

INDEX OF DO PART II ORDERS		
S.NO	Nature of occurrences	Description
1	Assured Career Progression	ACP
2	Absent without Leave /Rejoining absent without leave	AWL
3	Bhutan Compensatory Allowances/Myanmar Compensatory Allowances	BCA
4	Children Education Allowances for children getting education in Bhutan at higher rate	BCEAL
5	City Compensatory Allowance: Admissible to 31.08.2008 only	CCA
6	Children Education Allowance (Applicable from 01.09.2008)	CEA
7	Children Education Allowance (Admissible up to 31.08.2008)	CEA
8	Composite Hill Compensatory Allowance.	CHCA
9	Recovery of CGHS (R OCGHS)	ROCGHS
10	Stoppage of Recovery of CGHS (CECGHS)	CECGHS
11	Cancellation Of DO Part II Orders	CANCL
12	Child Care Leave	CCL
13	Commuted Leave	COML
14	Death	DEATH
15	Desertion of Individual	DESN
16	Deputation	DEPUT
17	Reversion from Deputation.	REVDEP
18	Earned Leave	EL

18	Half Pay Leave	HPL
18	Extra Ordinary Leave	EOL
19	Posting out to other organization/offices (other than on deputation) where Pay & Allowances are paid by the other organization/office.	EXCDOT
19	Reversion from other organization / offices (other than on deputation) where Pay & Allowances are paid by the other organization / office.	EXCDIN
20	Fine	FINE
21	Family Planning Allowance	FPA
22	Promotion to officer's grade from subordinate rank through UPSC	GOUPSC
22	Promotion to officer's grade from subordinate rank	GOPROM
23	Headquarters Allowance	HQA
24	House Rent Allowance up to 31.08.2008	HRA
25A	HRA /HRAKV/HRA Old duty station applicable from 01.09.2008	HRA/HRAKV / HRAODS
25B	HRA during Joining Time	HRAJT
25C	Second HRA on posting to NE Region	HRA2NE
26	Hostel Subsidy	HOSSUB
27	Increment (To be published only for increments due up to Dec.,2006)	INCR
28	Island Special Duty Allowance to personnel serving in Andaman & Nicobar Island.	ISDA
29	Missing	MISSNG
30	Sikh, Non-Sikh cash allowance and Female cash allowance	NCASHL

31	Modified Accelerated Career Progression (Applicable from 01.09.2008)	MACP
32	Over stayal of Leave/ Rejoining from over stayal of leave	OSL/REJOSL
33	Pay Fixation on grant of promotion (to be published only in case of promotions granted up to 31.12.2005)	PAYFIX
34	Posting in	POSIN
35	Reimbursement of Tuition Fee (Applicable up to 31.08.2008 only)	RTF
36	Promotion (Applicable for promotions up to 31.12.2005 only)	PROMOT
37	Promotion (Revised formats applicable for promotions from 01.01.2006)	PROMOT
38	Re-Appointment	REAPPT
39	Re-Designation	REDGSN
40	Occupation /Vacation of Govt. Quarter	OCCGQR/ CESGQR
41	Reinstatement	REINST
42	RETIREMENT / VOLUNTARY RETIREMENT / RESIGNATION / DISCHARGE.	RETIRE / VOLRET/ RESIG/ DISCH
43	Suspension	SUSP
44	Subsistence Allowance	SUBSIT
45	Revoke Suspension	RKSUSP
46	Reversion to a lower post	RLPOST
46	Reversion to a lower stage in the post	RSPOST

46	Withholding of increments	WHINCR
46	Reversion to a lower stage in the scale of pay	RLSPAY
46	Restoration of pay	RSTPAY
47	Special Compensatory Remote Locally Allowances	SCRLA
48	SDA	SDA
49	SIACHIN (SIACHIN Allowances)	SIACHIN
50	Special increments under Hindi Teaching Scheme	SPHIND
51	Stagnation Increment (Applicable up to 31.12.2005)	SPSTAG
52	Transport Allowance	TPTA
53	Gallantry Awards	AWARD
54	High Altitude allowance	HAA
55	Up gradation of Group D employees to Group C on completion of prescribed training	UPDTC
56	Up-gradation of pay scale of Diploma holder Overseer, SUPBR2,SUPEM2, CHMECH & CHELCT	UPGRAD
57	Encashment of Earned Leave while availing LTC	LTCASH
58	Dynamic ACP for Medical Officers	DACP
59	Grant of Non-Functional Upgradation of BRES officers of BRES (Civil/E&M)	NFUPGD
60	Appointment	APPTT
61	Regularization of Absence	REGA
62	Regularization of Absence under Rule 25 of CCS (Leave) Rules 1972	LV25RL
63	STEPPING UP	STEPUP

1. ACP (ASSURED CAREER PROGRESSION SCHEME up to 31.08.2008 only)

An individual who has not been granted any promotion for 12 years will be placed in the next higher scale on grant of ACP1. The grade of the individual remains the same and does not charge on grant of ACP. On completion of 24 years service he is granted ACP2. The DOII for grant of ACP1 or ACP2 is to be supported with the pay fixation proforma duly audited by the AO of the Task Force.

The DOII will be as under:-

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	ACP1	09081999	4600		UDC				
	GS 010002M LDC RAM SINGH	ACP2	09081999	5000		ASST				

Col. 1 – Sl. No.

Col. 2 – GS No. / Name / Grade. The grade before grant of ACP must be shown in this column.

Col. 3 – Description – ACP1 or ACP2 as the case may be.

Col. 4 – Date of effect. Since the ACP has been approved wef. 9-8-1999 it is admissible only on or after that date.

Col. 5 – Basic pay fixed in the new pay scale.

Col. 6 – NIL

Col. 7 – Col. 7(a) will reflect the designation, grade corresponding to the new ACP pay scale.

Col. 8 – NIL.

Col. 9 – Remarks – letter No. & date under which the pay fixation under ACP approved by the audit authorities.

As in the case of pay fixation the individual may exercise option for fixation on the date of his next increment. In such cases the ACP1 or ACP2 will be published twice first on date of promotion, 2nd on date of re-fixation.

2. Absent without Leave / Rejoining absent without leave.

Whenever an individual is absent without leave, Pay & Allowances are stopped from that date.

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMAR KS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	AWL	01012001							
	GS 010002M LDC RAM SINGH	REJAWL	01012001						Ref of AWL 0/031/0004/2001	

Col. 1 & 2 – Sl. No. / GS No. / Grade / Name.

Col. 3 – Description* – ‘AWL’ (Absent without leave).

Description – ‘REJAWL’ (In case of rejoining after absent without leave).

Col. 4 – Date of AWL (from which date absence)

Date of REJAWL (from which rejoined)

Col. 5 to Col. 7 – Nil.

Col. 8 – In case of rejoining from AWL reference DOII No. under which individual remained absent.

Col. 9 – Remarks.

* AWL / REJAWL is to be published as separate items of DOII .

3. Bhutan Compensatory Allowance / Myanmar Compensatory Allowance.

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARK S (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	BCA	01081999	15907		GTD 100%*	BP 2500*	SLD 1540*		
	GS 010002M LDC RAM SINGH	DA	01081999			CTD				
	GS 010002M LDC RAM SINGH	BCA	01022000			CTD				
	GS 010002M LDC RAM SINGH	DA	01022000			GTD				
	GS 010002M LDC RAM SINGH	BCEAH	01042007 30092007	300		PRY-1	SEC-1			In Bhutan
	GS 010002M LDC RAM SINGH	BCEAL	01042007 30092007	160		PRY-1	SEC-1			In India
	GS 010002M LDC RAM SINGH	MYCA	01082006			GTD 100%				
	GS 010002M LDC RAM SINGH	MYCA	31072008			CTD				

* This information is required when officer entering first time in BCA/MYCA area.

