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REGISTERED

Directorate of Pay & Allowances  
Integrated Headquarters  
Ministry of Defence (Navy)  
Annexe Building, Talkatora Stadium  
New Delhi 110001

PA/6304/04

29 Oct 22

The Flag Officer Commanding-in-Chief  
{for CSO (P&A)}  
Headquarters, Western Naval Command  
Mumbai 400001

The Commander-in-Chief  
{for CSO (LA&P)}  
Headquarters, Andaman Nicobar Command  
Port Blair 744102

The Flag Officer Commanding-in-Chief  
{for CSO (P&A)}  
Headquarters, Eastern Naval Command  
Visakhapatnam 530014

The Flag Officer Commanding-in-Chief  
{for CSO(Trg)/CSO (P&A)}  
Headquarters, Southern Naval Command  
Kochi 682004

The Logistics Officer-in-Charge  
Naval Pay Office  
Shahid Bhagat Singh Road  
Mumbai 400023

GRANT OF TRAINING ALLOWANCE  
STANDARD COOLING-OFF PERIOD AND REMITTANCE OF ARREARS

1. Refer to the following (copies enclosed):-
  - (a) GoI MoD letter PC-1(16)/2017/D (Pay/Service)/Pt.II dated 28 Nov 19.
  - (b) IHQ MoD(N)/ DNT letters TR/8046/1/P dated 13 Jul 20 & 15 Mar 21.
  - (c) IHQ MoD(N)/ DPA letter of even number dated 16 Mar 21.
2. **Background.** Govt of India/ Ministry of Defence issued directives for abolition of Instructional Allowance and admissibility of Training Allowance to the eligible personnel in authorised Training Establishments wef 01 Jul 17 vide letter at Para 1(a) ibid.

3. **IHQ MoD (N) Directives.** Based on the eligibility conditions stipulated in the GoI/ MoD letter at Para 1 (a) ibid, IHQ MoD(N)/ DNT promulgated 'Broad Guidelines regarding Implementation of Training Allowance' vide DNT letter dated 13 Jul 20 and issued an amendment to 'Eligibility and Entitlement Conditions' (based on the feedback from the field and deliberations with all stakeholders) vide DNT letter dated 15 Mar 21. Accordingly, IHQ MoD (N)/ DPA cancelled the policy letter of even no dated 20 Jul 20 wrt Implementation of Training Allowance and promulgated a detailed policy letter of even no. dated 16 Mar 21 on 'Grant of Training Allowance' duly incorporating methodology for payment of Training Allowance and recovery of Instructional Allowance.

4. In accordance with the directives of IHQ MoD(N), necessary actions were initiated by all stakeholders to ensure remittance of arrears of Training Allowance to all eligible personnel *wef* 01 Jul 17.

5. **Issues Addressed.** Consequent to promulgation of IHQ MoD(N)/ DPA letter PA/6304/04 dated 16 Mar 21, there were some issues raised and inputs received from the field units *wrt* the implementation of the policy. These were examined at IHQ MoD(N) with inputs taken from the other two services. The issues which merited consideration have accordingly been addressed and corrective measures incorporated as follows:-

(a) **Standard Cooling off Period.** To the extent feasible, a standard appointment (non-training) between two training assignments shall be maintained as per earlier directives vide IHQ MoD(N)/DPA letter dated 16 Mar 21 and accordingly 'Appointing Authorities' (i.e. IHQ MoD(N)/DOP for Officers and CABS for Sailors), are to ensure the same.

(b) **Consecutive Training Tenures.** Whilst the appointing Authorities are to ensure 'one standard appointment (non-training)' between two training appointments, Service exigencies may necessitate a need to appoint vertically specialised manpower consecutively from one training establishment to another. In such cases, it must be ensured that a **minimum 'standard cooling-off period' of three months** is maintained in the form of 'Instructor Evaluation Period' prior commencement of Training Allowance in the consecutive training establishment.

(c) **Applicability of Standard Cooling-Off Period between 01 Jul 17 to 28 Nov 19.** The extant issue was deliberated in light of earlier directives issued vide Para 12 of IHQ MoD(N)/DPA letter at Para 1(c), wherein Training Allowance was to be credited for the first training appointment and not the second consecutive appointment during the period from 01 Jul 17 to 28 Nov 19. The issue was examined *de novo*, in light of inputs received from field due to the said directives, inputs from the other Services and concerned stakeholders. It is understood that, IA and IAF have adopted the methodology of payment of Training Allowance to their personnel for consecutive training tenures for the entire period between the date of applicability of the orders and the date of issuance of the GSL viz 01 Jul 17 to 28 Nov 19. Accordingly, **Training Allowance is to be paid to personnel who have tenanted training billets between 01 Jul 17 to 28 Nov 19 irrespective of consecutive tenures.**

#### **Methodology of Payment**

6. **Raising of Genforms.** Methodology to be followed for commencement of Training Allowance *wef* 01 Jul 17 for serving personnel and retired/ deceased personnel was promulgated vide Para 9 and 11 of IHQ MoD(N)/DPA letter at para 1(c) ibid. However, it is observed that as on 31 Jul 22, 456 serving and 752 retired/deceased personnel have not been paid their entitled Training Allowance for the instructional duties undertaken by them. The deliberations on the issue and decisions are enumerated below:-

(a) **Payment of Training Allowance till 28 Nov 19.** There are many entitled personnel who have not yet been paid arrears of Training Allowance due to non-raising of fresh Genforms *law* the procedure laid out vide IHQ MoD(N)/DPA letter of 16 Mar 21. This is primarily due to reasons of transfer/ retirement/ death etc. Accordingly, it has been decided to pay the arrears of difference of Training Allowance with previously drawn Instructional Allowance for all entitled personnel from 01 Jul 17 to 28 Nov 19 even if they tenanted consecutive training assignments. Towards this NPO is to identify all such personnel who were drawing Instructional Allowance and have not been paid Training Allowance due to Genform not being raised. The list of such personnel is to be forwarded by NPO to all Commands and respective units for raising of Genforms towards commencement of Training Allowance for all entitled personnel. NPO is to cater for provision to allow units to raise Genforms for such entitled personnel who have since retired.

