

Ascon: 35063

**BY REGD/SDS**

Addl Dte Gen Personnel Services  
Adjutant General Branch  
Room No. 16, Plot No. 108(West)  
Integrated HQ of MOD (Army)  
Brassey Avenue Church Road  
New Delhi - 110001

B/25451/Doc Pro Offrs/AG/PS-3(D)/01/2020

02

Feb 2020

**Headquarters**

Southern Command, Pune  
Eastern Command, Kolkata  
Western Command, Chandimandir  
Central Command, Lucknow  
Northern Command,  
Army Training Command, Shimla  
South Western Command, Jaipur  
A&N Command, Port Blair  
SFC (Land Vector), New Delhi

'A' Branch

**AMENDMENT IN NATURE OF OCCURENCE CODE IN THE  
DOCUMENTATION PROCEDURE FOR PUBLICATION OF PART II ORDER  
AMENDMENT NO. 22**

1. Reference PCDA (O), Pune Letter No. Tech/0435/Vol XI dt 05 Feb 2020 and MoD/D(Pay/Services) Letter No. PC-1(16)/2017/D(Pay/Services) Pt.II dt 28 Nov 2019 and Appx 'A' & Appx 'B' thereto.

2. Approval of the competent authority is hereby conveyed for the following amendment/incorporation :-

1. On Page No. 16 : Add Occurrence code 3.92A and 3.92B after Ser. No. 3.92 at Annexure II of the documentation procedure:

Ser.No.	Nature of Occurrence	Occurrence	Group
3.92A	Granted Training Allowance @24% of Basic Pay in National/Central Training Academies and Institutes under Appendix 'A'	GTDTRGNC	A
3.92B	Granted Training Allowance @ 12% of Basic Pay in other Training Establishments under Appendix 'B'	GTDTRGO	A
3.93A	Ceased to draw Training Allowance granted to officers posted in National/Central Training Academies & Institutes under Appendix 'A'	STPTRGNC	A
3.93B	Ceased to draw Training Allowance granted to officers posted in other Establishments under Appendix 'B'	STPTRGO	A

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2. **On Page No. 75:**A. **Add following to Note (ii) after Ser. No. 3.90:**

With effect from 04 Mar 2014 as per GoI, MoD, DRDO letter No. DHRD/70578/ITM/Trg Allow/2013-14/430/D(R&D) dt 04 Mar 2014, Training Allowance will also be admissible to the teaching faculty posted at or on deputation to Institute of Technology Management, Mussoorie.

B. **Add following after Note (iii) after Ser. No. 3.93:**

(iii) Instructional Allowance stands abolished as a separate allowance w.e.f. 01 Jul 2017 on introduction of Training Allowance.

C. **Add Occurrence Code 3.92A and 3.92B after Ser.No. 3.92 at Annexure III of the Documentation Procedure :**

1 Ser. No	2 Occurrence Code	3 Nature of Occurrence Code	4 From Date	5 To Date	6 Data 1	7 Data 2	8 Data 3	9 Data 4
3.92A	GTDTRGNC	Granted Training Allowance @ 24% of Basic pay p.m. with effect from .....(dd/mm/yyyy) on holding the appointment of .....in.....(Name of Training Institute)	Reqd as dd/mm/yyyy	Not Reqd	Reqd as Rate 24% of Basic Pay	Reqd as Appointment	Not Reqd	Required as .....(Name of the training Institute)
3.92B	GTDTRGO	Granted Training Allowance @ 12% of Basic Pay p.m. with effect from.....(dd/mm/yyyy) on holding the appointment of .....(Name of Training Institute)	Reqd as dd/mm/yyyy	Not Reqd	Reqd as Rate 12% of Basic Pay	Reqd as Appointment	Not Reqd	Required as .....(Name of the training Institute)