The grant of BCA / MYCA is governed by Govt. orders and a formula is applicable for arriving at the rate per month.

Col. 1,2 – SL.No. / Name / GS No. / Grade.

Col. 3 – Description BCA/MYCA.

Col. 4 – Date of Grant / Ceased.

Col. 5 – Rate per month will be shown in Col. 5. (The net rate after applying the formula is to be shown).

Col. 6 – Blank.

Col. 7 – If the allowance is to be credited at full rate the percentage will be shown in Col. 7(a) as GTD 100% and for BCA/MYCA during leave Col. 7(a) will be simply GTD 50%/25%. For cessation of the allowance, Col. 7(a) will be Ctd. **During initial posting in BCA/MYCA area, GTD 100% will be shown in Col. 7(a), the basic pay as on 01.01.1996 will be shown in Col 7(b) and SLD (Slab Deduction) will be shown in Col 7(c).**

Col. 8 – Reference DOII in cases of cessation and grant of 100% after rejoining from leave.

Col. 9 – Authority will be shown in Remarks column.

For stoppage of Dearness allowance consequent on grant of BCA, description will show as DA in Col. 3 and in Col. 7(a) as ‘Ctd’.–

For granting DA after stoppage of BCA/MYCA:

Col. 1, 2 – Sl. No. / Name / GS No. / Grade.

Col. 3 - Description – DA

Col. 4 – Date of effect.

Col. 5 – NIL

Col. 6 – NIL

Col. 7 – 7(a) GTD for grant, Ctd for cessation.

Col. 8 – Reference in case of Ctd.

Col. 9 – Remarks.

Note: After de-induction from BCA/MYCA area, DA will automatically be granted on cessation of BCA/MYCA.

4. Children Education Allowance for children getting education in Bhutan at higher rate.

Individuals who are serving in Bhutan and their children are studying in Bhutan will get CEA at higher rate. All other conditions are as applicable to CEA.

Col. 1, 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – BCEAH

Col. 4 to Col. 9 same as for CEA.

Rates admissible are @ Rs. 150/- per child per month.

Children Education Allowance for children getting education in India at lower rate.

All other conditions same as applicable for CEA.

Rates admissible are @ Rs. 80/- per child per month.

Col. 1, 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – BCEAL.

Col. 4 to Col. 9 same as for CEA.

5. CCA (City Compensatory Allowance: Admissible up to 31.08.2008 only)

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARK S (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	CCA	01082007	95		GTD				Name of the city.
	GS 010002M LDC RAM SINGH	CCA	10082007			CTD				
	GS 010002M LDC RAM SINGH	CCA1	01082007	125		GTD				Name of the city.
	GS 010002M LDC RAM SINGH	CCA1	10082007			CTD				Name of the city.

Col. 1, 2 – Sl. No./ GS No. / Name / Grade.

Col. 3 – Description. As per city (As determined by census)

- A1 Class city – CCA1
- A Class city – CCA
- B1 Class city – CCB1
- B2 Class city – CCB2

Col. 4 – Date from which granted / ceased as the case may be.

Col. 5 – Rate, 50% of the rate as admissible to the class of city as per the basic pay. (Individuals drawing Ration Allowance are entitled to 50% of CCA.)

Col. 6 – Blank

Col. 7 – 7(a) GTD for grant / Ctd for ceased.

Col. 8 – Reference in case of Ctd.

Col. 9 – Remarks.

6. Children Education Allowance (applicable from 01.09.2008)

SL NO (1)	GOGS No. Rank and Name (2)	Description (3)	Date of Effect (4)	Rate (5)	Period (6)	Other Allowance (7)			Ref DOII (8)	Remarks (9)
						7 (a)	7 (b)	7 (c)		
	GS 010002 M, LDC RAM SINGH	CEA1	01092008 31122008	Amt		GTD	CLAS06	2010- 2011		
	GS 010002 M, LDC RAM SINGH	CEA2	01092008 31122008	Amt		GTD	CLAS03	2010- 2011		
	GS 010002 M, LDC RAM SINGH	CEA3	01092008 31122008	Amt		GTD	CLAS03	2010- 2011		

Notes: 1. In case the child is studying in Nursery school please indicate NURS in column 7 (b). For higher classes, indicate CLAS01, CLAS02, CLAS03, CLAS04, CLAS06, CLAS07, CLAS08, CLAS09, CLAS10, CLAS11, CLAS12.

2. In case of twin birth on second delivery, description will be CEA3 for the third child.

3. Academic year of CEA to be shown in Col, 7(c).

4. If CEA is claimed on qly or half yearly basis, the reference of previous DO II must be shown in Col. 8.

5. Certificate that hostel subsidy is not being claimed for the same child should be furnished. All receipts are to be enclosed in original. Form-II from the Individual is to be enclosed as per existing format.

6. The following certificate will be furnished:

It is certified that:

- a) The name of the child/children has been verified from the family details recorded in the service documents,
- b) Cost of only one set of text books for the academic year has been claimed,
- c) Cost of only one set of shoes has been claimed for the year,
- d) Cost of only two sets of uniform has been claimed for the year.

7. Children Education Allowance (Admissible up to 31.08.2008)

CEA is admissible whenever individual is posted in field station and is unable to keep his family at that station or the children cannot study in the station where he is serving owing to non availability of school of the medium of instruction.

The rates are Rs. 100 per child per month.

2. Admissible for maximum of 3 children of born after 31/12/1987 only two children if born 31/12/1987.
3. Admissible for Std I to Std 12 in the 10+2 system. *
4. Admissible between the age group of 5 years to 20 years.

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	CEA	01042007 30092007	100		PRY-1				Details of student class name etc.
	GS 010002M LDC RAM SINGH	CEA	01042007 30092007	200		PRY-1	SEC-1			Details of student class name etc.

Col. 1 & 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description ‘CEA’.

Col. 4 – From date – To date e.g. 01-01-2002 / 31-03-2002.

Col. 5 – Rate – Monthly rate at Rs. 100/- per month per child (Correct procedure is to show the total amount for the whole period worked out in Col. 5 (Rate/Amount))

Col. 6 – NIL.

Col. 7 – 7(a) PRY (for primary and number of children studying in primary)

7(b) SEC (for secondary and number of children studying in Secondary Class)

e.g. Pry-1, Sec-1 (only arabic numbers to be used & Roman Nos not to be used).

Col. 8 – In respect of Initial claims – ‘INITIAL’.

Col. 9 – Remarks.

* should always be claimed in arrears (i.e. after to date 31.3.2002 as per e.g.)

8. CHCA - Composite Hill Compensatory Allowance.

This is admissible as per Basic pay, (Grade Pay from 01.09.2008) and area where serving.

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARK S (9)
						7(a)	7(b)	7(c)		
	GS 01002M LDC RAM SINGH	CHCA	01082009	480		GTD				Name of the city.
	GS 01002M LDC RAM SINGH	CHCA	10082009			Ctd				

Col. 1, 2 – Sl. No. / Name / GS No. / Grade.

Col. 3 – Description – CHCA

Col. 4 – Date of Grant / Cease.

Col. 5 – Rate as applicable as per Basic Pay (before 01.09.2008) & as per Grade Pay from 01.09.2008.

Col. 6 – Blank.

Col. 7 – 7(a) GTD for grant, Ctd for ceased

Col. 8 – Reference DOII in case of Ctd.

