To

1. The Officer In-Charge all sub Offices
2. The Officer In-Charge, All sections in Main Office

Subject: Honorarium for FY 2020-21

In order to consider the proposal for grant of Honorarium to Officers and staff by
the Competent Authority under the provisions of FR-46 & Govt. Of India, Min. of
17011/3/97-Estt (Allowance) dated 17.01.98 circulated under CGDA No. AN/VII/7220/hon dated 13.08.98 as mentioned in CGDA No. AN/VII/7220/hon dated 19/09/2001, it is requested to provide proper justification of work which are purely
occasionally or intermittent at your end for grant of honorarium along with the details of
extra ordinary work done by each individual.

1. Work performed in your section/office by the staff concerned which is occasional
or intermittent in character or either so laborious or of such special merit as to
justify the honorarium during the financial year 2020-21.

2. Pendency at the end of Month in respect of each task holder be taken into
consideration.

3. Whether any advisory note/warning letter issued to individual may also be taken
into consideration while recommending the name for honorarium.

4. Whether the officer/staff remained habitual absent during the year may not be
recommended for honorarium.

5. Whether the officer/staff joined after 31-12-2020 may not be recommended for
honorarium.

It is also requested to furnish the following information to this section latest by
25.03.2021 for those officers/staff who fulfil above mentioned conditions duly
recommended by concerned GOs/Officer-in-charge through mail at
pcdawcan6.dad@hub.nic.in.

<table>
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<tr>
<th>Name, Grade, A/C No.</th>
<th>Period of service rendered in office/section during current financial year (in months)</th>
<th>Recommmended/Not recommended</th>
<th>Amt already paid during the financial year</th>
<th>Hon. Sanctioned by the competent Authority</th>
<th>Remarks</th>
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Note: - In cases of Officers/Staff who have been recently transferred in/out of
section/office may be recommended for grant of honorarium, reasons thereof may
be given.

Copy to: Officer in-charge, IT & S : for uploading on website.