

CHAPTER-20 DIRECTION AND OTHER SPECIAL OFFICES

	20.1 Introductory
20.1.1	The rules in this Chapter apply only to the offices of the Chief and Superintending Engineers, Superintendents of works and other special officers not being Divisional Officers or their subordinate officers. These offices are described as special offices in this Chapter.
20.1.2	The head of a special office is not concerned with the actual execution of works, with the disbursement of money or with the provision or custody of any materials, otherwise than possibly as an officer of control. If, however, he is required at any time to assume an executive charge, the monetary and stores transactions of such charge should be kept distinct from the transactions of his special office, and accounted for under the rules applicable to divisional Officers.
	20.2 Receipts
20.2.1	Heads of special officers do not ordinarily realise any departmental receipts, any petty amounts received occasionally should be remitted at once into the accredited bank in accordance with the procedure prescribed in Rule 21 & 26 of C.G.A.(R&P) Rules, 1983.
Note	For recoveries from the staff, see paragraph 20.3.5.
	20.3 Payments
	I. Introductory
20.3.1	The monetary transactions of heads of special offices are practically confined to payments of office expenses and pay and allowances of themselves and the members of their offices. These may be divided into two distinct groups:-
1. 2.	1. Pay and allowances. 2. Contingent charges.
20.3.2	Cash required to meet these payments is obtained by bills drawn on Accounts Offices/Divisional Officer under the rules in the following paragraphs.
	II Pay and Allowances
20.3.3	The rules in Chapter 18, which are applicable to Divisional Officer apply mutatis mutandis to special officers keeping in view the method of drawal of funds. The following rules are peculiar to them.

20.3.4	Establishment bills as prescribed in rule 66(2) of CGA (R&P) Rules, 1983 will be presented for encashment at the Zonal PAO at the places where the office of the Accounts Officer is located and the authorized division at the places other than the place of office of Accounts Officer.
20.3.5	Recoveries from the establishment of special offices are not subject to the rules in paragraph 18.3.4. They should, as far as possible, be made by deduction from their bills. When, however, the amounts recovered have to be paid into a court of law, or into the Post Office Savings Bank as security deposits, recoveries should be made in cash at the time of disbursement of pay and the amounts recovered, should be forthwith remitted.
	III Contingencies
20.3.6	The general rules relating to contingencies are given in section III of Part III of CGA (R&P) rules, 1983, and the method of obtaining cash will be same as in case of establishment bills.
20.3.7	Charges for new supplies of, and repairs to articles of the classes which in the case of executive officers are classified under the head 'Machinery and Equipment' are treated as contingent charges, etc., in the case of special officer.
Examples – Scientific instruments and drawing materials, camp equipage, motor cars, etc.	
20.3.8	The accounts procedure prescribed in Chapter 7 for Tools and plant of divisional offices need not be observed in special offices in respect of the articles referred to in paragraph 20.3.7 though these will otherwise be treated as Tools and Plant for the purpose of the Public Works Department Code. Suitable registers showing the receipt, disposal and balances of the articles should, however, be maintained.
Note – Transfer of any article of this class to a divisional office/other direction office will be regulated in accordance with the orders issued in this regard.	