Col. 9 – Remarks.

9. Recovery of CGHS (ROCGHS)

Whenever an individual's residence is covered under the CGH Scheme, he is allotted the CGHS Card. The recovery is to be made as per the rate applicable to his basic pay (Grade Pay with effect from 01.09.2008)

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	ROCGHS	01092008	125						

Col. 1 & 2 – Sl. No. / GS No. / Grade / Name.

Col. 3 – Description – ROCGHS.

Col. 4 – Date from which recovery is to be effected.

Col. 5 – Monthly rate of recovery (based on Grade Pay)

Col. 6 to Col. 8 – Nil.

Col. 9 – Remarks.

10. Stoppage of Recovery of CGHS (CECGHS)

Wherever the individual surrenders his CGHS card the DOII is published as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	CECGHS	01062009	125						

Col. 1 & 2 – Sl. No. / GS NO. / Name / Grade.

Col. 3 – Description – CECGHS.

Col. 4 – Date of stoppage of recovery.

Col. 5 – Rate of recovery.

Col. 6 to Col. 8 – Nil.

Col. 9 – Remarks.

11. Cancellation

Whenever a casualty published earlier is to be cancelled care is to be taken that the description of the item to be cancelled is shown in Col. 7(a) in addition to the reference DOII at Col. 8. In the absence of the description in Col. 7(a) the system cannot take action on the new DOII. The cancellation of an incorrect DO II is of vital importance as the revised DO II will get adjusted only after the earlier incorrect DO II is cancelled.e.g. 'Promotions'. If an incorrect DO II notifying promotion is not cancelled the revised DO II published cannot be adjusted in the system.

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	CANCL				INCR			0/001/0001/ 2006	

Col. 1 & 2 – Sl. No. / GS No. / Grade / Name.

Col. 3 – Description – 'CANCL'.

Col. 4 – Date of original grant

Col. 5 to Col. 6 – Nil.

Col. 7 – Col. 7(a) Description of the item to be cancelled.

Col. 8 – Reference No. of the earlier DOII under which the item was published.

Col. 9 – Remarks.

12. Child Care Leave

The DOII to be published as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC Puja RAM	CCL	01012008 31032008			CCL 91				

- Notes:
- 1.As per D.O.P.T OM No.13018/2/2008-Estt(L) dated 11/09/2008, women employees having minor children may be granted Child Care Leave (CCL) for a maximum period of two years (730 days) during their entire service.
 2. It may be availed of in more than one spell.
 3. CCL shall not be debited against the leave account. A separate leave account for Child Care Leave shall be maintained in the prescribed proforma and kept in the Service Book
 4. It may be allowed for the third year as leave not due (with production of medical certificate)
 5. It may be combined with leave of the kind due and admissible.
 6. During the leave period the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
 7. In case CCL granted for more than 14 days SDA/ISDA will be discontinued
 8. In case of absence for more than a calendar month Transport Allowance will also be discontinued.

13. Commuted Leave

Whenever an individual is granted leave on Medical Certificate as commuted leave, Half pay leave at double the number of days is debited. However he is granted full pay for the period of Commuted Leave.

The DOII will be published as under:-

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 01002M LDC RAM SINGH	COML	01082001 10082001			COML 10				

Col. 1 & 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – ‘ COML’.

Col. 4 – Period – From & To date – 1-4-2001 / 30-4-2001.

Col. 5 – Nil.

Col. 6 – Number of days for which leave is sanctioned is shown here e.g. 30 days.

Col. 7 – Col. 7(a) Description of Leave & Number of days – Coml 30

Col. 8 – Nil.

Col. 9 – Remarks.

14. DEATH

On the death of the individual the DOII is as below –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	DEATH	01012001							Death of individual

Col. 1 & 2 – SL. No. / GS No. / Name / Grade.

Col. 3 – Description – ‘Death’.

Col. 4 – Date of death of the individual is to be shown in Col. 4.

Col. 5 to Col. 8 – Nil.

Col. 9 – Remarks.

15. Desertion

In case of desertion of an individual the DOII is as below :-

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	DESN	01042001							
	GS 010002M LDC RAM SINGH	REDESN	01052001							

16. DEPUTATION

Whenever an individual proceeds on deputation outside the BRO and his pay and allowances are paid by the borrowing department the payment of his pay and allowances will be stopped by PAO Gref. The pay account will be finalised with reference to his paybook, no demand certificate and LPC will be issued showing the debit / credit balance if any in the IRLA.

The DOII will be published as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	DEPUT	01081999							

Col. 1, 2 – Sl.No. / GS No. / Grade / Name

Col. 3 – Description – DEPUT.

Col. 4 – The date from when the IRLA will be closed will be shown here.

Col. 5 – Nil.

Col. 6 – Nil.

Col. 7 & 8 – Nil.

Col. 9 – The organisation to which proceeded on deputation and the authority will be shown in remarks column.

17. Reversion from Deputation.

Whenever an individual reverts back from deputation the DOII is published as 'REVDEP'. Alongwith the DOII the LPC from the borrowing dept, details of the loans / advances, audit cage details, are also to be forwarded.

The DOII will be published as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	REVDEP	15052008	4000		UDC				

Col. 1 & 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description 'REVDEP'.

Col. 4 – Date from which the individual reverted back & P&A have to be resumed.

Col. 5 – Rate of pay as on date of reversion. .

Col. 6 – Nil.

Col. 7 – Col. 7(a) will show the grade of the individual.

Col. 8 – Nil.

Col. 9 – Remarks.

Wef - 01.01.2006

Col 5 – Grade Pay

Col 7 (a) - Designation

Col 7 (b) – Pay in Pay Band

18. Earned Leave / Half Pay Leave / Extra-ordinary Leave.

Individuals are granted leave by units and entered in the Service Books maintained at their end. DO Pt. II orders are forwarded to PAO Gref. No action is taken by EDP on DO Pt. II order for Earned Leave (EL) but are fed to EDP. However action is taken to recover Pay & Allowance in respect of Half Pay Leave, extraordinary leave.

The DOII is published as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	EL	01082001 10082001			EL 10				
	GS 010002M LDC RAM SINGH	HPL	01082001 10082001			HPL 10				
	GS 010002M LDC RAM SINGH	EOLMC	01082001 10082001			EOLMC 10				
	GS 010002M LDC RAM SINGH	EOLPA	01082001 10082001			EOLPA 10				

Col. 1 & 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – EL / HPL / EOLMC/EOLPA.

Col. 4 – From and To date e.g. 1-4-2001 / 30-4-2001.

Col. 5 – Nil.

Col. 6 – No. of days e.g. 10 days. [No. of days leave granted]

Col. 7 – Col. 7(a) EL / HPL / EOL (as the case maybe) and No. of days e.g. 10 days. (Separate items for EL or HPL or EOL)

Col. 8 – Nil.

Col. 9 – Remarks.

If any allowance is stopped consequent on the grant of leave, same may be published separately.

19. Posting out to / reversion from other organization / offices (other than on deputation) where Pay & Allowances are paid by the other organization / office.

In some cases individuals are posted out to other offices (other than deputation) and are also not eligible for deputation allowance. In such cases the payment of pay and allowances has to be stopped by the PAO GREF.

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	EXCDOT	01081999							
	GS 010002M LDC RAM SINGH	EXCDIN	01081999							

Col. 1 & 2 – Sl. No. / GS No. / Grade / Name.

Col. 3 – Description – EXCDOT EXCDIN

Col. 4 – Date from which posted out.

Col. 5 to Col. 8 – Nil.

