



कर्मचारी राज्य बीमा निगम
 (श्रम एवं रोजगार मंत्रालय भारत सरकार)
 EMPLOYEES' STATE INSURANCE CORPORATION
 (Ministry of Labour & Employment, Govt. of India)
 आई.एस.ओ. 9001:2015 द्वारा प्रमाणित
 Certified with ISO 9001:2015



क्षेत्रीय कार्यालय (दिल्ली) / Regional Office (Delhi)
 तृतीय एवं चतुर्थ तल, राजेंद्र भवन, राजेंद्र प्लॉस, नई दिल्ली-110008
 3rd and 4th Floor, Rajendra Bhawan
 Rajendra Place, New Delhi – 110008
 Phone: 011-25734381, 25745044 Email: rd-delhi@esic.nic.in
 Website: www.esic.nic.in / www.esic.in

F.No. 111-A-21/12/CashHandlingAllowance/2024-AdmnII (E-774832) Date:24-03-2025

CIRCULAR

Subject: Adherence to DoPT Guidelines on Cash Handling Allowance.

This office has received multiple requests regarding the grant of Cash Handling Allowance.

In this regard, all Controlling Units are directed to strictly adhere to the instructions outlined in point 2 (viii) of the DoPT circular dated 18.01.2019 which was subsequently circulated by Headquarters via circular dated 27.02.2019 (copy enclosed).

As per point 2 (viii) of the DoPT circular dated 18.01.2019:

"In case of a cashier appointed through direct recruitment or promotion to such a post as per the provisions of the Recruitment Rules (RRs), no Cash Handling and Treasury Allowance shall be admissible. Furthermore, where a sufficient number of cashiers in various grades constitute a viable cadre within a department/organization, the post of cashier shall not carry any Cash Handling and Treasury Allowance."

Digitally signed by
 RAJSHEKHAR SINGH
 Date: 24-03-2025
 18:34:41
 (RAJSHEKHAR SINGH)
 DEPUTY DIRECTOR

Copy to:

1. The D(M)D/ D(M)FW/ Central Store.
2. The Dean/Medical Superintendent, ESI Hospitals of Delhi & NCR region.
3. The IMO I/c, ESI Dispensary of Delhi & NCR region.
4. IT Branch, RO Delhi for upload on website.



मुख्यालय
HEADQUARTERS
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
पंचदीप भवन ; सी.आई.जी रोड ; नई दिल्ली - 110002
PANCHDEEP BHAWAN ; C.I.G. ROAD ; NEW DELHI - 110002

एफ. संख्या ए-27/1/7th CPC/4/2017- E-III

दिनांक: -27.02.2019

जापन

विषय: Implementation of the recommendations of Seventh Central Pay Commission - Cash Handling and Treasury Allowance - reg.

उपरोक्त विषय पर भारत सरकार, कार्मिक मंत्रालय, लोक शिकायत और पेंशन, कार्मिक और प्रशिक्षण विभाग के कार्यालय जापन संख्या 4/6/2017-Estt.(Pay-II) दिनांक 18.01.2019 आवश्यक कार्यवाही हेतू प्रेषित है।

संलग्नक: उपरोक्त ।


(जे. श्रीवास्तव)
सहायक निदेशक

प्रतिलिपि:-

1. महानिर्देशक / वित्त आयुक्त के पी.पी.एस को सूचनार्थ हेतू ।
2. सभी बीमा आयुक्त के पी.पी.एस को सूचनार्थ हेतू ।
3. सभी क्षेत्रीय कार्यालय / उप क्षेत्रीय कार्यालय के क्षेत्रीय निर्देशक / निर्देशक (प्रभारी) / उप निर्देशक (प्रभारी) को सूचनार्थ हेतू ।
4. निर्देशक (चिकित्सा) दिल्ली / नोएडा / के.के. नगर को सूचनार्थ हेतू ।
5. सभी ईएसआई अस्पताल / ईएसआई मॉडल अस्पताल के चिकित्सा अधिक्षक एवं चिकित्सा शिक्षा संस्थान के डीन को सूचनार्थ हेतू ।
6. सभी क्षेत्रीय कार्यालय / उप क्षेत्रीय कार्यालय / अस्पताल / चिकित्सा शिक्षा संस्थान के संयुक्त निर्देशक (वित्त) / उप निर्देशक (वित्त) को सूचनार्थ हेतू ।
7. उप निर्देशक, स्थापना शाखा -5, मुख्यालय को सूचनार्थ हेतू ।
8. संयुक्त निर्देशक, स्थापना शाखा -1, मुख्यालय को सूचनार्थ हेतू ।
9. वित्त एवं लेखा शाखा -3, मुख्यालय को सूचनार्थ हेतू ।
10. वेबसाइट सामग्री प्रबंधक को ईएसआई कॉर्पोरेशन की वेबसाइट पर अपलोड करने के अनुरोध के साथ।
11. गार्ड फाइल।

