

**DIRECTORATE GENERAL, CRPF, CGO COMPLEX,**  
**LODHI ROAD, NEW DELHI-110003**  
**(Ministry of Home Affairs)**

No. T.IX-25/Inst-Min (HRA)

Dated, the 5 December'2013

To

The Spl DG, J&K Zone, CZ, NE Zone  
The Addl DG, Southern Zone  
All, Sector IsG (including Ops, RAF, CoBRA, Comn)  
The IsG, ISA, CRPF Academy, Composite Hospitals  
The Director (Accounts), PAO, CRPF  
The DIsG Range (including Ops/RAF/Signal)  
The DIsG Composite Hospitals, CWS  
The DIsG, Group Centres, all Trg Institutions  
The Comdts all Units (including Signal/RAF/Cobra/SDG/PDG)  
CRPF at loc.

Sub : **GUIDELINES FOR REGULATING OF VARIOUS ALLOWANCES AND DECLARATION OF TEMPORARY HEADQUARTERS IN R/O ATTACHED PERSONNEL.**

MHA vide OM No. II-27012/36/2010-PF-III dated 17/10/2013 has issued guidelines/instructions for regulating various allowances and declaration of temporary headquarter in r/o temporary transferred/attached personnel. Copy of these instructions have already been forwarded to all formations vide this Dte letter of even number dated 23/10/2013.

2. MHA vide their OM quoted ibid has specifically laid down following conditions to regulate the allowances of officers/ officials on temporary transfer /attachment with offices/establishments other than their declared headquarters at the rates as admissible at the place where they are on temporary transfer/attachment, as per existing rules, to avoid future litigations :-

- i) Personnel temporary transfer within 180 days will be entitled for DA as per provision of SR-73.
- ii) On further extension of temporary transfer period beyond 90 days, the place of temporary transfer may be declared as temporary headquarters under provisions of SR-59.
- iii) On declaration of temporary headquarter personnel on temporary transfer will be eligible for HRA, Transport Allowance, etc.

- iv) Such declaration of temporary headquarter will be done by Directorate General or concerned Head of Department as per existing instructions contained in FR/SRs.
- v) The above provision will be effective prospectively from 17/10/2013 i.e. the date of issue of MHA OM No. II-27012/36/2010-PF-III dated 17/10/2013.

3. With a view to evolve a proper mechanism, the following guidelines are also issued, apart from guidelines issued by MHA, to regulate the allowances and declaration of temporary headquarters in respect of temporary transferred /attached officers/ personnel :-

- (1) Temporary Head quarters in r/o Gazetted Officers, Min Staff and NGOs (GD/Tech/Tradesmen /Signal/Medical Staff ) attached with Directorate General will be declared by Adm Dte.
- (2) Temporary Head quarters in respect of Officers, Min Staff and NGOs (GD/Technical/ Tradesmen) who are attached with MHA & outside CRPF will be declared by concerned branches of Dte i.e. for Officers- Pers Branch, Min Staff- Org Branch, other NGOs (GD/Technical/Tradesmen) – Estt Branch, after obtaining approval of IG (Pers).
- (3) Temporary Head quarters in r/o Gazetted Officers, Min Staff & NGOs (GD/Tech/Tradesmen/Signal/Para Medical staff) temporarily transferred/attached with Zonal HQrs will be declared by concerned Zones.
- (4) Temporary Head quarters of Gazetted Officers, Min Staff & NGOs (GD/Tech/Tradesmen/Signal/Para Medical staff) temporarily transferred/attached with Sector HQrs/Range Office/ GC/Units/Training Institutions/adhoc establishments /Units etc will be declared by concerned Sector HQrs.
- (5) Temporary Head quarters of Para Medical Staff temporarily transferred/ attached with MHA & outside CRPF will be declared by the Director (Medical)
- (6) Temporary Head quarters of Signal personnel attached with MHA & outside CRPF will be declared by the IG (Comn).
- (7) The concerned Branch of Dte Genl with whom such officers/officials are temporarily transferred/attached will submit proposals for declaring temporary Head quarters of such officers/officials to appropriate authorities as defined

above. As regards officers/officials attached with MHA & outside CRPF, the concerned branches (viz for Officers-Pers Branch, Min Staff- Org Branch, other NGOs (GD/Tradesmen) – Estt Branch, for Signal/Technical personnel- Comn Branch and for Medical staff- Medical Branch) will process cases for declaring temporary headquarter of attached personnel immediately on receipt of their application and on completion of six months.

(8) After declaration of temporary HQr, concerned, officer (s)/person (s) shall apply for grant of HRA/TPT etc and furnish certificate (Annexure-II) with first claim as per provisions contained in FR/SR (Part-IV) to their Head of offices. Concerned Head of offices shall take further action to sanction of HRA/TPT and other allowances on the request of concerned officer (s)/official (s) accordingly and concerned DDOs will ensure drawal action.

(9) After declaration of temporary headquarter, leave entitlement of the concerned temporary transferred/attached personnel will be regulated in accordance with the leave admissible to the personnel of office/establishment in which officer(s)/person (s) is/are attached. Leave account will be maintained by parent office.

4. All are directed to take action accordingly.
5. This issues with the approval of DG, CRPF.

44m 5/12/2013  
(SANJAY KUMAR AGARWAL), IPS  
IGP (PERS)

**INTERNAL**

Sr. PS to DG  
AC(PS) to Spl DG (Works)  
Sr. PS to ADG (HQr)/(Trg)  
Sr.PS/AC(PS) to IsG Dte/FA  
All Branches of Dte Genl

**INTER OFFICE NOTE**

(ADM-II)

NO-M.V.1/13-ADM-II(SR)

Dated, the 03 Jan-2014

Subject: **DECLARATION OF TEMPORARY HEAD QUARTER IN R/O OFFICERS / PERSONNEL ATTACHED WITH THE DIRECTORATE GENERAL.**

This has reference to guideline on the subject issued vide Pers Dte Ltr No-T.IX.25/Inst-Min(HRA) dated 05/12/2013.

2. The Cases of declaring temporary Head quarter in respect of officers/ personnel attached with Dte. General will be dealt by Adm Branch as under :-

1. **Gos & Executive personnel** - AC (Adm-I)
2. **Min & Hosp. staff** - AC(Adm-II)

3. While forwarding applications the following will be ensured by the Branches.

1. Application may be forwarded in one lot on fortnightly basis instead of piece meal cases.
2. Copy of initial attachment order may be attached with the application to verify the eligibility.
3. Copy of order vide which attachment beyond 90 days has been extended must be attached with the application to verify the correctness of the claim.

4. The application so far received with incomplete details and without Initial/Extension attachment order stand disposed off. Hence fresh cases may be forwarded on fortnightly basis in one lot along with above mentioned details/documents.

This has approval of IG(Adm).

Sd/-3-1-14

DIG (Adm) Dte

8  
6/1  
All Branches of Dte General

Including Trg/Med Branch/AC(Lines)