Col. 9 – Remarks.

The net credit / debits is to be intimated to the new department on the LPC after finalization of Pay account with reference to Pay book.

Before 01/01/2006.

Basic Pay in rate column.

Designation in Col 7(a)

From 01/01/2006.

Grade Pay in rate column.

Designation in Col 7(a)

Basic Pay in Col 7(b)

20. FINE

Some individuals are granted punishment as fine and Pay & Allowances for that period are recovered.

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	FINE	OC 01081999		14	1000				

Col. 1&2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – FINE.

Col. 4 – The disciplinary authority who granted punishment will be shown in Col. 4.

Col. 5 – The date on which punishment awarded will be shown in Col. 5.

Col. 6 – Number of days for which pay is to be recovered will be shown in Col. 6.

Col. 7 – Recovery amount to be shown in Col 7(a).

Col. 8 – Nil.

Col. 9 – Remarks.

21. Family Planning Allowance

Admissible when Individual / Spouse undergo the family planning operation for promoting small family norms. Admissible from the 1st of the month following the date of the operation e.g. date of operation – 15/02/2003 admissible from 1/3/2003

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	FPA	01081999	210		GTD				
	GS 010002M LDC RAM SINGH	FPAAC1	01081999	100		GTD				
	GS 010002M LDC RAM SINGH	FPAAC2	01081999	125		GTD				

Col. 1, 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – FPA (FPAAC1, FPAAC2 in cases of ACP up to 31.08.2008)

Col. 4 – Date of effect (Always 1st of the month)

Col. 5 – Rate (Lowest rate of increment in the scale of pay up to 31.08.2008 and with reference to Grade Pay from 01.09.2008)

Col. 6 – NIL

Col. 7 – Col. 7(a) Granted – GTD.

Col. 8 – NIL

Col. 9 – Remarks – Certificate from hospital showing date of operation to be enclosed.

Notes: Requisite certificate from the hospital and the individual are to be attached as per existing procedure.

From 01.09.2008: Description FPA only will be shown in Col - 3

22. GOPROM

On promotion from subordinate grade to the officer's grade the GS No. will be changed to GO No. This will be done only on the basis of DOII for GOPROM. Further in cases of subordinates granted promotion to officer's rank on the basis of UPSC exam, GOUPSC casually is to be published.

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	GOPROM	02072008			GO003550H				
	GS 010002M LDC RAM SINGH	GOUPSC	02072008			GO003550H				

Col. 1 & 2 – Sl. No. / GS No. / Name / Grade (The old GS no. is to be mentioned here)

Col. 3 – Description – GOPROM or GOUPSC.

Col. 4 – Date of effect of promotion.

Col. 5 – Nil.

Col. 6 – Nil.

Col. 7 – Col. 7(a) will show the new GO No. allotted to the individual.

Col. 8 – Nil.

Col. 9 – Remarks.

Note – DO II notifying GOPROM & GOUPSC will only changes the personal number from GS to GO. PROMOT DO II must accompany in such cases.

23. Headquarters Allowance (HQA)

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	HQA	01081999			GTD	Designat ion			
	GS 010002M LDC RAM SINGH	HQA	10081999			CTD	Designat ion			

Col. 1,2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – HQA.

Col. 4 – Date of Grant / Ctd.

Col. 5 – Rate as applicable as per basic pay per month.

Col. 6 – Blank.

Col. 7 – 7(a) ‘GTD’ for grant / Ctd for cessation.

7(b) Designation will be shown in Col 7(b).

Col. 8 – Reference in cases of Ctd grant DOII.

Col. 9 – Remarks.

24. House Rent Allowance (up to 31.08.2008 only)

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	HRA	01082007			GTD 15%	City Name			
	GS 010002M LDC RAM SINGH	HRAC	01082007	100		GTD 7.5%	City Name			
	GS 010002M LDC RAM SINGH	HRAOTH	01082007	100		GTD 5%	City Name			
	GS 010002M LDC RAM SINGH	HRA1	01082007	100		GTD 30%	City Name			
	GS 010002M LDC RAM SINGH	HRA	01082007			CTD				

Col. 1, 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description - As per city.

- HRA1 – A1 class city – 30 % of basic pay.
- HRA – A, B1/B2 class city – 15% of basic pay.
- HRAC – C class cities – 7.5% of basic pay.
- HRAOTH – Other class cities- 5% of basic pay.

25A. HRA (Applicable from 01.09.2008)

The DO II will be published as under:

Sl No	GRES No. Rank and Name	Description 3	Date of Effect 4	Rate 5	Period 6	Other Allowance 7			Ref. DOII 8	Remarks 9
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	HRA	From			GTD 30% GTD 20% GTD 10%	Name of City			
	GS 010002M LDC RAM SINGH	HRAKV	From			GTD 20%	Name of City			
	GS 010002M LDC RAM SINGH	HRAODS	From			GTD 30% GTD 20% GTD 10%	Name of City	Pre Unit Code		

**Notes:
HRA**

Col. 3 will show description HRA for all cities viz. X,Y and Z classifications with HRA @30% 20% 10%,
 Col. 4 will show date from which either payable or ceased.
 Col. 5, Col. 6 will be blank
 Col. 7(a) will show "GTD" & % e.g. 30% or 20% or 10% & "ctd" if ceased.
 Col. 7(b) will show name of city.
 Col. 7(c) will be blank.

HRAKV

Col. 3 will show description HRAKV for individual posted in Kashmir Valley & entitled to HRAKV.
 Col. 4 will show date from which either payable or ceased.
 Col. 5 Blank
 Col. 6 Blank
 Col. 7(a) will show GTD & % admissible e.g. 20% & ctd if ceased.
 Col. 7(b) will show name of city.
 Col. 7(c) blank.

HRAODS

Col. 3 will show description HRAODS for individuals claiming HRA for retaining family at old duty station.

Col. 4 will show date from which either payable or ceased.

Col. 5 Blank

Col. 6 Blank

Col. 7(a) will show "GTD" & % e.g. 30% or 20% or 10% & "ctd" if ceased.

Col. 7(b) will show name of city.

Col. 7(c) will show unit code of the previous unit at which location family has been retained.

HRAODS Certificate – (i) This is to certify that GS No _____ Rand _____ Name _____ had left his family at old duty station _____ in a rented accommodation under his own arrangement.
(ii) The Individual has not claimed any TA/DA for his family on permanent posting to the new duty station ie _____.

25B. HRA during joining time

SI No	GRES Number, Rank & Name	Description	Date of effect	Rate	Period	Other allowances			Ref DO II	Remarks
1	2	3	4	5	6	7(a)	7(b)	7(c)	8	9
	GS No..... Trade..... Ram Singh	HRAJT	Date of reporting to new unit			GTD-10% GTD-20% GTD-30%	Date of posout from premious unit	Previous unit code.		

Note: Grant of HRA during joining time

- a) Date of reporting to new unit will be given in column 4
- b) Rate of HRA will be given in column 7(a)
- c) Date of posting out from previous unit will be given in column 7(b)
- d) Previous unit code will be given in column 7(c).

25C Grant of second HRA on posting to NE Region

	GS No..... Trade..... Ram Singh	HRA2NE	Date			GTD-10% GTD-20% GTD-30%				
--	---------------------------------------	--------	------	--	--	-------------------------------	--	--	--	--

A certificate from the OC Unit must be enclosed along with the DO II that "outliving permission" has been granted to the individual and he is living outside in rented accommodation.

