

No. 100-12/2021- STG-I
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhavan, 20 Ashoka Road, New Delhi-1

Dated the 13th July, 2021

Standard Operating Procedure for struck off of ITS officers from the Staff Strength of DoT (Hq.)

A matter has come into light wherein an officer, transferred from DoT HQ to field unit, accepted pay and allowances from both DDOs (i.e DoT HQs and the field office) simultaneously for one year resulting in excess payments. On analysis of the case, it has emerged that while transfer order was issued by Staff Section of DoT HQs, the officer concerned was relieved by his controlling officer in DoT HQs. As the officer was not struck off from the staff strength of DoT HQs by an order of Staff Branch, the Pay Bill Section continued to draw his pay and allowance. Further, DDO of the field unit, where the officer joined, after his transfer, also started drawing his pay and allowances without cross verifying from the DDO of previous office, especially when the last pay certificate was not received for such a long time. The matter has been viewed seriously by CVC and Vigilance Wing.

2. To avoid recurrence of such incidences in future, Vigilance wing has suggested to prepare a Standard Operating Procedure. Accordingly, henceforth, following procedure will be followed by all concerned to avoid such incidences:

- i. The way, an officer, on his joining, is taken on the strength of DoT HQs by an order of Staff Section, there will be an order of struck off by the Staff Section when an officer is posted out on transfer to some other establishment. A copy of the struck off order will immediately be sent to Pay Bill Section by SO/ASO of Staff Section.
- ii. In cases, where the date of relieving is not mentioned in the transfer order due to any reason, the concerned controlling officer will intimate the respective section of STG(STG-I, STG-II or STG-III) to issue struck off order from DoT HQs. Accordingly, Staff Section will take immediate action to issue struck off order of the concerned officer.
- iii. It will be the duty of the transferred officer to ensure that they have an struck off order issued by Staff Section of DoT HQs before they proceed for joining any new assignment outside DoT HQs.
- iv. The concerned Section officer/Assistant Section Officer of STG Section will ensure that the struck off order of transferred officers are sent to Accounts Wing {Pay Bill Section, PFP Section and PAO(HQs)} immediately.
- v. The concerned Section officer/Assistant Section Officer of STG Section will also send the Service Book of relieved officer to Accounts Section for service verification before transferring it to concerned unit/organisation.



- vi. DDOs of the DoT Units, where the officer joins, will cross-check from the DDO of previous office of the said officer and will ensure that Financial Rules are duly followed with regard to Provisional Salary in absence of Last Pay Certificate so as to avoid double payments.


(Ek Dass)

Under Secretary (SGT)

To:

- (i) All ITS Group 'A' and TES Group 'B' officers through e-office/website of DoT;
(ii) US(SNG), DoT HQs;
(iii) All Section Officers/Asst Section Officers in STG Branch;

Copy to

- (i) Director (V -Tech) w.r.t letter no. 4-6/DoT HQ/2019-VM dated 15.01.2021;
(ii) Director(Accounts)/Director(Staff), DoT HQs;
(iii) Director(Admin & West), % DG(T) for wide circulation among all DDOs.
(iv) Director(Admin), TEC/NTIPRIT/NCCS;
(v) Pay Bill Section, DoT (Hq.);


(Ek Dass)

Under Secretary (SGT)