AND NAGAR HAVELI	--
9	DAMAN AND DIU	--
10	DELHI	Delhi (UA)
11	GOA	--
12	GUJARAT	Ahmedabad (UA), Surat (UA)
13	HARYANA	--
14	HIMACHAL PRADESH	--
15	JAMMU AND KASHMIR/ LEH AND KARGIL	--
16	JHARKHAND	--

1	2	3
17	KARNATAKA	Bengalore/Bengaluru (UA)
18	KERALA	Kochi (UA), Kozhikode (UA)
19	LAKSHADWEEP	--
20	MADHYA PRADESH	Indore (UA)
21	MAHARASHTRA	Greater Mumbai (UA) ; Nagpur (UA); Pune (UA)
22	MANIPUR	--
23	MEGHALAYA	--
24	MIZORAM	--
25	NAGALAND	--
26	ODISHA	--
27	PUDUCHERRY/ PONDICHERRY	--
28	PUNJAB	--
29	RAJASTHAN	Jaipur (UA)
30	SIKKIM	--
31	TAMIL NADU	Chennai (UA), Coimbatore (UA)
32	TRIPURA	--
33	UITAR PRADESH	Ghaziabad (UA), Kanpur (IJA), Lucknow (UA)
34	UITARAKHAND	--
35	WEST BENGAL	Kolkata (UA)

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GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Grant of Children Education Allowance (CEA) and Hostel Subsidy to the Employees of Union Territory of J&K.

Reference :—(i) Department of Jammu and Kashmir Affairs, Ministry of Home Affairs, GoI's Letter No. 12011/13/2019-K- IV dated 22-10-2019.

(ii) Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, GoI, O. M. No. A/27012/02/2017-Estt. (AL) dated 16th July, 2018.

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Government Order No. 473-F of 2019

Dated 28-11-2019.

Sanction is hereby accorded to the grant of children Education Allowance and Hostel Subsidy in favour of Employees of Union Territory of Jammu and Kashmir at par with the Central Government Employees.

2. The allowance is subject to following conditions :—

- i. The reimbursement of Children Education Allowance/Hostel subsidy can be claimed only for the two eldest surviving children with the exception in case the second child birth results in twins/multiple birth. In case of failure of sterilization operation, the CEA/Hostel Subsidy would be admissible in respect of children born out of the first instance of such failure beyond the usual two children norm.
- ii. The amount for reimbursement of Children Education allowance will be Rs. 2250/- per month (fixed) per child. This amount of Rs. 2250/- is fixed irrespective of the actual

expenses incurred by the Govt. Servant. In order to claim reimbursement of CEA, the Govt. servant should produce a certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipt(s) [including e-receipt(s)] confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA. The period/year means academic year i. e. twelve months of complete academic session.

- iii. The amount of ceiling of hostel subsidy is Rs. 6750/- pm. In order to claim reimbursement of Hostel Subsidy for an academic year, a similar certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self- attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs. 6750/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy. The period/year will mean the same as explained above in clause (ii) of this para.
- iv. The reimbursement of Children Education Allowance for Divyaang children of government employees shall be payable at double the normal rates of CEA prescribed above in clause (ii) i. e. Rs. 4500/- per month (fixed).
- v. The above rates/ceiling would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

- vi. The Hostel Subsidy and Children Education Allowance can be claimed concurrently.
- vii. In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance and Hostel Subsidy.
- viii. The reimbursement of CEA and Hostel Subsidy will be done just once in a financial year after completion of the financial year.
- ix. Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometers from the residence of the Government servant.
- x. The reimbursement of Children Education Allowance and Hostel Subsidy shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance and Hostel Subsidy shall not be stopped. However, if the child is admitted in the same class in another school, although the child has passed out of the same class in previous school or in the mid-session, CEA shall not be reimbursable.
- xi. If a Government servant dies while in service, the Children Education Allowance or hostel subsidy shall be admissible in respect of his/her children subject to observance of other conditions for its grant provided the wife/husband of the deceased is not employed in service of the Central Govt., State Government, Union Territory, Autonomous body, PSU, Semi Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central Govt./State Governments. In such cases the CEA/ Hostel Subsidy shall be payable to the children till such time the employee would have actually received the same, subject to the condition that other terms and conditions are fulfilled. The payment shall be made by the office in which the Government servant was working prior to his death and will be regulated by the other conditions, laid down in this order.



- xii. In case of retirement, discharge, dismissal or removal from service, CEA/Hostel Subsidy shall be admissible till the end of the academic year in which the Government servant ceases to be in service due to retirement, discharge, dismissal or removal from service in the course of an academic year. The payment shall be made by the office in which the government servant worked prior to these events and will be regulated by the other conditions laid down in this Order.
- xiii. The upper age limit for Divyaang children has been set at 22 years. In the case of other children the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.
- xiv. Reimbursement of CEA and Hostel Subsidy shall be applicable for children from class nursery to twelfth, including classes eleventh and twelfth held by Junior Colleges or schools affiliated to Universities or Boards of Education.
- xv. CEA is allowed in case of children studying through “Correspondence or Distance Learning” subject to other conditions laid down herein.
- xvi. The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before class one to 12th standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard and the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11th and 12th standards.
- xvii. In respect of schools/institutions at nursery, primary and middle level not affiliated to any Board of education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means a Government school or any education institution whether in receipt of Govt. Aid or

not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the institution/school is situated.