26. Hostel Subsidy

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	HOSSUB	01042007 30092007	Rate		GTD	CLAS10 -1	2011-2012		
	GS 010002M LDC RAM SINGH	HOSUB1	01092008 31122008	Amount		GTD	CLAS10	2011-2012		
	GS 010002M LDC RAM SINGH	HOSUB2	01092008 31122008	Amount		GTD	CLAS10	2011-2012		

Note: Column 3 will show description HOSSUB for claims up to 31.08.2008 and HOSUB1 and/or HOSUB2 for claims from 01.09.2008

Rate should be shown in Col 5 (for claims prior to 01.09.2008).

Total amount should be shown in Col 5 with effect from 01.09.2008

In case the child is studying in Nursery school, please indicate NURS in column 7 (b). For higher classes, indicate CLAS01, CLAS02, CLAS 03, CLAS04, CLAS06, CLAS07, CLAS08, CLAS09, CLAS10, CLAS11, CLAS12.

Academic year is to be shown in Col, 7(c).

If claimed on quarterly of half yearly basis, the reference of previous DO II must be shown in Col. 8.

Certificate that Children Education Allowance is not being claimed for the same child should be furnished.

All receipts are to be enclosed in original.

Form I from individual is to be enclosed as per existing format.

27. Increment (To be published only for increments due up to Dec., 2005)

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	INCR	01022005	75		GTD 3125	LDC			
	GS 010002M LDC RAM SINGH	INCRAC	01022005	100		GTD 4100	UDC			

28. Island Special Duty Allowance is admissible to personnel serving in Andaman & Nicobar Island.

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
59.	GS 010002M LDC RAM SINGH	ISDA1	01082007			GTD 25%				
60.	GS 010002M LDC RAM SINGH	ISDA2	01082007			GTD 20%				
61.	GS 010002M LDC RAM SINGH	ISDA3	01082007			GTD 12.5%				

Col. 1, Col. 2 will be common SI No. / GS No. / Name / Grade.

Col. 3 – Description will be 'ISDA1, ISDA2 or ISDA3'

Col. 4 – Date from when applicable (either grant or ceased.)

Col. 5 – Blank

Col. 6 – NIL.

Col. 7 – 7(a) GTD for grant & Ctd for ceased (Stopped). The rate in percentage should be indicated after GTD

(a) 7(b) - Blank.

7(c) – Blank

8 – In case of Ctd (Ceased) reference DOII of grant.

9 – Remarks.

29. MISSING

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	MISSING	08042008							

30. Sikh, Non Sikh Cash Allowance and Female Cash Allowance

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	NCASHL	01042001	9		GTD				
	GS 010002M LDC RAM SINGH	SCASHL	01042001	11		GTD				
	GS 010002M LDC PUJA RAM	FCASHL	01042001	3		GTD				

31. Modified Accelerated Career Progression (Applicable from 01.09.2008)

The DO II will be published as under:

SI No	GRES Number, Rank & Name	Description	Date of effect	Rate	Period	Other allowances			Ref DO II	Remarks
1	2	3	4	5	6	7(a)	7(b)	7(c)	8	9
	GS 010002M LDC RAM SINGH	MACPI	Date	Grade Pay of MACP						
	GS 010002M LDC RAM SINGH	MACP2	Date	Grade Pay of MACP						
	GS 010002M LDC RAM SINGH	MACP3	Date	Grade Pay of MACP						

Note : In cases of individuals granted MACP between 02 Jan and 30th June and desirous of fixation of pay from 1st July, the date of option for fixation of pay must be given in column 7(c).

32. Over stayal of Leave / Rejoining after over stayal of leave.

When an individual overstays leave after expiry of the period of leave sanctioned, he is not entitled to any pay & allowance.

The DOII will be as under:-

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	OSL	17122005							
	GS 010002M LDC RAM SINGH	REJOSL	16122006						Ref. of OSL	

Col. 1 & 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description (1) OSL – Overstayal of leave.
(2) REJOSL – Rejoining after overstayal of leave.

Col. 4 – (1) Date from which individual remained absent after expiry of sanctioned leave without information.
(2) Returning from OSL.

Col. 5 to 7 – Nil.

Col. 8 – Reference DOII No. notifying OSL.

Col. 9 – Remarks.

33. Pay Fixation on grant of promotion (to be published only in case of promotions granted up to 31.12.2005 only)

Whenever an individual is promoted to a higher grade, pay fixation proforma is to be initiated by the unit authorities. The Accounts Officer of Task Forces/Project audits the pay fixation. After approval of the pay fixation, DOII is to be published. The approved pay fixation proforma is to be forwarded along with the DOII.

The DOII will be as under:-

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	PAYFIX	01122005	5000		ASST				Group ID

Col. 1, 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – PAYFIX

Col. 4 – Date of effect.

Col. 5 – The basic pay fixed on promotion must be indicated in this column.

Col. 6 – Nil.

Col. 7 – Col. 7(a) Rank / Grade to which promoted should be shown in this column.

Col. 8 – The DOII number under which the promotion was published will be shown in this column.

Col. 9 – Remarks column will contain the letter number and date under which pay fixation was approved by the audit authorities.

In case the individual exercises option for fixation of pay from the date of accrual of next increment, PAYFIX DOII is to be published again on the 2nd fixation with the same abbreviation 'PAYFIX'. The same should be published as a separate item.

1. Abbreviations for different grades / ranks – at annexure.
2. Pay scales for the different grades / ranks – at annexure.

34. POSTING IN

The DOII will be as under: -

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	POSIN	11122007					POSTOUT UNIT CODE		

Col. 1, Col. 2 will be Sl. No. / GS No. / Name / Grade.

Col. 3 – Description will be ‘POSIN’.

Col. 4 – Date from which posted in to be shown.

Col 7 (c) – Previous unit code from which posted In.

Col. 9 – In “Remarks” column show other details of unit from which posted, viz. TOS, Joining period, etc. No action is taken by PAO on the information in Col. 9. Only one item is to be published under one item of DOII such as POSIN, SCRLA, SDA, HRA, CCA etc. There can be only one casualty against one particular item. As such POSIN, SDA etc. have to be published, as separate items giving separate item No. . Further, in case there is more than one casualty under the same description pertaining to different dates, each casualty pertaining to different dates has to be published as separate item giving separate item Nos.

35. Reimbursement of Tuition Fee (Applicable up to 31.08.2008 only)

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	RTF	01102007 31032008	40		CLAS03-1				
	GS 010002M LDC RAM SINGH	RTF	01102007 31032008	80		CLAS03-1 CLAS02-1				
	GS 010002M LDC RAM SINGH	RTF	01102007 31032008	50		CLAS09-1S				
	GS 010002M LDC RAM SINGH	RTF	01102007 31032008	100		CLAS09-1S CLAS11-1S				
	GS 010002M LDC RAM SINGH	RTF	01102007 31032008	110		CLAS12-1M				

36. Promotion (Applicable for promotions up to 31.12.2005 only)

Whenever an individual is promoted the DOII should be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	PROMOT	01042007	5000		ASST				

Col. 1 & 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description - ‘PROMOT’

Col. 4 – Date of promotion.

Col. 5 – NIL

Col. 6 – NIL

Col. 7 – 7(a) Trade to which promoted.