F. No. 4/6/2017-Estt.(Pay-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Date : 18.01.2019

OFFICE MEMORANDUM

Subject: - Implementation of the recommendations of Seventh Central Pay Commission - Cash Handling and Treasury Allowance -reg.

Consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission vide Department of Expenditure's Resolution No. 11-1/2016-IC dated 06.07.2017, Cash Handling Allowance and Treasury Allowance have been subsumed in 'Cash Handling and Treasury Allowance'. The President is now pleased to decide that Cash Handling and Treasury Allowance shall be admissible to Central Government employees at the following rates subject to conditions mentioned in subsequent paras : -

| Amount of average monthly Cash handled (in Rs.) | Revised rates of Cash Handling and Treasury Allowance (in Rs.) |
|---|--|
| <= 5 lakh | 700 |
| Over 5 lakh | 1000 |

2. The powers to grant Cash Handling and Treasury Allowance remain delegated to the Ministries and Head of Departments who, at their discretion, may appoint Junior Secretariat Assistants / Senior Secretariat Assistants / Assistant Section Officers / officials holding substantive post up to level 7 of Pay Matrix, to perform the duties of Cashiers. The grant of Cash Handling and Treasury Allowance shall be subject to the following conditions:-

- (i) The amount of Cash Handling and Treasury Allowance to be granted will depend on the average amount of monthly Cash disbursed, excluding payment by cheques/ drafts/ECS/online payments/other modes where cash handling in physical form is not involved.
- (ii) The Ministry or Head of the Department concerned should certify, on the basis of the previous financial year's average, the amount of Cash disbursed and sanction the rate of Cash Handling and Treasury Allowance appropriate to that quantum. The average amount of Cash disbursed should be arrived at by taking the total amount shown as disbursed in the Cash Book reduced by the items disbursed in the form of cheques/R.T.Rs/Drafts/ECS/online payments/other modes where cash handling in physical form is not involved, etc.
- (iii) The Cash Handling and Treasury Allowance granted to the official should be reviewed every financial year.

-contd-

(iv) Every official, who is appointed to work as Cashier, unless he is exempted by the competent authority, should furnish security in accordance with the provisions contained in Rule 306 (1) to 306 (4) in Chapter 12 of the General Financial Rules, 2017 as amended from time to time.

(v) The Cash Handling and Treasury Allowance is to be granted from the date of issue of order of appointment as Cashier or from the date of furnishing security, whichever is later.

(vi) Not more than one official should be allowed the Cash Handling and Treasury Allowance in an office/Department.

(vii) Sanction in each case should invariably be issued in the name of the person who is appointed to do the Cash work and for whom the Cash Handling and Treasury Allowance is sanctioned.

(viii) In cases of Cashier appointed on direct recruitment /promotion to such a post in terms of provision of RRs, no Cash Handling and Treasury Allowance will be admissible. Further, where there are sufficient number of Cashiers in various Grades to constitute a viable cadre in a Deptt./Organisation, then the post of Cashiers would not carry any Cash Handling and Treasury Allowance.

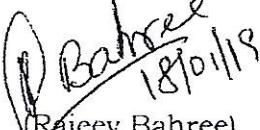
(ix) The Cash Handling and Treasury Allowance will not be admissible to Senior Secretariat Assistants cum Cashiers as Cash Handling is part and parcel of the duties of this post.

3. In the case of a newly created office, where it is not possible to observe all the conditions quoted above, Ministries and Heads of Departments may themselves grant Cash Handling and Treasury Allowance to cashiers during the first year of existence on the basis of the estimated average monthly cash disbursements. The other conditions quoted in para (2) above will, however apply.

4. Any relaxation of the above terms and conditions will require the prior concurrence of the Department of Personnel & Training.

5. These orders shall be effective from 01.07.2017.

6. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders are being issued after consultation with the Comptroller and Auditor General of India.


(Rajeev Bahree)

Under Secretary to the Government of India
Telephone No. : 011-23040489

To

All Ministries / Departments of the Government of India as per standard list.