(b) **Payment of Training Allowance between 29 Nov 19 to 16 Mar 21.** Arrears of Training Allowance is to be paid to the entitled personnel appointed *wef* 29 Nov 19 till 16 Mar 21 (i.e. the duration between date of promulgation of GSL and the date of promulgation of IHQ MoD(N)/DPA policy on grant of Training Allowance), ensuring the '*standard cooling-off period*' of three months between two consecutive training tenures during the period. Accordingly, NPO is to identify all such personnel who have tenanted consecutive training appointments and have not been paid Training Allowance for the second training appointment. List of such personnel is to be forwarded to all Commands and respective units towards enabling issuance of Genform for commencement of Training Allowance with a gap of initial three months ( i.e standard cooling-off period) on reporting at the consecutive training appointment.

### **Way Ahead**

7. To sum up the issues/ directives brought out above, approval of the Competent Authority has been accorded for the following towards effective implementation of Training Allowance:-

(a) **01 Jul 17 - 28 Nov 19.** Payment of Training Allowance to all entitled personnel appointed to authorised training establishments as per GoI/MoD letter dated 28 Nov 19, as per para 5(c) above.

(b) **29 Nov 19 - 16 Mar 21.** Applicability of minimum '*standard cooling-off period*' of three months (i.e. Instructor Evaluation Period) for such personnel who were appointed consecutively from one training establishment to another training establishment.

(c) **17 Mar 21 Onwards.** '*One standard appointment (non-training)*' between two training appointments is to be maintained by Appointing Authorities as per IHQ MoD(N)/DPA letter dated 16 Mar 21. However, in case there is a need to appoint vertically specialised manpower consecutively from one training establishment to another training establishment, the minimum '*standard cooling-off period*' of three months as '*Instructor Evaluation Period*' is to be ensured prior commencement of Training Allowance in the consecutive training establishment. Towards this, Appointing Authorities are to mention '**Consecutive Instructor Appointment**' in such appointment letters for ease of identification. Accordingly, the training establishments are to raise Genform for commencement of Training Allowance only after a period of three months (*Instructor Evaluation Period*) from the date of joining of the establishment for those personnel who are tenanting a consecutive appointment.

8. **Action by Appointing Authorities.** Hereinafter, IHQ MoD(N)/DOP for Officers and CABS for Sailors are to ensure adherence to 'standard cooling-off period' of one standard appointment (non-training)' between two training appointments. In case of vertically specialised manpower and where organisationally necessary, a mention of '**Consecutive Instructor Appointment**' is to be included in the appointment letters for ease of identification by training establishments/ NPO.

9. **Action by NPO.** NPO is requested to undertake following actions to facilitate implementation of the methodology approved by Competent Authority:-

(a) **01 Jul 17 – 16 Mar 21.** NPO is to identify all such personnel who were drawing Instructional Allowance and have not been paid Training Allowance due to Genform not being raised. The list (as per format at Enclosure) is to be forwarded to all Commands and respective units towards ensuring raising of Genforms for cessation of Instructional Allowance and commencement of Training Allowance for all entitled personnel. NPO is to cater for provision to allow units to raise Genforms for entitled personnel who have retired. The Training Allowance remitted to the personnel based on the procedure promulgated vide IHQ MoD(N)/DPA letter dated 16 Mar 21 and as mentioned in para 7 above is to be considered while calculating the dues for the entitled personnel. In case the personnel has retired/ deceased, the same is to be remitted by NPO.

(b) **29 Nov 19 – 16 Mar 21 (Consecutive Training Appointments).** NPO to identify all such personnel who have tenanted consecutive training appointments and have not been paid Training Allowance for the second training appointment. List of such personnel is to be forwarded to all Commands and respective units towards enabling issuance of Genforms for commencement of Training Allowance with a gap of initial three months on reporting at the consecutive training appointment. ***The initial three months of reporting to consecutive appointment is to be considered as the 'standard cooling-off period' (Instructor Evaluation Period)*** and Training Allowance is not to be paid for the first three months.

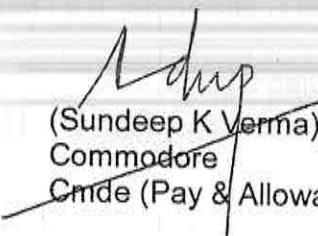
(c) **17 Mar 21 Onwards.** All appointments taken effect from 17 Mar 21 onwards are to be with 'One standard appointment (non-training)' between two training appointments as per IHQ MoD(N)/DPA letter dated 16 Mar 21. In case of vertically specialised personnel, the 'standard cooling-off period' of three months is to be considered, while remitting the training allowance of consecutive training appointment.

(d) No recoveries are to be undertaken. Instead, the difference of entitled Training Allowance is to be remitted to the individual accounts, unless the individual has been overpaid erroneously.

