



सं / REGN NO: INSTM/R/2016/50016

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26105592; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 25<sup>th</sup> November 2016

**Subject : Information sought under RTI Act, 2005**

Sir/Madam,

Please refer to your RTI application received on 26<sup>th</sup> October 2016.

2. The response to your request is given below;

S. No	Question	Reply
	The matter of payment of House Rent Allowance to Direct Recruit Assistants recruited through SSC CGL-2005, 2006 & 2010 during foundational training at ISTM was under consideration.	
1.	Please provide me the copy of final decision	Final decision has not come in this matter till date.
2.	Please copy of note-sheet of latest 3 pages	Photocopy of note sheet of relevant file is placed at Annexure-I
3.	Please provide me expected time to take a final decision on this matter.	Since the matter involves the policy decision, other Ministries/ Department are also being consulted. Therefore, expected time to take a final decision cannot be indicated.

3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Shri Sanjay Kumar Sharma, Additional Director, ISTM, R No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email [sanjaysharma.148p@gov.in](mailto:sanjaysharma.148p@gov.in) within 30 days of the receipt of this information.

Yours faithfully

(H. Govind)

Deputy Director & CPIO  
E.Mail: govind.h13@nic.in

80

File no. A-27014/1/2008-ISTM

From pre page...

2. Reply of the other 13 Institute is still awaited on the matter. However, National Academy of Defence Production, Nagpur vide letter no. 1061/Admin/2014 dated 25/06/2015 has requested to forward a copy of Ministry of Urban Development noting dated 25-08-2010 for perusal and further action.

3. It may be pertinent to mentioned that this Institute is conducting Foundational Training to the Assistant (DR) in State ATIs at Gurgaon, Chandigarh, Kolkata, Chennai, Jaipur and Hyderabad. We may take the comments of Shri Chandan Mukherjee, Deputy Director & HOO in-charge of ADR-FTP cell whether the Foundational Training of Assistant (DR) is compulsory residential in all the Centers, and if yes, than whether the HRA is being deducted of those Assistant (DR) participants during their compulsory stay in hostel provided to them.

4. We may send the reminder to the 13 Institute and to request them to expedite reply on the matter of utmost importance before taking the comments of Shri Chandan Mukherjee, Deputy Director and In-charge of ADR-FTP Cell. As such a draft reminder is placed below for approval please. A letter for National Academy of Defence Production, Nagpur along with the requested copy of Ministry of Urban Development noting dated 25-08-2010 is placed for the approval please.

Submitted please.

~~उप निदेशक (प्रशासन)~~

अकाली  
29-07-2015

उप निदेशक, स.प.उ.प.नि.  
टाकरी सं. 1928  
दि. 29/7/15

~~अनुसूचनाकी~~

अकाली  
29/07/2015

~~निदेशक (संयुक्त संघ)~~

निदेशक स.प.उ.प.नि.  
Director ISTM  
अ. सं. 1528  
प्रति की संख्या 30/7/15  
Date of Receipt

~~उप नि. (प्र)~~

अकाली  
30.7.15  
रमेश कुमार  
निदेशक स.प.उ.प.नि.

~~सुपुन स्वच्छ शिवालय सुपुन करे।~~

अकाली  
31/7/2015

DFA please.

~~डि (अकाली)  
के साथ अनुसूचनाकी  
अनुसू (पु)~~

अकाली  
31-07-015

अकाली  
31/08/2015

**Department of Personnel and Training**  
**Institute of Secretariat Training and Management**

**Subject: Admissibility of HRA to the Assistants (DR) who had undergone/are undergoing mandatory Foundation Training Programme in ISTM before their joining to various Ministries / Departments – reminder regarding.**

This Institute vide <sup>\*</sup>D. O. Letter no. A-27014/1/2008-ISTM dated 9<sup>th</sup> June, 2015 has taken up the matter with Central Training Institutes (22 in no) for the clarification/ ruling on the HRA to the participant of Foundational Training while staying in the Hostel as desired by the CA (H)/ DOP&T vide note dated 24-04-2015.

2. In response to the aforesaid letter this Institute has received 8 replies of various Institutes. A gist of the replies received from 8 Institutes is given in a tabular form as under:

Sl. No.	Name of the Institutes	Comments / Information received from the Institutes
1.	Institute of Economic Growth	The Institute has been providing training to the IES Probationary Officers. The pay and allowance of these officers are paid by the Ministry of Finance directly to the trainee officers.
2.	Rafi Ahmed Kidwai National Postal Academy	This academy is not running the foundation course to the Direct Recruit Group A Officers of this Department. It is being done by the Institutes selected by the DoPT. After 4 months of such foundation course, induction training to Indian Postal Officers service for about 18 months is being conducted by this Academy. 2. This academy is not paying HRA to such Group A induction/ probation trainee Officers during their period of training.
3.	Foreign Service Institute	At Foreign Service Institute, we provide individual accommodation to each trainee and the accommodation is not shared between them.
4.	Indra Gandhi National Forest Academy	आधारित पाठ्यक्रम प्रशिक्षण की अवधि में प्रशिक्षणार्थियों को मकान किराया भत्ते का भुगतान नहीं किया जाता है।
5.	Institute of Government Accounts & Finance	This Institute provides hostel accommodation to ICAS (Probationers), for which they are charged monthly rental towards upkeep and maintenance. During this period they are not paid any House Rent Allowance as a part of salary.
6.	Sardar Vallabhbhai Patel National Police Academy	None of the IPS Officer Trainees currently undergoing basic training at the Academy is provided accommodation on dual/ triple sharing basis. They are accommodated in Central IPS Mess, which is a Government accommodation and hence no HRA is being drawn by the Academy in respect of Officer Trainees.
7.	National Academy of Audit & Accounts	IA&AS Officers Trainees undergoing professional training in the Academy during their probation period are allotted hostel accommodation and are not paid House Rent Allowance by the Academy.
8.	Central Bureau of Investigation Academy	No House Rent Allowance is being paid to trainee officers, who are appointed through SSC and directly report in the CBI Academy, Ghaziabad for their basic training.

Subject: Payment of HRA to participants of Foundation Courses in ISTM - regarding

Ref.: Notes on pre-page.

The Foundation Training of Assistants(DR) in ISTM conducted between 2007-08 and 2010-11 were to report directly to ISTM. A decision was taken at that time, at the level of Director, ISTM, that their HRA may not be paid since the accommodation at ISTM Hostel was mandatory. In 2011-12 and 2012-13, the policy of reporting directly to ISTM was changed and Assistants allotted by SSC were to report to their respective Ministries and pay and allowances were paid to them by their concerned Ministries.

2. The design, nomenclature and mode of conducting Foundation Training Courses for the Assistants(Direct Recruit) have been reviewed by the Senior Officers of the Department of Personnel & Training, under the chairmanship of the Secretary(Personnel). It has now been decided that Assistants will be reporting directly to ISTM. As such, as a matter of policy, the Government has decided to allow joining of any Central Government employee to their respective postings, only after completion of Induction Training. Keeping in view the large number of candidates (1,267 nominated by the SSC for CGLE-2013) to be trained and inducted in to Government Service, it has been decided at the level of Secretary(Personnel) to conduct the Foundation Training in collaboration with identified Administrative Training Institutes in the country, besides ISTM. Accordingly, six Administrative Training Institutes(ATIs) have been identified by ISTM at HIPA, Gurgaon, MGSIPA, Chandigarh, HPIPA, Shimla, HRDI, Hyderabad, ATI, Kolkata and RIPA, Jaipur, to conduct Foundation Training Courses for Assistant(DR), besides ISTM. Participants from various parts of the country are nominated by the CS Division of the Department of Personnel & Training to undergo eight weeks training programme in these identified ATIs. Hostel accommodation has been provided by these ATIs to trainee ADRs, as there would not have been any other accommodation available to them.

3. ISTM has conducted Foundation Training for 291 Assistants in Phase-I and for 251 Assistants in Phase-II of CGLE-2013 batch. There are only 80 (eighty) rooms available in ISTM Hostel, out of which only 60 rooms were pledged for Trainee Assistants, as there are other Foundation and in-house courses are held, in addition to training of Assistants. In the light of the infrastructure issues, the accommodation in ISTM Hostel has not been made mandatory since the Hostel was not equipped enough to accommodate all the Assistants to be recruited. Hence, as a general policy, HRA has been allowed to all candidates.

*Chandan Mukherjee*  
(Chandan Mukherjee)  
Deputy Director & In-charge  
Foundation Training Cell, ISTM  
15/09/2015

उप निदेशक, स.प.प्र.सं.  
2988  
आयसी सं.  
दिनांक 15/9/15

~~DD(Admn)~~

SO(SSC)

*नरेश बरहदाज*  
15/09/2015  
नरेश बरहदाज  
उप निदेशक स.प.प्र.सं.

81

File no. A-27014/1/2008-ISTM

**Department of Personnel and Training  
Institute of Secretariat Training and Management**

**Subject: Admissibility of HRA to the Assistants (DR) who had undergone/are undergoing mandatory Foundation Training Programme in ISTM before their joining to various Ministries / Departments – reminder regarding.**

**Reference: Pre page.**

We may request to Shri Chandan Mukherjee, Deputy Director & HOO in-charge of ADR-FTP cell is to furnish the comments on para 3 on pre page (Page 14/ N). Submitted please.