Col. 8 – NIL

Col. 9 – Remarks

37. Promotion from 01.01.2006 (revised format)

SL NO (1)	GRF No.Rank and Name (2)	Description (3)	Date of Effect (4)	Rate (5)	Period (6)	Other Allowance (7)			Ref DOII (8)	Remarks (9)
						7 (a)	7 (b)	7 (c)		
	GS 010002M LDC RAM SINGH	PROMOT	Date			Desig				

- Notes:
1. In all cases of Promotion after 01/01/2006 PROMOT description will be used.
 2. In Column 8, reference DOII of the GOPROM, STEPUP, and GOUPSC etc, will be mentioned.
 3. **Whenever an individual is promoted to a higher grade, pay fixation proforma is to be initiated by the unit authorities. The Accounts Officer of Task Forces/Project audits the pay fixation. After approval of the pay fixation, the approved pay fixation proforma is to be forwarded along with the DOII notifying PROMOT.**

38. RE-APPOINTMENT (Applicable up to 31.12.2005 only)

Some individuals are re-appointed to a different grade. In such cases of re-appointment the pay is re fixed as per the pay scale of the re-appointed grade. The DOII is as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	REAPPT	01042007	4000		UDC				

Col. 1 – Sl. No.

Col. 2 – GS No. / Grade / Name

Col. 3 – Description – REAPPT.

Col. 4 – Date of effect (Date from which re-appointed)

Col. 5 – Pay of the individual granted on re-appointment is to be shown in Col. 5.

Col. 6 – NIL

Col. 7 – Col. 7(a) will show the grade of the individual on reappointment.

Col. 8 – NIL

Col. 9 – Remarks.

RE-APPOINTMENT (APPLICABLE FROM 01.01.2006)

The DO II will be published as under:

Sl No	GRES No. Rank and Name	Description	Date of Effect	Rate	Period	Other Allowance			Ref. DOII	Remarks
		3	4	5	6	7			8	9
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	REAPPT	Date	Grade Pay		Desig	Pay Band Pay			

39. Re-designation

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	REDGSN	01042007							Correct Ref. of DESN

40. Occupation /Vacation of Govt. Quarter

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	OCCGQR	01042007							
	GS 010002M LDC RAM SINGH	CESGQR	30062007							

41. Reinstatement.

In cases of individuals removed from service and subsequently reinstated in service based on court judgment, etc. the DOII should be published as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	REINST	01052007	1900		LDC	5830			

Col. 1 & 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – ‘REINST’.

Col. 4 – Date on which individual reinstated is to be furnish in Col. 4.

Col. 5 – Pay granted after re-instatement is to be furnished in Col. 5.

Col. 6 – Nil.

Col. 7 – Present designation of the individual after re-instatement is to be furnished in Col. 7(a).

Col. 8 – Nil.

Col. 9 – Remarks.

Revised format effective from 01-01-2006.

- **Grade Pay in rate column.**
- **Designation in Col 7(a)**
- **Pay Band Pay in Col 7(b)**

Regularization of the intervening period up to the date of reinstatement is to be published separately along with the reinstatement Part II Order. The Pt. II order should indicate whether the period of absence is to be treated as duty or leave specifying the quantum of Pay & Allowances to be admitted.

42. RETIREMENT / VOLUNTARY RETIREMENT / RESIGNATION / DISCHARGE.

The DOII will be published as under separate items.

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	RETIRE	01052007							DETAILS
	GS 010002M LDC RAM SINGH	VOLRET	01122007							Details of retirement
	GS 010002M LDC RAM SINGH	RESIG	01052007							
	GS 010002M LDC RAM SINGH	DISCH	01081999							

Col. 1 & 2 – Sl. No. / GS No. / Grade / Name.

Col. 3 – Description as per casualty.

1. RETIRE (for superannuation – retirement)
2. VOLRET (Voluntary retirement)
3. RESIG (Resignation).
4. DISCH (Discharge from service).

Col. 4 –

- 1) Date on which individual proceeded on retirement.
- 2) Date on which individual took voluntary retirement.
- 3) Date on which individual resign from service.
- 4) Date of discharge from service.

Col. 5 to Col. 8 – Nil.

Col. 9 – Remarks.

43. SUSPENSION

Under certain conditions an individual is kept out of duty temporarily pending final action against him for criminal offences or acts of in-discipline, delinquency, misdemeanor etc. During that period the individual is kept under suspension.

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	SUSP	01052007							

Col. 1 & 2 – Sl. No. / GS No. / Grade / Name.

Col. 3 – Description – ‘SUSP’.

Col. 4 – The disciplinary authority that granted punishment will be shown in Col. 4.

Col. 5 – The date on which individual suspended will be shown in Col. 5.

Col. 6 to Col. 8 – Nil.

Col. 9 – Remarks.

44. SUBSIT

When an individual is under suspension he will be granted subsistence allowance at 50% of Pay & Allowances.

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	SUBSIT	01052007			GTD % of Pay				

Col. 1, 2 – Sl. No. / GS No. / Name / Grade.

Col. 3 – Description – SUBSIT.

Col. 4 – Date of effect (It will be the date of suspension).

Col. 5 & Col. 6 – Nil.

Col. 7 – Col. 7(a) 50%.

Col. 8 – Reference DOII of suspension.

Col. 9 – Remarks.

45. Revoke Suspension (RKSUSP).

When the suspension imposed on an individual is revoked on exoneration in departmental proceedings and the individual is reinstated the DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	RKSUSP	31052007	2400		UDC	7510			

Revised format effective from 01/01/2006.

- **Grade Pay in rate column.**
- **Designation = in Col 7(a)**
- **Pay Band Pay = in Col 7(b)**

Col. 1, 2 – Sl. No. / GS No. / Grade / Name.

Col. 3 – Description – ‘RKSUSP’.

Col. 4 – The date from which suspension revoked is to be shown in Col. 4.

Col. 5 – Pay admissible to the individual is to be shown in Col. 5.

Col. 6 – Nil.

Col. 7 – Grade of the individual is to be shown in Col. 7(a).

Col. 8 – Reference DOII no. of suspension.

Col. 9 – Remarks.

46. Reversion to a lower post, reversion to a lower stage in the post, reduction to a lower stage in the scale of pay, restoration to the stage of pay and withholding of increments (Applicable up to 31.12.2005 only)

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M UDC RAM SINGH	RLPOST	OC 01072004			UDC	LDC			
	GS 010002M LDC RAM SINGH	RSPOST	31072004	4200		LDC	UDC			
	GS 010002M LDC RAM SINGH	RLSPAY	01082004	3725		LDC CUM	3875	NON CUM		
	GS 010002M LDC RAM SINGH	RSTPAY	31082004	3875		LDC				
	GS 010002M LDC RAM SINGH	WHINCR	OC 01032007			CUM	NON CUM			

Reversion to a lower post, reversion to a lower stage in the post, reduction to a lower stage in the scale of pay, restoration to the stage of pay and withholding of increments (Applicable from 01.01.2006)

SL No (1)	GS/GO No RANK & NAME (2)	DESCRIPTIO N (3)	EFFECTIVE DATE (4)	AMOUNT/RA TE (5)	PERIO D (6)	Other Allces/details (7)			REF DO II (8)	REMARK S (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	RLPOST	OC 01072007	GP LOWER POST		UDC	LDC			
	GS 010002M LDC RAM SINGH	RSPOST	31072007	GP HIGHER POST		LDC	UDC			
	GS 010002M LDC RAM SINGH	RLSPAY	01082007	LOWER PAY		LDC	CUM NON- CUM	EXISTIN G PAY		
	GS 010002M LDC RAM SINGH	RSTPAY	31082007	PAY TO BE RESTORED						
	GS 010002M LDC RAM SINGH	WHINCR	OC FROM DATE TO DATE			CUM	NONCUM			

47. SCRLA (Special Compensatory Remote Locally Allowances)

This is admissible as per Basic pay, (Grade Pay from 01.09.2008) and area where serving. SCRLA1, SCRLA2, SCRLA3, SCRLA4.