10. **Action by DESA.** DESA is requested to disseminate this information to retired personnel/ families of deceased personnel who would be eligible for grant of Training Allowance. In addition, Training establishments are also requested to liaise with such retired personnel to enable them to get their dues, at the earliest.

11. **Action by Training Establishments.** Training Establishments are to ensure that 'Instructor Evaluation Period' as 'standard cooling-off period' for a period of three months is maintained for personnel tenanting consecutive training assignments prior approving commencement of Training Allowance as per the approved way ahead.

12. IHQ MoD(N)/ DPA letter PA/6304/04 dated 16 Mar 21 is hereby cancelled.
13. It is requested that contents of this letter be widely disseminated.



(Sundeep K Verma)  
Commodore  
Cmde (Pay & Allowances)

**Copy to:-**

The Chief of Integrated Staff Committee  
HQIDS, South Block, New Delhi 110011

The Project Director, ATV Project  
Rao Tula Ram Marg, New Delhi 110010

The Director General, Project Sea Bird  
West Block V, RK Puram, New Delhi 110066

The Chief Hydrographer  
National Hydrographic Office, Dehradun 248001

The Commandant, NDC  
Tees January Marg, New Delhi 110011

The Commandant, Indian Naval Academy  
Ezhimala, Kerala 670310

The Director General, WESEE  
RK Puram, New Delhi 110066

The Principal Controller of Defence Accounts  
No 1 Cooperage Road  
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The Flag Officer Commanding  
Western Fleet, Mumbai 400001

The Flag Officer Commanding  
Eastern Fleet, Visakhapatnam 530014

The Flag Officer Commanding  
Goa Naval Area & Naval Aviation, Goa 403802

The Commanding Officer  
INS India  
'C' Wing, Defence Offices Complex,  
Africa Avenue, New Delhi 110023

The Naval Component Commander (NAVCC)  
C/o Navy Office, Haddo, Port Blair 744102

The Commodore  
Bureau of Sailors, Mankhurd, Mumbai 400088

The Commanding Officer  
INS Hamla, Marve Malad, Mumbai 400095

**Internal:-**

<b><u>NA/VCNS</u></b>	<b><u>TA/COM</u></b>	<b><u>SO/CCP</u></b>	<b><u>SC/DCNS</u></b>
<b><u>All DGs/Controllers</u></b>	<b><u>All APSOs</u></b>	<b><u>Cmde (ESA)</u></b>	<b><u>Cmde (NT)</u></b>

Enclosure to IHQ MoD(N)/ DPA letter  
PA/6304/04 dated 29 Oct 22

**LIST OF PERSONNEL ENTITLED TO DRAW TRAINING ALLOWANCE**

1. 01 Jul 17 to 16 Mar 21

SI No	P No	Name	Rank	Unit	From	To	Remarks

2. 29 Nov 19 to 16 Mar 21 (Consecutive Training Appointments)

SI No	P No	Name	Rank	Unit	From	To	Remarks



...  
New Delhi, the 28<sup>th</sup> Nov 2019

The Chief of the Army Staff  
 The Chief of the Naval Staff  
 The Chief of the Air Staff

Subject: Recommendations of the Seventh Central Pay Commission- Implementation of decision relating to the grant of Training Allowance.

Sir,

I am directed to refer to MoD letter No. 1(26)/97/VI/D(Pay/Services) dated 29.02.2000, Nos. 1/54/2008/D(Pay/Services) and 1/55/2008/D(Pay/Services) both dated 04.11.2008 and Department of Personnel and Training OM No. 13024/01/2016-Trg. Ref. dated 24.10.2017 and 12.11.2018 and to say that consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission vide Ministry of Finance Resolution No. 11-1/2016-IC dated 06<sup>th</sup> July 2017, Instructional Allowance has been abolished as a separate allowance w.e.f. 01.07.2017 and Training Allowance shall now be admissible to the eligible personnel, at the following rates:

In National/Central Training Academies and Institutes for Group 'A' Officers mentioned under Appendix 'A'	24% of Basic Pay
In other Training Establishments mentioned under Appendix 'B'	12% of Basic Pay

2. Admissibility of this allowance will be regulated in the following manner:

(i) Training allowance will be admissible only to faculties who join the training academies/institutes/establishments for imparting training for a specified period of time and are then likely to go back.

Training allowance will be admissible to faculty members excluding those not covered by these guidelines as indicated in sub para (v) without any ceiling and will not form part of pay as defined in F.R. 9(21), but will count for purpose of leave salary.

Training allowance will continue to be drawn for the period the trainer is on study or tour related to training activities.

Such training allowance will also be admissible to personnel who goes on deputation as a faculty member to an autonomous training institutions aided by the Central Government which inter-alia trains Group 'A' Government officials.

- (v) Training allowance will not be admissible to those permanent faculties of training academies/institutes/establishments who have been recruited directly by the training academies/institutes/establishments for imparting training.
- (vi) Deputation (Duty) Allowance will not be payable during the period in which the trainers are in receipt of Training allowance.
- (vii) Standard cooling off period between tenures will apply.

3. The term 'Basic Pay' for the purpose of these orders refers to basic pay as defined in relevant Army/Air Force Pay Rules and Navy Pay Regulations.

4. Institutes either discontinued/ disbanded from the list of training establishments mentioned under MoD letter No. 1(26)/97/VI/D(Pay/Services) dated 29.02.2000 are mentioned under Appendix 'C'.

5. Officers/JCOs/ORs deployed on administrative/logistic duties in these Training institutes will not be entitled for Training Allowance.

