To

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

Subject: Honorarium for FY 2019-20

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 Personnel, Public Grievances & Pensions (Deftt. Of Personnel & Training) OM No. 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 at your end for grant of honorarium.

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 2019-20.

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 31-12-2019 may not be recommended for honorarium.

It is also requested to furnish the following information to this section latest by 14.02.2020 for those officers/staff who fulfil above mentioned conditions duly recommended by concerned GOs/Officer-in-charge.

<table>
<thead>
<tr>
<th>Name, Grade, A/C No.</th>
<th>Period of service rendered in office/section during current financial year (in months)</th>
<th>Recommended/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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</thead>
</table>

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, EDP for uploading on website and no hard copy will be forwarded separately.

GO(AN)