

No. A1/126/2021-TC

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Dated 26/06/2021

CIRCULAR No. 15/2021

Sub:-Motor Vehicles Department – Establishment – Revision of Pay & Allowances-
Recommendations of XI Pay Revision Commission- Guidelines for Payment of
Uniform Allowance- Issued

Ref:-1. G.O.(P) No. 27/2021/Fin dated 10.02.2021
2. Circular No. 38/2017/Fin dated 23.05.2017

The categories of employees which are included in the schedule of Uniform Allowance at Annexure X to G.O.(P) No. 27/2021/Fin dated 10.02.2021 and who are required to wear uniform during duty time are allowed Uniform Allowance annually. Para (26) of G.O (P) No. 27/2021/Fin dated 10.02.2021 reads as follows: "Government have issued detailed instructions in Circular No.38/2017/Fin dated 23.05.2017 for the sanction of Uniform Allowance and wearing of Uniforms. In spite of these instructions, it is seen that there are several categories of staff who draw the allowance but do not wear uniform. It is reiterated for enforcing the directions laid down in Circular dated 23.05.2017 and controlling officers should ensure that employees who do not default in wearing uniform during duty time only are paid Uniform Allowance".

Circular No. 38/2017/Fin dated 23.05.2017 stipulates that;

(1) All employees who are in receipt of Uniform Allowance should wear uniform during their duty time.

(2) The Controlling Officers/Drawing and Disbursing Officers should ensure that employees wear uniform while on duty. If any employee is found not in uniform while on duty time action should be initiated, with notice to the delinquent, to recover the full amount of allowance paid along with penal interest @ 12% per annum till the date of recovery.

(3) The Uniform Allowance paid shall be deemed to be inclusive of cost of uniform material and stitching charges, shoes and insignia expenses.

(4) Uniform Allowance will be paid as reimbursement to the cost incurred for the purchase of uniform. The Allowance will be paid in any time during a financial year subject to the production of claim from the employees. It is also stipulated that the claim should be supported by an undertaking.

(5) No employee shall abstain from wearing uniform on the ground of non-receipt of Uniform Allowance. Claiming of allowance is at the employee's option but wearing uniform shall be compulsory.

(6) Controlling officer of Government vehicles should ensure that driver of the vehicle is in the specified uniform while on duty. The officer concerned would also be held responsible for the lapse noticed in this regard.

(7) The Finance Inspection Wing (Non-Technical) Department and the Internal Audit Wings of department are also entrusted to check for lapses in the implementation of these instructions.

(8) The Controlling Officers/Drawing and Disbursing Officers will also be held responsible for violation of these instructions

In the above circumstances, the following instructions are issued for the guidance / strict compliance of the sanctioning authorities / controlling officers.

- 1. Application for sanctioning uniform allowance shall invariable be accompanied by Bills / Vouchers etc; in support of the claim.**
- 2. The undertaking as prescribed in Circular No.38/2017/Fin dated 23.05.2017 shall be obtained before sanctioning / forwarding applications.**
- 3. The controlling officers shall certify that the employees who are in receipt of Uniform Allowance is promptly wearing uniform during his/her duty time.**
The sanctioning authorities / controlling officers shall scrupulously follow the provisions in this regard / the above instructions, while sanctioning uniform allowance / forwarding applications to the Head of the Department.

Digitally signed by GOPINATH R
Date: Sat Jun 26 12:27:30 IST 2021
Reason: Approved

Gopinath R
Senior Administrative Officer

To

1. The Additional Transport Commissioner, Transport Commissionerate
2. The Joint Transport Commissioners, Transport Commissioners
3. The Senior Deputy Transport Commissioner (Taxation)
4. The Senior Administrative Officer, Transport Commissionerate
5. The Senior Finance Officer, Transport Commissionerate
6. All the Deputy Transport Commissioners
7. All the Regional Transport Officers
8. All the Joint Regional Transport Officers
9. The Accounts Officers, Transport Commissionerate
10. Stock File/ Office Copy

Copy to : CA to Transport Commissioner