6. These orders shall be effective from 1<sup>st</sup> July, 2017.

7. This issues with the concurrence of Ministry of Defence (Finance) vide their ID No. 3(8)/2019/AG/PA/212-PA dated 26.11.2019.

Encl. As above

Yours faithfully,



(Arun Kumar)

Under Secretary to the Govt. of India

Copy to: as per standard distribution list.

Appendix-'A'

**National/Central Training Academies and Institutes for Group 'A' Officers eligible for 24% of Basic Pay**

Sl. No.	Name of Institute as mentioned in the MoD letter dated 29.02.2000	New Name of Institute (if renamed or merged)	Sl. No. as per MoD letter dt. 29 Feb 2000	Remarks
<b>TRI-SERVICES INSTITUTIONS</b>				
1.	National Defence College, New Delhi	-	1	
2.	Defence Service Staff College, Wellington	-	2	
3.	National Defence Academy, Khadakwasala	-	3	
4.	College of Defence Management, Secunderabad	-	4	
<b>ARMY</b>				
1.	Indian Military Academy, Dehradun	-	1	
2.	Officers Training Academy, Madras	Officers Training Academy, Chennai	2	Name of Madras changed by Govt. to Chennai. No change in name of establishment.
3.	College of Combat, Mhow	Army War College (AWC), Mhow	13	Auth : AO 35/2002/GS
4.	Army Aviation School, Nasik Road	Combat Army Aviation Training School (CAATS), Nasik Road	32	Auth : GS Br letter No A/30482/SD-8 dt 28 May 2003
<b>NAVY</b>				
1.	Naval Academy, INS Mandovi, Goa	Indian Naval Academy, Ezhimala	1	Sl. No. 6 of Appendix 'A' of Navy Order (Spl) 04/14.
2.	College of Naval Warfare, Bombay	Naval War College, Goa	21	Correct name included as per Sl. No. 11 of Appendix 'A' to Navy order (Spl) 04/14.

## AIR FORCE

AIR FORCE				
1.	Flying Training Establishments	-	1	-
2.	Flying Instructors School	-	2	-
3.	Aircrew Examination Board (AEB)	-	3	-
4.	Aircraft System Testing Establishment (ASTE)	-	4	-
5.	Navigational and Signals School (NSS)	Navigation Training School (NTS)	5	Auth: Air HQ/S 18158/648/ Plans dated 05.11.2003
6.	Air Force Technical College (AFTC)	-	6	-
7.	College Of Air Warfare	-	8	-
8.	Air Defence College	-	10	-
9.	Hunter Operational Flying Training Unit (20 Sqn)	Sukhoi Operational Flying Training Unit (20 Sqn)	13	Auth: Air HQ/18180/29/Plans (PC-D)/05/US(A)/D(Air-III)/11 dated 01.07.2011
10.	Mig Operational Flying Training Unit (MOFTU)	Hawks Operational Training Sqn 'A' (HOTS 'A')	14	Auth :Air HQ/S 18158/RRP/MOF TU 'A'/Plans (PC-I)/342/US(A)/D(Air-III)/10 dated 26.08.2010
		Hawks Operational Training Sqn 'B' (HOTS 'B')		Auth :Air HQ/S 18158/RRP/MOF TU 'B'/Plans (PC-I)/341/US(A)/D(Air-III)/10 dated 26.08.2011
11.	Aero Medical Training Centre	-	25	-



### Other Training Establishments eligible for 12% of Basic Pay

Sl. No.	Name of Institute as mentioned in the MoD letter dated 29.02.2000	New Name of Institute (if renamed or merged)	Sl. No. as per MoD letter dt. 29 Feb 2000	Remarks
<b>TRI-SERVICES INSTITUTIONS</b>				
1.	Armed Forces Medical College, Pune	-	5	
<b>ARMY</b>				
1.	Armoured Corps Centre and School Ahmednagar *	-	3	
2.	School of Artillery, Deolali	-	4	
3.	Air Defence Guided Missile School, Gopalpur	Army Air Defence College, Gopalpur	5	Auth: MoD letter No A/12490/1/GS/MT 21/1401/USD(GS II) dt 03 Dec 1993.
4.	College of Military Engineering, Dapodi, Pune	College of Military Engineering, Dapodi, Pune	6	Heavy Bridging Training Camp, Marve merged with CME, Pune letter No A/69403/44/GS/SD-6 dt 11 Aug 2014.
5.	Heavy Bridging Training Camp, Marve		7	
6.	Army/Air Transport Support School, Agra	Army Airborne Training School (AATS), Agra	8	Auth : MoD letter No A/26012/GS/ADA-3/US (QS) dt 17 Nov 1998.
7.	Army School of Physical Training, Pune	Army Institute of Physical training (AIPT), Pune	9	Auth : AO 14/2005
8.	Army School of Mechanical Transport, Bangalore	Army Service Corps (ASC) Centre & College, Bangalore *	10	Both establishments merged.
	ASC School, Bareilly		23	Auth : MoD letter No 57212/NFF/M/VI/Q/ST-

