

COURSE OUTLINE

SPECIAL COURSE ON VARIOUS ENTITLEMENTS ADMISSIBLE TO A GOVERNMENT SERVANT

Day	Session I	Session II	Session III	Session IV
One	<p>(I) Registration, Introduction, Inauguration</p> <p><u>ENTITLEMENTS – AN OVERVIEW</u></p> <p>Various entitlements available to a Government servant.</p>	<p><u>PAY</u></p> <p>-Standard Scales of pay</p> <p>-Fixation of pay on Appointment, Promotion and reversion.</p>	<p><u>PAY</u></p> <p>-Stepping up of pay to remove anomalies with case studies</p> <p><u>INCREMENTS</u></p> <p>-Regular, Stagnation and Advance</p> <p>-Incentives for higher qualifications, etc.</p>	<p><u>ASSURED CAREER PROGRESSION SCHEME</u></p> <p>- Important GOI orders/decisions on pay; Case Studies – fixation of pay under the scheme and subsequent fixation on regular promotion.</p>
Two	<p><u>PAY BILLS AND ADMISSIBILITY OF ALLOWANCES</u></p> <p>-Preparation and Drawal of pay bills</p> <p>-Admissibility of DP, DA, HRA, CCA, SCA, CEA and Transport allowance</p> <p>-Provisions with examples</p> <p>-Related GOI orders/decisions.</p>	<p><u>LEAVE</u></p> <p>-Different kinds of leave and General Principles governing leaves</p> <p>-Admissibility/ Calculation of leave and leave salary</p> <p>-Provisions for encashment of leave.</p>	<p><u>GENERAL PROVIDENT FUND</u></p> <p>-Subscription, Nomination</p> <p>-Advances- eligibility and its recovery</p> <p>-Provisions of Part and Final Withdrawals of accumulation</p> <p>-DLIS with illustrations.</p>	<p><u>JOINING TIME</u></p> <p>-Joining time pay</p> <p>-Overstayal of Joining time period</p> <p>-Leave Travel Concession-examples.</p>
Three	<p><u>ADVANCES</u></p> <p>-Interest free and interest bearing advances admissible to a Government Servant</p> <p>-Calculation of House Building and Motor Car Advances with illustrations</p>		<p><u>MEDICAL BENEFITS</u></p> <p>-Provisions of Medical Attendance Rules, CGHS</p> <p>-Arrangement in certain States/ Stations.</p>	<p><u>MEDICAL ADVANCE</u></p> <p>- Concessions for families and additional concessions</p> <p>-Reimbursement of expenditure of emergent cases</p> <p>-T.A. for medical attendance and treatment.</p>
Four	<p><u>TRAVELLING ALLOWANCE</u></p> <p>-Grades of Government servant</p> <p>-Types of Travelling Allowance; Daily Allowance</p> <p>-Grant of advance T.A. on tour/ transfer and submission of final claim</p> <p>-T.A. on retirement/ death of a Government servant.</p>		<p><u>PENSION</u></p> <p>-Processing of Pension/ Family pension cases on superannuation/ invalidation/ voluntary retirement/ death etc.</p> <p>-Calculation of Pension/ Family Pension/ Retirement Gratuity/ Death Gratuity/ Commutation of pension, etc.</p> <p>- Illustrations.</p>	
Five	<p><u>PENSION BENEFITS</u></p> <p>-As admissible in case of absorption in PSU and New Pension Scheme.</p>	<p><u>CGEGIS</u></p> <p>-A Discussion</p> <p>-Case Studies for payment of accumulation in case of retirement and death of the Government servant.</p>	<p><u>SPECIAL FACILITIES FOR POSTING TO NORTH EASTERN REGION</u></p> <p>-Concessions admissible to Government servants when posted to NE Region</p>	<p>Multiple Choice Test</p> <p>Valediction.</p>