

Copy of Punjab Government Circular Letter No. 2053-ACD-55/753, dated 22nd August, 1955 from the Chief Secretary to Government, Punjab addressed to all Heads of Departments, etc., etc.

Subject :—Fixation of the quantum of punishment in cases relating to false drawal of Travelling Allowance.

It has been noticed that different punishments are awarded to different officers for similar offences relating to preparation and submission of wrong Travelling Allowance Bills which arise in various departments of Government on the strength of the recommendations made by their respective Departments. Thus while some Government servants are let off with a warning or with the recovery of the amount charged in excess, others are punished by stoppage of increments for a certain period and some are even removed or dismissed. In the circumstances, the question of evolving some uniform policy regarding the nature and quantum of punishment in these cases has been under the consideration of Government for some time past.

2. It is the settled policy of Government that in all proved cases of corruption, no punishment short of dismissal, should be awarded,—*vide* Punjab Government letter No. 122-ACC-48/38539, dated the 19th July, 1948. Government are, therefore, of the view that in the following category of cases relating to false drawal of travelling allowance, the normal punishment should be dismissal.

- (i) Charging travelling allowance for a journey not actually performed.
- (ii) Charging by a higher class to which one is entitled according to status for a journey performed in a lower class.
- (iii) Charging travelling allowance on transfer by submitting false certificates and bogus receipts in respect of transportation of luggage.
- (iv) Charging travelling allowance for the carriage of Camp equipment when actually it is not carried.

I am to request that these orders should be brought to the notice of all concerned for strict compliance.

3. There is another class of cases relating to false drawal of travelling allowance, viz. charging conveyance or permanent travelling allowance without maintaining a conveyance as prescribed under the rules. Government have considered this matter also. They are of the view that the question whether horses can be dispensed with altogether should be examined by the departments concerned. Where this can be done, the keeping of a horse and the horse allowance should both be dispensed with. Where, however, it is considered that the keeping of a horse is essential for the proper performance of duties, the horse allowance should be made adequate. Government would like to know, in due course, the action taken in the matter.