



32

सं/ REGN NO: INSTM/R/2017/50019

भारतसरकार / GOVERNMENT OF INDIA

सचिवालयप्रशिक्षणतथाप्रबन्धसंस्थान

INSTITUTE OF SECRETARIAT TRAINING &amp; MANAGEMENT

(आईएसओ9001:2015संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिकएवंप्रशिक्षणविभाग/ DEPARTMENT OF PERSONNEL &amp; TRAINING

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

ओलोफपाल्मेमार्ग, नईदिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

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

दिनांक / Date: 26/12/2017

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

Sir/Madam,

Please refer to your RTI application received on 18.12.2017.

2. The response to your request is given below:-

S. No.	Information sought under RTI Act, 2005	Response given under RTI Act, 2005
a.	Kindly arrange to provide the Government letters under which two advance increments is being granted on passing of Cash & Accounts Course conducted by ISTM.	The letter no.18/1/77-CS(I) dated 14.05.1988 of the Ministry of Home Affairs, Department of Personnel and Administrative Reforms on Scheme for Training of Assistants/UDCs in Cash and Account matters at the ISTM is enclosed.
b.	Also requested to intimate these advance increments to be granted with allowances i.e. DA, HRA, Tpts Allowance or its be treated as personal pay without allowances i.e. DA, HRA.	The query is general in nature and the advance increments shall be dealt with as per existing rules applicable on grant of increment

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, Room 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

Encl: As Above

एच. गोविंद

(H. Govind)  
Deputy Director & CPIO  
E.Mail: govind.h13@nic.in

No. 18/1/77 CS(I)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
Department of Personnel and Administrative Reforms  
(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi, the 14<sup>th</sup> May, 1988

Subject:- Scheme for training of Assistants/UDCs in Cash and Accounts matters at the  
I.S.T.M

The undersigned is directed to refer to the marginally noted Office memoranda whereby Assistants/UDCs employed whether in the Secretariat or non-participating offices, who pass the final examination conducted by the I.S.T.M at the end of training course in Cash and Accounts matters, are allowed two advance increments absorbable in future increments or increase in pay w.e.f. :-

MHA O.M. NO. 4/22/59- CS (a) 13-3-60 and 1.12.62 CS9A) dated 21- 7-62 DP & AR- 18/3/71- CS(I) dated 26.7.71 & 18/4/75-CS(I) dt. 20.6.75	i) The date on which the results of the final examination was declared by the ISTM. ; or ii) The date on which the normal increment falls due 21-7-62 DP & AR after declaration of such results (which would mean Two advance increments over and above the normal increments, whichever date is elected by the persons concerned;
--	---

2) The question of converting the two advance increments into a lump sum grant has been considered in the Departmental council of the Department of personnel & A.R

The president is now pleased to decide as under:

i) Those successful trainees who are working as UDCs may be granted a lump sum of Rs. 800/- (Rupees Eight hundred only and those successful trainees who are working as Assistants may be granted a lump sum of Rs. 1000/- (rupees one thousand only)

OR

ii) The successful trainees may be given the choice of continued drawn of advance increments under the existing scheme and subject to the stipulations already made in the memoranda cited above. The option once exercised shall be final

3) These orders come into force from the date of issue.

4) They will cover all the trainees declared qualified by the

ISTM irrespective of whether they belong to the Ministries/Departments or attached non-participating offices.

5) These orders have been issued with the concurrence of the Ministry of Finance (Department of Expenditure) vide their I.D. No. 10674-E.III/79 dated 26.11.1979.

6) Hindi version will follow

Sd/-  
(O.P. Bansal)  
Deputy Secretary to the Govt. of India

To

- i) Ministries/Departments of the Government of India etc (including the Institute of Secretariat Training and Management for further necessary action.
- ii) All the members of the staff side of the Departmental Council of JCM, for information.
- iii) All Sections of the Ministry of Home Affairs and Department of personnel and A.R.
- iv) Guard file.
- v) CS(IV) Section of Department of Personnel and A.R. (with spare copies).
- vi) Spare copies -100 only.