

SPECIAL COURSE ON VARIOUS ENTITLEMENTS ADMISSIBLE TO A GOVERNMENT SERVANT

Course Objective: At the end of the training course the trainees will be able to understand, the procedure for fixation of pay under different circumstances, admissibility of various allowances and related GOI directions; the rules applicable to General Provident Fund, Leave, Joining Time; the procedure for drawing various Advances; Medical benefits and Pension benefits available to Government servants; Travelling Allowance and its admissibility, Concessions admissible to Government servants when posted to North Eastern Region and other entitlements admissible to a Government servant.

Course Module

Day	Session	Timing	Topic	Session Objective
1	0	10.00 AM to 10.30 AM	Registration, Introductions and Inauguration	It is to help all the participants, including instructors, to know each other and to help them to feel mentally at ease in the new environment. It will also help in clarifying administrative arrangements.
1	1	10.30 AM to 11.15 AM	Overview – various entitlements admissible to a Government servant	At the end of the session the participants will have a basic understanding of various allowances and entitlements admissible to a Government servant. This will help them in understanding the concepts of each allowance which will be discussed in detail in the later sessions during the training programme.
<i>TEA BREAK 15 Minutes</i>				
1	2	11.30 AM to 12.45 PM	Pay – Scales of pay, Fixation of pay, etc.	At the end of the session participants will be able to define various terms related to the subject of pay and will also understand the procedure of fixation of pay under different circumstances.
<i>LUNCH BREAK 1 Hour</i>				
1	3	1.45 PM to 3.00 PM	Stepping up of pay to remove anomalies with case studies	At the end of the session, the learner will be able to understand the concept of stepping up of pay and the procedure involved in removing the anomaly. Participants will also understand the meaning of the term increment and its types along with the details of getting

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				enhanced increments on acquiring higher qualifications.
<i>TEA BREAK 15 Minutes</i>				
1	4	3.15 PM to 4.30 PM	Assured Career Progression Scheme	At the end of the session, the learner will be able understand the features of the Assured Career Progression Scheme, its eligibility conditions and the procedure of fixation of pay in higher grade in eligible cases.
2	1	10.00 AM to 11.15 AM	Preparation and drawal of Pay bills.	The session will help the participants in understanding the Rules of Central Government Account (Receipt and Payment) Rules, 1983 when any money is withdrawn from Government account by means of cheques. It will also inform them about various compulsory allowances admissible and the rules governing them.
<i>TEA BREAK 15 Minutes</i>				
2	2	11.30 AM to 12.45 PM	Leave – Types, Admissibility, Calculation of leave salary	At the end of the session, the participants will understand about the concept of leave, kinds of leave, circumstances under which and purposes for which leave can be granted and calculation of such leave and the salary during a given type of leave.
<i>LUNCH BREAK 1 Hour</i>				
2	3	1.45 PM to 3.00 PM	General Provident Fund -Subscription, Nomination and Advances	At the end of the session, the participants will understand basic rules and regulations governing deposits made into General Provident Fund and rules of withdrawal from the GPF. They will also learn about the provisions of DLIS.
<i>TEA BREAK 15 Minutes</i>				
2	4	3.15 PM to 4.30 PM	Joining Time and Joining Time Pay, Leave Travel Concession	At the end of the session, the learner will be able to understand the Rules governing grant and limitation of Joining Time and Leave Travel Concession. They will understand the types of LTC admissible to an employee and the concept of Block Year.
3	1	10.00 AM to 11.15 AM	Advances -Interest free and Interest bearing advances, HBA and Motor Car/ Scooter	At the end of the session, participants will understand the Rules and provisions of various advances that can be availed by a Government servant with specific reference and discussion to HBA and Motor car/ Scooter advance. The session will equip them with

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			advances	the knowledge of calculating House Building Advance and Motor Car/ Scooter advance.
<i>TEA BREAK 15 Minutes</i>				
3	2	11.30 AM to 12.45 PM	Advances -Interest free and Interest bearing advances, HBA and Motor Car/ Scooter advances	The session is in continuation of above and therefore, the objectives are the same.
<i>LUNCH BREAK 1 Hour</i>				
3	3	1.45 PM to 3.00 PM	Medical benefits -Medical Attendance Rules CGHS	The session is aimed at informing the participants about Scope and Applicability of General Principles of Central Services (Medical Attendance Rules), 1956 and the procedure of claiming medical benefit in respect of treatment at hospitals at stations and outside stations of posting
<i>TEA BREAK 15 Minutes</i>				
3	4	3.15 PM to 4.30 PM	Medical Advance -Concessions and Reimbursements	At the end of the session participants will understand the rules of claim of Travelling Allowance and Daily Allowance in case they have to consult an outside AMA/ Doctor or attend an outside hospital for treatment of a disease for which facilities are not available in the employee's place of posting.
4	1	10.00 AM to 11.15 AM	Travelling Allowance -Admissibility, T.A. on tour/ transfer/ retirement/ death	The session will help the participants in understanding the situations during which Travelling Allowance & Daily Allowance is admissible and the entitlements of different grades of Government servant for drawing up an advance and submitting the claims.
<i>TEA BREAK 15 Minutes</i>				
4	2	11.30 AM to 12.45 PM	Travelling Allowance -Admissibility, T.A. on tour/ transfer/ retirement/ death	The session is in continuation of above and therefore, the objectives are the same.
<i>LUNCH BREAK 1 Hour</i>				

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4	3	1.45 PM to 3.00 PM	Pension -Processing of Pension cases on superannuation/ invalidation/ voluntary retirement/ death, etc.	At the end of the session, the participants will understand the importance of time limit for submission of Pension papers for speedy grant of the retirement benefits. Participants will also be able to work out the retirement benefits in the eligible cases.
<i>TEA BREAK 15 Minutes</i>				
4	4	3.15 PM to 4.30 PM	Pension -Processing of Pension cases on superannuation/ invalidation/ voluntary retirement/ death, etc.	The session is in continuation of the above session and therefore, the objectives are the same.
5	1	10.00 AM to 11.15 AM	Pension benefits admissible in case of absorption in PSU and New Pension Scheme	At the end of the session participants will have knowledge about the New Pension Scheme and also about its benefits as well as drawbacks. They will also understand the rules of calculating retirement benefits in the case of Government employees who get absorbed in PSUs.
<i>TEA BREAK 15 Minutes</i>				
5	2	11.30 AM to 12.45 PM	Central Government Group Insurance Scheme	At the end of the session, the participants will be able to understand the scope and applicability of the Scheme & procedure of payment of accumulated dues at the time of retirement or death of the Government servant.
<i>LUNCH BREAK 1 Hour</i>				
5	3	1.45 PM to 3.00 PM	Concessions admissible to Central Government servants when posted to N.E. Region	At the end of the session, the participants will be able to understand the concessions and special benefits admissible to Government servants when posted in North Eastern Region.
<i>TEA BREAK 15 Minutes</i>				
5	4	3.15 PM to 4.30 PM	Multiple choice test Valediction	The session is meant to ascertain the knowledge gained by the participants during the course.

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