- xviii. In case of a Divyang child studying in an institution i.e. aided or approved by the Central/State Govt. or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Govt. servant shall be reimbursed irrespective of whether the institution is 'recognized' or not. In such cases the benefits will be admissible till the child attains the age of 22 years.
- xix. The Children Education Allowance or hostel subsidy shall be admissible to a Govt. servant while he/she is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as 'dies non' the Govt. servant shall not be eligible for the CEA/Hostel subsidy for that period.

3. These above instructions would come into effect from 31st October, 2019.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,  
Finance Department.

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GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Grant of Special Allowance for Child Care for Women with disabilities.

Reference :—(i) Department of Jammu and Kashmir Affairs, Ministry of Home Affairs, GoI's Letter No. 12011/13/2019-K-IV dated 22-10-2019.

(ii) Department of Personnel and Training, Ministry of Personnel, P. G. and Pensions, GoI, No. A-27012/03/2017-Estt. (AL) dated 16th August, 2017.

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Government Order No. 474-F of 2019

Dated 28-11-2019.

Sanction is hereby accorded to the grant of “Special Allowance for Child Care for Women with disabilities” subject to the following conditions :—

- (i) Women with disabilities shall be paid Rs. 3000/- (Rupees Three Thousand only) per month as Special Allowance for Child care. The allowance shall be payable from the time of the child's birth till the child is two years old.
- (ii) It shall be payable for a maximum of two eldest surviving children.
- (iii) Disability means a person having a minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No. 16-18/97-N.I.I dated 01-06-2001 and amended from time to time.
- (iv) The certificate regarding disability shall be issued by Medical Board constituted by the Government, consisting of CMO of the district and at least two Medical Specialists nominated by

the concerned Director Health Service with at least one specialist from the concerned field.

(v) The above limit would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

(vi) These orders shall be effective from 31st October, 2019.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,  
Finance Department.

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GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Subject :—Grant of Incentive for acquiring fresh higher qualification.

Reference :—(i) Department of Jammu and Kashmir Affairs, Ministry of Home Affairs, GoI's Letter No. 12011/13/2019-K-IV dated 22-10-2019.

(ii) Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GoI, O. M. No. 1/5/2017-Estt. (Pay-I) dated 15th March, 2019.

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Government Order No. 475-F of 2019

Dated 28-11-2019.

Sanction is hereby accorded to the grant of Incentive for acquiring fresh higher qualification by a Government employee in fields that are directly relevant to the employee's job. The following one-time lump-sum rates as incentive for acquiring fresh higher qualification shall be permissible.

S. No.	Qualification	Amount (In Rs.)
1.	Ph. D. or equivalent	30,000
2.	PG Degree/Diploma of duration more than one year, or equivalent	25,000
3.	PG Degree/Diploma of duration one year or less, or equivalent	20,000
4.	Degree/Diploma of duration more than three years, or equivalent	15,000
5.	Degree/Diploma of duration three years or less, or equivalent	10,000

2. Criteria/guidelines for granting incentive for acquiring fresh higher qualifications are as under :—

- (i) The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.
- (ii) No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects. The acquisition of the qualification should be directly related to the functions of the post held by him/her, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the government servant.
- (iii) The quantum of incentive will be uniform for all posts, irrespective of their classification or grade or the department.
- (iv) The incentive shall not be admissible where the government servant is sponsored by the government or he/she avails study leave for acquiring the qualification.
- (v) The incentive would be given only for higher qualification acquired after induction into service.
- (vi) No incentive would be admissible if an appointment is made in relaxation of the educational qualification. No incentive would be admissible if employee acquires the requisite qualification for such appointment at a later date.
- (vii) The qualifications meriting grant of incentive should be recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central/state Government or recognized by the Government.
- (viii) The incentive shall be limited to maximum two times in an employee's career, with a minimum gap of two years between successive grants.
- (ix) The Government servant should prefer the claim within six months from the date of acquisition of the higher qualification.

- (x) The incentive as per this Government Order will be admissible for above qualifications acquired on or after 31st October, 2019.
- (xi) Government Servants, who have acquired the fresh higher qualification on or after 31st October, 2019 till the date of issuance of this Government Order, may also claim these incentives within six months from the date of issuance of this Government Order.

By order of the Lieutenant Governor.

(Sd.) DR. ARUN KUMAR MEHTA, IAS,

Financial Commissioner,  
Finance Department.