	Naval Air Technical School, Cochin.	Naval Institute of Aeronautical Technology, Kochi	11	Name of Cochin changed by Govt. to Kochi. Unit renamed and updated as per Sl. No. 9 of Appendix 'A' to Navy Order (Spl) 04/14.
11.	Submarine Training Establishment, INS Satvahna, Visakhapatnam	INS Satvahna, Visakhapatnam	13	Correct name included as per Sl. No. 16 of Appendix 'A' to Navy order (Spl) 04/14.
12.	Leadership School, INS Agrani, Coimbatore	INS Agrani, Coimbatore	14	Correct name included as per Sl. No. 1 of Appendix 'B' to Navy Order (Spl) 04/14.
13.	Sailors Training Establishment, INS Chilka	INS Chilka, Orissa	15	Correct name included as per Sl. No. 2 of Appendix 'A' to Navy Order (Spl) 04/14.
14.	Naval Engineering College, INS Shivaji, Lonavala	INS Shivaji, Lonavala	16	
	Artificer Training School, INS Shivaji, Lonavala.		17	Sl. No. 20 of Appendix 'A' to Navy order (Spl) 04/14.
	ME School, INS Shivaji, Lonavala		18	
15.	NBCD School, INS Shivaji, Lonavala	NBCD School, Lonavala	19	Name updated as per Sl. No. 13 of Appendix 'A' to Navy order (Spl) 04/14.
16.	Logistics School, INS Hamla, Bombay	INS Hamla, Mumbai	20	Name of Bombay changed to Mumbai by Govt. Correct name included as per Sl. No. 5 of Appendix 'A' to Navy order (Spl) 04/14.
17.	Electrical School, INS Valsura, Jamnagar	INS Valsura, Jamnagar	22	Correct name included as per Sl. No. 22 of Appendix 'A' to Navy order (Spl) 04/14.
18.	Shipwright School, Vishakhapatnam	Naval Shipwright School (Vishwakarma), Vishakhapatnam	23	Appendix 'A' of Navy Order (Spl) 04/14 refers

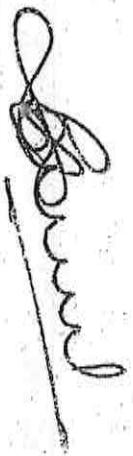
19.	School of Medical Assistants, INS Asvini, Mumbai	School of Medical Assistants, Mumbai	24	Correct name included as per Sl. No. 17 of Appendix 'A' to Navy Order (Sp) 04/14.
20.	Naval Provost School, INS Kunjali, Bombay	Naval Provost & Regulating School	25	Correct name included as per Sl. No. 5 of Appendix 'B' to Navy Order (Sp) 04/14.
21.	Naval School of Music, INS Kunjali, Bombay	Naval School of Music, INS Kunjali, Mumbai	26	Only change of city from Mumbai to Bombay by the Govt. No change in the name of establishment.
22.	Helicopter and Observer Training School, INS Rajali, Arakanam	Observer School	27	Appendix 'A' of Navy Order (Sp) 04/14 refers

#### AIR FORCE

1.	Air Force Administrative College (AFAC)	-	7	-
2.	Institute of Aviation Medicine (IAM)	-	9	-
3.	1 Guided Weapon Training Institute (1 GWTI)	Merged and Renamed as 17 TETTRA School	11	Auth: Copy No. 38/59, Directorate of Plans, Air HQ letter no. Air HQ/S 18158/584/Plans dated 13.12.2004
4.	2 Guided Weapon Training Institute (2 GWTI)		12	Auth: Copy No. 59/59, Directorate of Plans, Air HQ letter no. Air HQ/S 18158/584/Plans dated 17.03.2006
5.	Air Force Station Yelahanka		15	-
6.	Technical Type Training Schools (TEITRAS)		16	-
7.	17 Signals Unit (EW)	Electronic Warfare Training Institute (EWI) (12 BRD)	17	Auth: letter No. HQ/S18158/370/I/Plans dated 26 May 2004
8.	Electronic Warfare Range (Gwalior)	<i>Signature</i>	18	-
9.	Ab Initio Training Institutes		19	-

J.	Technical Training Conversion Units (TTCUs)	20	Auth : HQ/91911/TET/807/DOII/D(Air-III) dated 19.06.1997 & copy no. 59/59, letter no. Air HQ/S 18158/584/Plans dated 17.03.2006
II.	Mobile Conversion Units (MCFs)	21	MCF's have been closed and the training task for each aircraft has been taken over by respective TETTRAs.
12.	Overhaul Training Flight (Base Repair Depots)	22	
13.	Air Defence Ground Environmental System (TD)	23	Auth : Copy No. 38/59, Dte of Plans, Air HQ letter no. Air HQ/S 18158/584/Plans dated 13.12.2004 & Copy No. 59/59, Dte of Plans, Air HQ letter no. Air HQ/S 18158/584/Plans dated 17.03.2006
14.	School of Intelligence, Pune	24	Auth: Air HQ /S 18155/7/ Plans/415/US(a)/D(Air-III)/2010 dated 06.07.2010

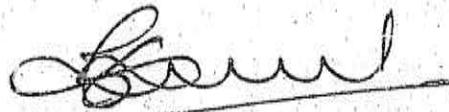
\*Note: Only School/College Component of training establishment recommended for grant of training allowance.



Appendix-'C'

Institutes either discontinued/disbanded from the list of training  
establishments mentioned under MoD letter No.  
1(26)/97/VI/D(Pay/Services) dated 29.02.2000

<b>Sl. No.</b>	<b>Institute</b>	<b>Sl. No. as per MoD letter dated 29.02.2000</b>	<b>Remarks</b>
1.	Military Farms School and Research Centre, Meerut.	31 (Army List)	Disbanded
2.	Counter insurgency School, West	33 (Army List)	Does not exist



PD

Tele: 011 - 23793142

13A

Integrated Headquarters of  
Ministry of Defence (Navy)  
Directorate of Naval Training  
'C' Wing, Sena Bhavan  
New Delhi - 110 011

TR/8046/1/P

13 Jul 20

The Flag Officer Commanding-in-Chief  
(for CSO (Training))  
Headquarters, Southern Naval Command  
Kochi - 682 004