.....contd



1 Ser. No	2 Occurrence Code	3 Nature of Occurrence Code	4 From Date	5 To Date	6 Data 1	7 Data 2	8 Data 3	9 Data 4
3.93A	STPTRGNC	Ceased to draw Training Allowance w.e.f. ....(dd/mm/yyyy)	Reqd  As dd/mm/yyyy	Not Reqd	Not Reqd	Not Reqd	Not Reqd	Not Reqd
3.93B	STPTRGO	Ceased to draw Training Allowance w.e.f. ....(dd/mm/yyyy)	Reqd  As dd/mm/yyyy	Not Reqd	Not Reqd	Not Reqd	Not Reqd	Not Reqd

Note:-

- (i) Training allowance will be admissible to the faculty who join the training academies/institutes/establishments listed at Appx 'A' & 'B' to MoD Letter dt 28 Nov 2019, with effect from 01 Jul 2017 onwards.
- (ii) Training Allowance will continue to be drawn for the period the trainer is on study or tour related to training activities.
- (iii) Training Allowance is also admissible to Officers who goes on deputation as a faculty member to an autonomous training institutions aided by the Central Govt. which inter-alia trains Group 'A' Govt Officials.
- (iv). Training Allowance will **not** be admissible to those permanent faculties of training academies/institutes/establishments who have been recruited directly by the training academies/institutes/establishments for imparting training.

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- (v). Deputation (Duty) Allowance will not be payable during the period in which the trainers are in receipt of Training Allowance.
- (vi). Standard cooling off period between tenures will apply.
- (vii). The term basic pay for the purpose of these orders refers to basic pay as defined in Army Pay Rules.
- (viii). Officers deployed on administrative/logistic duties in these Training Institutes will not be entitled for Training Allowance.
- (ix). This occurrence is to be published when the officer is posted and appointed as Instructor in the Cat 'A' or Cat 'B' institute as notified at Appendix 'A' & 'B' of Govt. of India, Ministry of Defence, New Delhi Letter No. PC-1(16)/2017/D(Pay/Services)/Pt.II dt 28 Nov 2019.
- (x). Indicate the date of grant of Training Allowance in Col. No. 3 and 4.
- (xi). Name of the training Institute as notified in Govt. of India, Ministry of Defence, New Delhi letter No. PC-1(16)/2017/D(Pay/Services)/Pt.II dt 28 Nov 2019 is to be mentioned in Col No. 3 and 9.
- (xii). Rate admissible and appointment held will be given in Col No. 3, 6, and 7 respectively.
- (xiii). The requisite certificates as per Ser. No. 18A of Annexure IV should be incorporated in the Part II Order for grant of allowance.

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3. On page number 174, add the following after Ser. No 18 at Annexure IV of the Documentation Procedure (Officers)-2014 :

**18A. Training Allowance with effect from 01 July 2017 :**

Certified that :

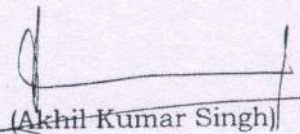
- (a) The officer has joined the training academies/institutes/establishments on .....(dd/mm/yyyy) for imparting training for a specified period of time and is likely to go back.
- (b) The officer is not a permanent faculty of training academy/Institute/Establishment who has been recruited directly by training academy/Institute/Establishment for imparting training.
- (c) Certified that conditions laid down vide Gol, MoD Letter No. 1(16)/2017/D(Pay/Services)Pt. II dt 28 Nov 2019 have been fulfilled.
- (d) The officer has not been deployed on administrative/logistic duties in these Training Institutes.

Signature of Commandant

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3. This HQ letter of even no. dt 31 Jan 2020 is hereby cancelled.
4. **ASDC only.** ASDC will ensure that the necessary 'Patch' required to be updated will be issued to all concerned under intimation to this office on **PRIORITY.**
5. For dissemination down to unit/Fmns level.

  
 (Akhil Kumar Singh)  
 Col  
 Col PS-3(Imp)  
 For Adjutant General

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5. AG Sectt	26. DRDO/DoP-Pers(AF)
6. QMG Sectt	27. ADG E (Pers), E-in-C's Br
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15. DG MS	36. Army Software Development Centre : w.r.t. Para 3 of the letter (alongwith soft copy).
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