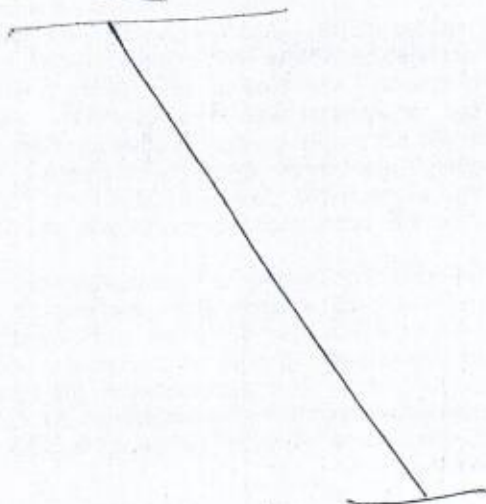
श्री प्रो. चंदन मुकर्जी  
डिप्टी डायरेक्टर  
एडर-फुल टाइम प्रोग्राम  
दिनांक: 12/08/15

उप निदेशक (प्रशासन)

श्रीकला  
12-08-2015

~~श्रीकला~~  
12/08/2015

~~श्रीकला (चं.मु.)~~



Pl. submit on the original file on which this proposal was examined. There were so many pages of notesheets which are not attached now.

मुकुल  
13/08/15

~~SO(SS)~~

Reference: Margin note

file no A-27014/1/2008-ISTM & file no E-2(V-351)/1/16

is placed below for ready reference.

उप निदेशक (प्रशासन)

श्रीकला  
14-08-15

~~श्रीकला~~  
14/08/2015

उप निदेशक (प्रशासन)  
आपकी सं. 225  
दिनांक: 14/8/15

~~श्रीकला (चं.मु.)~~

Institute of Secretariat Training and Management

Subject: Admissibility of HRA to the Assistants (DR) who had undergone mandatory Foundation Training Programme in ISTM before their joining to various Ministries/ Department.

*Reference: Pre page.*

As per observation of IFD, Training Division, Department of Personnel and Training vide note dated 28-04-2015 has desired that the matter may be taken up with other Central Services. In response to the above this Institute has written DO letter No. A-27014/01/2008-ISTM dated 9<sup>th</sup> June, 2015 to the other Central Training Institute for the clarification/ ruling on the matter of HRA to the participants of Foundational Training while staying in the Hostel.

2. In response to the aforesaid letter this Institute has received only eight replies from various Institutes. For getting the replies of other thirteen Institute, reminder has been issued vide letter of even no dated 01-08-2015. Replies received from 18 Institutes till date is placed at F/A. It can be seen from the Comments/Information received from various Institutes as shown in the table that training Institutes are not paying HRA to the participants of Foundational Training, however, different norms are being adopted by the Training Institutes with regard to payment of HRA and also submitted that the conditions under which ISTM is not paying the HRA to the Assistants (DR) during the training period are different from most of the Institutes .

3. Recapitulation of the whole matter depicts that till 2008 ISTM was not paying any Pay and Allowances to the trainee Assistant Direct Recruits(ADRs). After that, when the ADRs started joining ISTM for foundation training prior to their posting, ISTM thought of making it mandatory for them to stay back in ISTM hostel and at that point ISTM decided not to allow HRA to these trainees. Later on when ISTM found that it did not have enough hostel rooms to accommodate every trainee ADR, ISTM waived off the restriction and allowed the trainee participants to draw salary with HRA. The participants for whom the HRA was not allowed is now complaining about discrimination etc.

4. When ISTM decided to hold back the HRA, it was decided in a faculty meeting chaired by the then Director, ISTM. Neither Training Division nor Pay Division of DoP&T was consulted. This matter was neither taken to the Ministry of Finance or Ministry of Law before stopping the HRA. As HRA is admissible to any Government Servant unless she or he is provided with the Government accommodation, this decision appears to be based on an interpretation that the hostel accommodation of ISTM should be regarded as Government accommodation. Where as the M/o Urban Development, Directorate of Estates has made it clear that ISTM hostel accommodation should not be regarded as Government accommodation. Therefore, the very basis of deciding not to allow HRA to the participants of the ADR programmes doesn't appear to be based on a solid ground.

5. Hence, it appears that the grievances expressed by some ADR participants of not getting HRA have enough substance and in case these participants go for litigation, it may be difficult for ISTM to legally establish its position. Therefore, it is proposed that ISTM may altogether decide this earlier decision to withhold HRA as null and void and pay all those ADRs to whom HRA was not paid. The provision may be made from the Salary Head of ISTM. After calculating the whole amount, extra requirement may be projected in the Supplementary Demand.

Institute of Secretariat Training and Management

6. In this matter it is pertinent to mention that where ISTM, Training Division, DoPT, CS Division, Ministry of Urban Development and Finance-II Division has supported the paying the HRA to Assistant (DRs) during FTP through its comments AFA-Fin-II has desired the matter may be taken up with other Central Services.

7. In the above course of action is approved in principle, a consolidated note may also be sent to Ministry of Finance seeking their comments. As per DFA Please.

34 निदेशक (प्रशासन)

श्रीफाली  
21-06-2016