### **GRANT OF TRAINING ALLOWANCE**

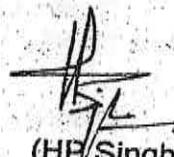
1. Refer to MoD/D(Pay/Services) letter PC-1(16)/2017/D(Pay/Services)/Pt-II dated 28 Nov 19.
2. The rates of Training Allowance are as follows:-
  - (a) National/ Central training academies and institutes for Group 'A' officers – 24% of Basic Pay.
  - (b) Other training establishments – 12% of Basic Pay.
3. **Eligibility Conditions**: Regulations for admissibility of the 'Training Allowance' indicated in the GSL are highlighted below:-
  - (a) Training allowance will be admissible only to faculties who join the training academies/ institutes/ establishments for imparting training for a specified period of time and are then likely to go back.
  - (b) Training allowance will be admissible to faculty members excluding those not covered by the guidelines as indicated in sub para (v) of GSL without any ceiling and will not form part of pay as defined in F.R 9(21), but will count for purpose of leave salary.
  - (c) Training Allowance will continue to be drawn for the period the trainer is on study or tour related to training activities.
  - (d) Such training allowance will also be admissible to personnel who goes on deputation as faculty member to an autonomous training institutions aided by the Central Government which inter-alia trains Group 'A' Government officials.

**'Har Kaam Desh Ke Naam'**

- (e) 1 Training allowance will not be admissible to those permanent faculties of training academies/ institutes/ establishments who have been recruited directly by the training academies/ institutes/ establishments for imparting training.
- (f) Deputation (Duty) Allowance will not be payable during the period in which the trainers are in the receipt of Training Allowance.
- (g) Standard cooling off period between tenures will apply.

4. Existing '*Genform Based Model*' on the lines of Instructional Allowance is to be followed for implementation of Training Allowance.

5. Broad guidelines for implementation of Training Allowance are forwarded herewith as an enclosure. HQSNC being the Training Command may promulgate the amplifying orders to all concerned wrt eligibility, conditions and criteria for admissibility of Training Allowance for all IN personnel including AFTIs.



(HP Singh)  
Commodore  
Cmde (NT)

**Encl:-** As above

**Copy to:-**

The Flag Officer Commanding-in-Chief  
{for CSO(P&A)}  
Headquarters, Western Naval Command  
Mumbai - 400 001

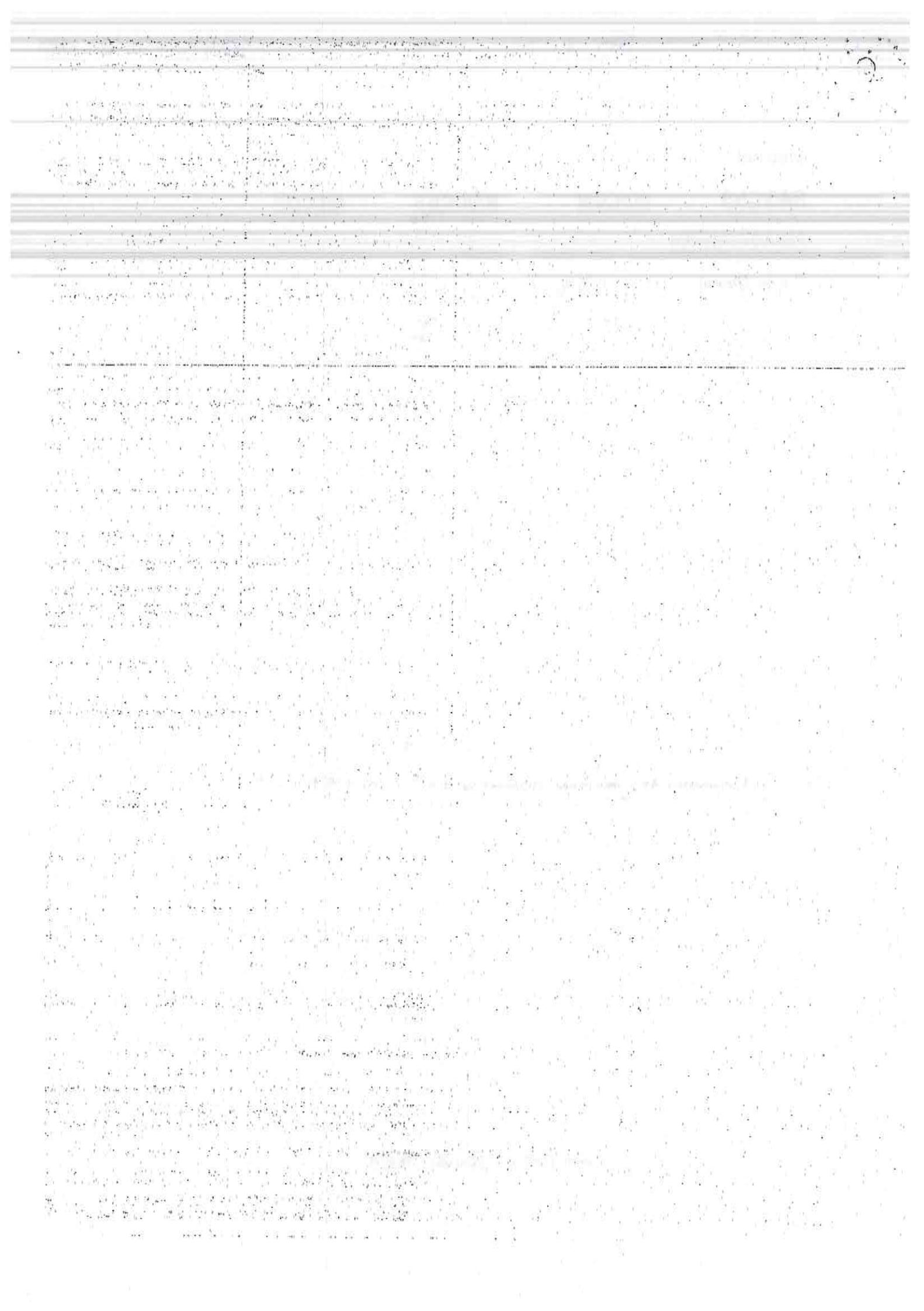
The Flag Officer Commanding-in-Chief  
{for CSO(P&A)}  
Headquarters, Eastern Naval Command  
Visakhapatnam - 530 014

