

NO.1(1)-E.III(A)/67  
Government of India  
Ministry of Finance  
(Department of Expenditure)  
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New Delhi, the 11<sup>th</sup> December, 1970.

OFFICE MEMORANDUM

Subject:- Counting of periods towards increment.

The undersigned is directed to refer to this Ministry Office Memorandum of even No. dated 27th January, 1968 and to say that a doubt has been raised regarding the method to be adopted in arriving at the date of increment, where the different spells and/or total of the periods not counting for increment exceeds 29 days. It is clarified in consultation with the Comptroller and Auditor General of India, that in such cases the periods as well as the total of periods not counting for increment should be converted in terms of months and days in accordance with the provisions of Audit Instruction below FR.9(18). The total period so converted into months and days shall be added to the date of normal increment, to arrive at the actual date of increment as provided in proviso to FR 26(a).

Illustrations explaining the method of reckoning the date of increment under the amended rule are given in the annexure to this Memorandum.

*Kirpa Singh*  
( KIRPA SINGH )  
DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA.

To

All Ministries/Departments of the Government of India, etc.

\*KHANNA\*  
5-12-70

P.T.O.

ANNEXURE

I.

(a) Date of last increment: 25.6.1969.

(b) Periods of E.O.L., Suspension, and other periods not counting for increment:

<u>from</u>	<u>To</u>	<u>Particulars</u>	<u>Period.</u>		
			<u>Y.</u>	<u>M.</u>	<u>D.</u>
29.7.69	31.7.69	E.O.L.(not counting)	-	-	3
7.10.69	2.1.70	Suspension not counting	-	2	27
15.3.70	5.4.70	E.O.L. not counting	-	-	22
			-----		
Total of the periods not counting for increment				3	22
			-----		

(c) Determination of the actual date of increment:

Date of last increment 25.6.1969

Date of next increment  
in the normal course 25.6.1970

Total of the periods  
not counting for  
increment as shown  
at (b) above 3m 22d

Date of increment in  
accordance with proviso  
to FR 26(a) 17.10.1970

ANNEXURE

II

(a) Date of last increment 25.6.1969

(b) Periods of E.O.L., Suspension etc., not counting for increment

<u>From</u>	<u>To</u>	<u>Particulars</u>	<u>Period.</u>		
7.8.69	10.8.69	E.O.L. not counting	-	-	4
19.10.69	5.11.69	Suspension declared not counting for increment	-	-	18
20.2.70	11.3.70	E.O.L. not counting	-	-	20
			-----		
Total of periods not counting for increment.			-	1	22
			-----		

(c) Determination of the actual date of increment.

Date of last increment 25.6.1969

Date of increment in the  
normal course 25.6.1970

Total of periods not counting for increment as shown  
at (b) above. 1m 12d

Date of increment in accordance  
with proviso to FR 26(a) 6-8-1970