

PP-16/1/2021-PAP-DOP
Government of India
Ministry of Communications
Department of Posts
(Establishment Division)
P.A.P. Section

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Date 31st July, 2024.

Office Memorandum

Sub: Instructions on drawl of Transport Allowance in lieu of staff car facility for officers of the Level-14 and above of the pay matrix - regarding.

The attention of all concerned is drawn towards the instructions contained in Department of Expenditure O. M. No. 21/5/2017-E.II(B) dated 07.07.2017, which, inter-alia, provide that the officers drawing pay in Level 14 and above in the Pay Matrix, who are entitled to use of official car in terms of DoE's O. M. No. 20(5)-E.I(A)/93 dated 28.01.1994 [read with O.M. No. 18(23).E.Coord/2021 dated 01.09.2022] have an option to draw the Transport Allowance after the same has been examined by the Administrative Ministry and their entitlement to the use of official car is certified by the competent authority.

2. It has, however, been noticed that some of the officers of the Department in the Level-14 of Pay Matrix and above, who are entitled to use of official car start drawing the Transport Allowance without their options being examined by the Administrative Ministry (Directorate) and later, these cases are forwarded to the Directorate for ex post facto approval. The drawl of the transport allowance, pending the approval of the competent authority, is completely irregular and should be avoided.

3. It is, therefore, enjoined upon the DDOs concerned to ensure that no irregular drawl of transport allowance, in the manner mentioned above, is made to the officers concerned pending approval of the competent authority. All the officers of the Department in level 14 of Pay Matrix and above are also to ensure that they do not draw transport allowance in lieu of staff car facility till their options are examined by the Directorate and their entitlement to this effect is certified by the competent authority in accordance with extant instructions on the subject.

This issues with the approval of Member (P).

Signed by

Ravi Pahwa

Date: 31-07-2024 15:20:12
(Ravi Pahwa)

Assistant Director General (GDS/PCC/PAP)

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