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	SCRLA1/2/3/4	02062007	500		GTD				
	GS 010002M LDC RAM SINGH	SCRLA1/2/3/4	02062007			CTD				

Col. 1, 2 – Sl. No. / Name / Grade / GS No.

Col. 3 – Description – SCRLA1, 2, 3, 4 as the case may be.

Col. 4 – Date of Grant / Ceased.

Col. 5 – Rate as applicable to the area as per Basic pay/Grade Pay.

Col. 6 – Blank.

Col. 7 – 7(a) – Gtd. for grant, Ctd for ceased /stopped.

Col. 8 – Reference DOII is case of Ctd.

Col. 9 – Remarks.

48. SDA.

Special Duty Allowance is admissible to personnel serving in the North East regions.

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	SDA	02062007			GTD 12.5%				
	GS 010002M LDC RAM SINGH	SDA	02072007			CTD				

Col. 1, Col. 2 will be common Sl No. / GS No. / Name / Grade.

Col. 3 – Description will be ‘SDA’

Col. 4 – Date from where applicable (either grant or ceased.)

Col. 5 – Blank

Col. 6 – NIL.

Col. 7 – 7(a) GTD for grant & Ctd for ceased (Stopped). The rate in percentage should be indicated after GTD

(b) 7(b) - Blank.

7(c) – Blank

(c) 8 – In case of Ctd (Ceased) reference DOII of grant.

(d) 9 – Remarks.

49. SIACHIN (SIACHIN Allowance)

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	SIACHN	15022006	3000		GTD				
	GS 010002M LDC RAM SINGH	SIACHN	18032006			CTD				

Col. 1, 2 – Same as above.

Col. 3 – ‘SIACHN’

Col. 4 – Date of Grant / Cessation.

Col. 5 – Rate per month.

Col. 6 – Blank.

Col. 7 – 7(a) GTD for grant, “ctd” for cessation.

Col. 8 – Reference in case of Ctd.

Col. 9 – Remarks.

50. Special Increment under Hindi Teaching Scheme.

The DOII will be as under –

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	SPHIND	01062008	75		GTD				
	GS 010002M LDC RAM SINGH	SPHIND	01062008			ctd				

51. Stagnation Increment (Applicable up to 31.12.2005 only)

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	SPSTAG	01062007	80		GTD 4670	LDC			

52. Transport Allowance (Up to 31.08.2008)

The DOII will be supported with a certificate as prescribed and in the following formats.

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	TPTA	01082007	100		GTD				
	GS 010002M LDC RAM SINGH	TPTA	11082008			CTD				
	GS 010002M LDC RAM SINGH	TPAAC1	01082007	100		GTD				
	GS 010002M LDC RAM SINGH	TPAAC1	11082008			CTD				
	GS 010002M LDC RAM SINGH	TPTO	01082007	75		GTD				
	GS 010002M LDC RAM SINGH	TPTO	11082008			CTD				
	GS 010002M LDC RAM SINGH	TPOAC1	01082007	75		GTD				
	GS 010002M LDC RAM SINGH	TPOAC1	11082008			CTD				

Col. 1, 2 – Same as above.

Col. 3 – Description –

TPTA – Transport allowance (A1, A, B2, B1 Class cities.)

TPTO – Transport Allowance (Other cities)

TPAAC1 – Transport allowance (A1, A, B2, B1 cities) after grant of ACP1.

TPAAC2 - Transport allowance (A1, A, B2, B1 cities) after grant of ACP2.

TPOAC1 - Transport allowance (A1, A, B2, B1 cities) after grant of ACP1.

TPOAC2 - Transport allowance (A1, A, B2, B1 cities) after grant of ACP2.

Transport Allowance (Applicable w.e.f. 01.09.2008)

The DO II will be published as under:

Sl No	GREF No. Rank and Name	Description 3	Date of Effect 4	Rate 5	Period 6	Other Allowance 7			Ref. DOII 8	Remarks 9
						7(a)	7(b)	7(c)		
	GO003699M SAO RAM SINGH	TPTA	From	Rate		GTD				
	GO001000M CE RAM SINGH	TPTS	From	7000		GTD				
	GS 010002M LDC RAM SINGH	TPTH	From	Rate		GTD				

Note:

TPTA – Transport allowance (for all cities.) for all officers below the rank of Chief Engineer and all subordinates

TPTS – Transport Allowance at Rs. 7000/- p.m. for Chief Engineer

TPTH – Transport Allowance for handicapped personnel

Col. 1, 2 – Same as above.

Col. 3 – Description –

Col. 4 – Date of Grant / Ceased.

Col. 5 – Rate of which admissible as per scale of pay.

Col. 6 – Blank.

Col. 7 – 7(a) GTD for grant / Ctd for cessation.

Col. 8 – Reference DOII No. in case of Ctd.

Col. 9 – Remarks.

Certificate for grant of Transport allowance to officers:

1. For officers drawing Grade Pay of Rs 10000/-, Rs 12000/- and those in HAG+ scale; and entitled to staff car

Certified that an option from GO_____Rank_____Name_____of this office has been obtained that he is unwilling to use staff car for commuting between office and residence and is enclosed. It is further certified that no staff car has been provided to the officer for the said purpose.

2. For other officers:

Certified that no Govt. vehicle has been provided to GO_____Rank_____Name_____ for commuting between office and residence.

TPTH

Transport allowance for handicapped personnel.

- 1) Certified that the individual has opted for drawal of transport allowance.
- 2) Certified that no Govt. vehicle has been provided to the individual for commuting between office and residence.
- 3) Certified that the individual is handicapped and is eligible for transport allowance at double the rates.

53. Gallantry Awards.

The DOII will be as under :-

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	AWARD	01082007	1050		GTD	KC			

Col. 1 & 2 – SL. No. / GS No. / Name / Grade.

Col. 3 – Description – ‘AWARD’.

Col. 4 – Date of effect.

Col. 5 – Rate as per the award. The rates for Gallantry Awards granted to individuals for bravery are given in the Govt. letters issued from time to time.

Col. 6 – Nil.

Col. 7 – 7(a) GTD

7(b) Abbreviation of the award Ashok Chakra / Mahavir Chakra, etc. (i.e. PVC, AC, MVC, KC, VC, SC, etc)

Col. 8 – Nil.

Col. 9 – Remarks.

Gallantry Awards

Abbreviation.

Ashok Chakra

AC

Mahavir Chakra

MVC

Kirti Chakra

KC

Vir Chakra

VC

Shaurya Chakra

SC,

Param Vir Chakra

PVC

The rate of monetary allowance w. e. f. 1/2/99 is as per GOI Min. of Defence Letter NO. 31(8)/198id/Ceremonies dated. 18-3-1999.

54. HIGH ALTITUDE ALLOWANCE

Sl. No (1)	GS/GO No., RANK & NAME (2)	DESCRIPTION (3)	EFFECTIVE DATE (4)	AMOUNT/ RATE (5)	PERIOD (6)	Other Allowances/Details (7)			REF DO II (8)	REMARKS (9)
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	HAA1/2	01022007	260		GTD	LDC			
	GS 010002M LDC RAM SINGH	HAA1/2	01022007			CTD				

55. Up gradation of Group D employees to Group C on completion of prescribed training

The DO II will be published as under:

SL NO (1)	GS/GO No., RANK & NAME (2)	Description (3)	Date of Effect (4)	Rate (5)	Period (6)	Other Allowance (7)			Ref DOII (8)	Remarks (9)
						7 (a)	7 (b)	7 (c)		
	GS 010002M LDC RAM SINGH	UPDTC	Date	NIL	NIL	TRD QLD				Qualification

- Notes:
1. This description is to be used for notifying up gradation to Grp 'C' posts in respect of erstwhile Grp 'D' employees
 2. In column 4, for date it will be 01/01/2006 for existing employees and date of appointment for new recruits
 3. Column 5 & 6 will remain blank
 4. In column 7(a) write TRD if the person is retrained and QLD if he/she already posses required qualification.