The Commander-in-Chief  
{for CSO(LA&P)}  
Headquarters, Andaman & Nicobar Command  
Port Blair - 744 102

The Commanding Officer  
INS India  
New Delhi - 110 011

**'Har Kaam Desh Ke Naam'**

**Internal:-****NA/VCNS****SO/COM****NA/DCNS****SO/COP****PS/ACOP(HRD)****Cmde (Pers)****Capt (P&A)**



## **BROAD GUIDELINES REGARDING IMPLEMENTATION OF TRAINING ALLOWANCE**

1. **General**: The broad guidelines for implementation of Training Allowance for personnel appointed in training establishments in addition to eligibility conditions promulgated vide MoD/D(Pay/Services) letter PC-1(16)/2017/D(Pay/Services)/Pt-II dated 28 Nov 19 are enumerated in the succeeding paragraphs. HQSNC is to ensure all financial procedures are adhered to and only personnel involved in core training duties are authorised to draw Training Allowance. The guidelines listed below are aimed to assist Heads of Establishments in ensuring that financial prudence is exercised whilst approving grant of Training Allowance to a trainer. Should there be a requirement to approve training allowance to personnel who do not meet the requirements listed below, such cases are to be referred to HQSNC for approval.
2. **Procedure for Commencement**: All instructors on reporting must be evaluated within first three months in accordance with HQSNC Training Directive MGT/09/13 dated 12 Jul 13. Training Allowance is to commence only after instructor evaluation.
3. **Criteria for Instructors**: In respect of personnel nominated as Instructors as per Para 2 above, the personnel recommended for Training Allowance must at least take one theoretical or practical subject of an approved ATP course conducted by the unit to qualify for Training Allowance. HQSNC to lay down the amplifying criteria including Training Technology Course.
4. **Eligibility of Personnel Other than Instructors**: In addition to personnel nominated as Instructors (who take face to face practical or theory classes), personnel involved in Planning, Monitoring and Evaluation of training viz COs / Oi/Cs, Trg Capts / CI, Staff of Training Office and TDEC will also be entitled for Training Allowance. HQSNC is to promulgate the directives ensuring parity amongst units and also that only eligible personnel are allowed to draw Training Allowance.
5. **Competent Authority and Approval Process**: Genforms for commencement of Training Allowance will be issued only on the recommendation of the Training Captain/ Chief Instructor and approved by the Head of the Establishment/ School. Genform will also be issued to cease Training Allowance. Onus of certification rests with the Head of Organisation/ Establishment. Strict disciplinary action will be taken against individual involved in wrong certification regarding admissibility of Training Allowance.
6. **Absence from Training Duty**: If an officer / sailor is absent from training duties, other than leave, for a duration in excess of four weeks, he/she will cease to be entitled for Training Allowance.

7. **Attachment for Training Duties on Temporary Basis.** Personnel attached for training on a temporary basis (to cater for instructor deficiency in a particular subject) would also be admissible for Training Allowance for the duration of such attachment. These personnel would be authorised to draw the Training Allowance by the Head of the unit and such attachment must not exceed a duration of 12 weeks. Instructor evaluation of the trainer attached on a temporary basis, as feasible, is to be carried out *iaaw* Para 2 above. Temporarily attached instructors are also to attend, as observers, a training class session taken by a competent instructor so as to imbibe and learn best practices in imparting training.

TR/8046/1/P

15 Mar 21

The Flag Officer Commanding-in-Chief  
(for CSO (Training))  
Headquarters, Southern Naval Command  
Kochi - 682 004

### GRANT OF TRAINING ALLOWANCE

1. Refer to IHQ MoD(N)/DNT letter of even no. dated 13 Jul 20 regarding Grant of Training Allowance.

2. Following amendments in Broad Guidelines be incorporated:-

(a) Para 6 wrt Absence from Training Duty be **deleted**.

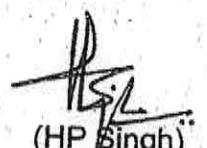
(b) Para 7 wrt Attachment to Training Duties on Temporary Basis be read as indicated below:-

*'Personnel attached for training on a temporary basis (to cater for instructor deficiency in a particular subject) would also be admissible for Training Allowance for the duration of such attachment. These personnel would be authorised to draw the Training Allowance by the Head of the unit'*

(c) An additional Para (Para 8) as indicated below be added in the Broad guidelines:-

**8. Mobile Training Team (MTT)**: Personnel deputed as part of MTT will continue to be entitled for Training Allowance as they are being deputed for training on behalf of the authorised training units to undertake training that would otherwise have been undertaken at the authorised training units."