56. Up-gradation of pay scale of Diploma holder Overseer, SUPBR2, SUPEM2, CHMECH & CHELCT

The DO II will be published as under:

SL NO (1)	GS/GO No., RANK & NAME (2)	Description (3)	Date of Effect (4)	Rate (5)	Period (6)	Other Allowance (7)			Ref DOII (8)	Remarks (9)
						7 (a)	7 (b)	7 (c)		
	GS 010002M LDC RAM SINGH	UPGRAD	01/01/2006 or Date of Appt	Pay on Pre revised scale (5000-8000) as on 01/01/2006 or Date of Appt.	NIL	OVS R SUPBR2/1 SUPEM2/1 CHMECH CHELCT	Diploma			

Notes: 1. In column 4, for date it will be 01/01/2006 for existing employees and date of Appointment in case of newly appointment after 01/01/2006

2. Column 6 will remain blank

3. Enclosed Pay Fixation Proforma.

In remarks column the individual has been promoted in regular promotional post vide DGBR letter no & date certify that the individual is a diploma holder.

57. Encashment of Earned Leave while availing LTC

SL NO (1)	GS/GO No., RANK & NAME (2)	Description (3)	Date of Effect (4)	Rate (5)	Period (6)	Other Allowance (7)			Ref DOII (8)	Remarks (9)
						7 (a)	7 (b)	7 (c)		
	GS 010002M LDC RAM SINGH	LTCASH	FROM DATE	.	Days	GTD	FIRST/ SECOND/ THIRD/ FOURTH/ FIFTH/ SIXTH	Leave DO II No		

Instructions: -

1. DO II format for encashment of EL while availing LTC
2. Col 4: Date of commencement of leave to be mentioned compulsorily.
3. **Col 6: Please indicate the number of days of EL to be encashed.**
3. Col 7(b): Please mention the occasion of encashment "First" or "Second" or "Third" or "Fourth" or "Fifth" or "Sixth".
4. Col 8: Please mention the reference DO II no of leave
5. The following certification to be endorsed.
 "It is certified that the individual's EL Account has balance at credit of more than 30 days after deducting the total leave availed plus leave for which encashment was claimed."
 Note: -Encashment of EL with LTC is limited to 10 days of EL on one occasion and 60 days in the entire career.

58. Dynamic ACP for Medical Officers

The DO II will be published as under:

SL NO (1)	GS/GO No., RANK & NAME (2)	Description (3)	Date of Effect (4)	Rate (5)	Period (6)	Other Allowance (7)			Ref DOII (8)	Remarks (9)
						7 (a)	7 (b)	7 (c)		
	GS 010002M LDC RAM SINGH	DACP1 DACP2 DACP3 DACP4	Date	Grade Pay		Desig		DNI		

- Notes:
1. In all cases of Grant of DACP, this format will be used.
 2. In case individual gives option for fixation of pay from the date of next increment, "DNI" will be mentioned in Column 7(c) otherwise column will be left blank.
 2. In Column 7(a), designation will be MO1 in case of DACP1, DYCMO in case of DACP2, and DCMOSG in case of DACP3 and DCMOSGD4 in case of DACP4.
 3. Certificate to be given along with the DO II

Certified that the conditions mentioned in Government of India, Min of Health & Family Welfare OM No A/45012/2/2008 dated 29.10.2008 have been fulfilled an a copy of HQDGBR order approving the grant of DACP to the officer is enclosed.

59. Grant of Non-Functional Up gradation to the officers of BRES (Civil/E&M)

The DO II will be published as under:

SL NO (1)	GRF No.Rank and Name (2)	Description (3)	Date of Effect (4)	Rate (5)	Period (6)	Other Allowance (7)			Ref DOII (8)	Remarks (9)
						7 (a)	7 (b)	7 (c)		
.	GO No..... Rank..... Name.....	NFUPGD	Date	Grade Pay of NFUPGD						Authority BRDB letter No..... Dated.....

- Notes:
1. This DO Part II is to be published on grant of Non-Functional Upgradation to officers of BRES (Civil/E&M) cadres under the scheme notified vide DOP&T OM No AB.14017/64/2008-ESTT(RR) dated 24.04.2009 and OM of even No dated 01.07.2010
 2. Copy of BRDB order granting non-functional upgradation should be attached.
 3. In case of individuals granted NAUPGD between on 02 January and 30th June and desirous of fixation of pay from 1st July, the date of option for fixation of pay must be given in Column 7(c).

60. APPOINTMENT (DO II to be published on fresh appointment).

The DO II will be published as under:

SL NO	GREF No.Rank and Name Father's Name	Description	Date of Appt/Birth	Basic Pay	Period		Other Allowance			Educational Qualification	Subsistence Allowance, No of days and Authority
					Month	Day	Trade	State	Religion		
(1)	(2)	(3)	(4)	(5)	(6)		7 (a)	7 (b)	7 (c)	(8)	(9)
	GO.NoRank Name Father's Name	APPTT	<u>14.07.2011</u> 15.12.1985	1560GP- 5400	--	---	AEE(CIV)			1.Matric – 1986 2. Dip In Civ – 1990 3.AMIE -2000	

Col.1 & 2 – SL. No. / GS No. / Name / Grade/ Father's Name

Col. 3 – Description – APPTT.

Col. 4 – Date of Appt/Birth

Col. 5 – Basic Pay & Grade Pay

Col. 6 – Nil.

Col. 7 – 7(a) Trade, 7(b) State, 7(c) Religion/Category

Col. 8 – Educational Qualification

Col. 9 – Remarks

61. Regularization of absence.

The DO II will be published as under:

SL NO (1)	GS/GO No., RANK & NAME (2)	Description (3)	Date of Effect (4)	Rate (5)	Period (6)	Other Allowance (7)			Ref DOII (8)	Remarks (9)
						7 (a)	7 (b)	7 (c)		
	GS 010002M LDC RAM SINGH	REGA	14072011 14082011	.					Ref. DOII	

62 Regularization of leave under Rule 25 of CCS (Leave) Rules 1972

SI No 1	GREF Number, Rank & Name 2	Description 3	Date of effect 4	Rate 5	Period 6	Other allowances			Ref DO II 8	Remarks 9
						7(a)	7(b)	7(c)		
	GS No..... Trade..... Ram Singh	LV25RL	<u>Date</u> Date			LV25RLdays				

Note:

- a) From date and to date will be indicated in column 4
- b) The Description and number of days for which leave has been regularized will be indicated in column 7(a), as in the case of other leaves like EL, HPL etc.

63. STEPPING UP OF PAY.

The DO II will be published as under:

Sl No	GRES No. Rank and Name	Description	From Date To Date 4	Rate	Period	Other Allowance			Ref. DOII	Remarks
1	2	3		5	6	7			8	9
						7(a)	7(b)	7(c)		
	GS 010002M LDC RAM SINGH	STEPUP	Date							

- Note
1. With effect from 01/09/2008 in cases of stepping of pay the DOII will be published in the above format.
 2. The step up DOII will be supported with the pay fixation proforma duly approved by the AO Project/Task Force and order of the appointing authority.