3. It is requested that amendments be disseminated to all concerned for implementation.

  
(HP Singh)  
Commodore  
Cmde (NT)

'हर काम देश के नाम'

**Copy to:-**

The Flag Officer Commanding-in-Chief  
{for CSO(P&A)}  
Headquarters, Western Naval Command  
Mumbai - 400 001

The Flag Officer Commanding-in-Chief  
{for CSO(P&A)}  
Headquarters, Eastern Naval Command  
Visakhapatnam - 530 014

The Commander-in-Chief  
{for CSO(LA&P)}  
Headquarters, Andaman & Nicobar Command  
Port Blair - 744 102

The Commanding Officer  
INS India  
New Delhi - 110 011

**Internal:-**

NA/VCNS

SO/DCNS

SO/COP

TA/COM

PS/ ACOP(HRD)

Cmde (Pers)

Cmde (P&A)

'हर काम देश के नाम'

**REGISTERED**

Directorate of Pay & Allowances  
Integrated Headquarters  
Ministry of Defence (Navy)  
Annexe Building, Talkatora Stadium  
New Delhi 110001

PA/6304/04

16 Mar 21

The Flag Officer Commanding-in-Chief  
{for CSO(Trg)/CSO (P&A)}  
Headquarters, Southern Naval Command  
Kochi 682004

The Flag Officer Commanding-in-Chief  
{for CSO (P&A)}  
Headquarters, Western Naval Command  
Mumbai 400001

The Flag Officer Commanding-in-Chief  
{for CSO (P&A)}  
Headquarters, Eastern Naval Command  
Visakhapatnam 530014

The Commander-in-Chief  
{for CSO (LA&P)}  
Headquarters, Andaman Nicobar Command  
Port Blair 744102

The Logistics Officer-in-Charge  
Naval Pay Office  
SB Singh Road  
Mumbai 400023

**GRANT OF TRAINING ALLOWANCE**

1. Refer to IHQ MoD (N)/ DPA letter of even number dated 20 Jul 20.
2. The methodology regarding eligibility and payment of Training Allowance has been re-deliberated with all stakeholders, which indicated necessity for amendment in the eligibility conditions as promulgated vide IHQ MoD (N)/ DNT letter no. TR/8046/1/P dated 13 Jul 20. Fresh eligibility and entitlement conditions have been promulgated vide IHQ MoD (N)/ DNT letter TR/8046/1/P dated 15 Mar 21. Accordingly, IHQ MoD (N)/ DPA letter ibid stands cancelled. All training units are to cancel all previously issued Genforms regarding Training Allowance (if any), and issue fresh Genforms as per the procedure enumerated in this letter.

3. **Methodology for Payment of Training Allowance.** The methodology for payment of Training Allowance and recovery of Instructional Allowance is enumerated in succeeding paragraphs.

4. **Effective Date of Implementation.** Govt, vide MoD letter PC-1 (16)/ 2017/ D(Pay/ Services)/ Pt.II dated 28 Nov 19, has directed that Instructional Allowance has been abolished and Training Allowance is admissible *wef 01 Jul 17*.

5. **Rates.** Rates of Training Allowance are as follows:-

<b>Ser</b>	<b>Institute</b>	<b>Rate</b>
(a)	National/ Central Training Academies and Institutes for Group 'A' Officers as mentioned in Appendix 'A' to GoI MoD letter PC-1 (16)/ 2017/ D(Pay/ Services)/ Pt.II dated 28 Nov 19.	24% of Basic Pay
(b)	Other Training Establishments as mentioned in Appendix 'B' to GoI MoD letter PC-1 (16)/ 2017/ D(Pay/ Services)/ Pt.II dated 28 Nov 19.	12% of Basic Pay

6. **Eligibility Conditions.** Broad guidelines for implementation, alongwith eligibility conditions, have been promulgated vide IHQ MoD (N)/ DNT letters TR/ 8046/ 1/ P dated 13 Jul 20 and 15 Mar 21.

7. **Standard Cooling-Off Period.** Standard cooling-off period is one standard appointment (non-training) between two training appointments. This will be ensured henceforth by IHQ MoD(N)/ DOP for Officers and CABS for Sailors.

8. **Cessation of Instructional Allowance.** All Training Units where personnel were drawing Instructional Allowance, will raise cessation Gx of Instructional Allowance with date of occurrence as PM 30 Jun 17 or actual date of commencement of Instructional Allowance, whichever is later.

9. **Commencement of Training Allowance.** Procedure for commencement of Training Allowance *wef 01 Jul 17* is as follows:-

(a) **Submission of Certificate by Individual for Commencement of Training Allowance.** Individual entitled for Training Allowance is to submit a certificate, as placed at Enclosure to this letter, to the Commanding Officer/ Officer-in-Charge/ Head of Training Unit seeking approval for commencement of Training Allowance.

(b) **Issue of Commencement Gx for Training Allowance.** Based on approval of the Commanding Officer/ Officer-in-Charge/ Head of Training Unit, the Training Unit will raise commencement Gx of Training Allowance *wef 01 Jul 17* or Date of Reporting or entitlement, whichever is later. Entitlement will be determined, based on certificate submitted by the individual concerned and duly approved by Commanding Officer/ Officer-in-Charge/ Head of Training Unit.

10. **Cessation of Training Allowance.** The Training Unit will raise cessation Gx of Training Allowance *wef date of transfer/retirement/death or date of non-entitlement, whichever is earlier.*

11. **Training Allowance *iro* Retired/ Deceased Personnel.** Procedure to be followed for payment of Training Allowance *iro* personnel already Retired/ Deceased is as follows:-

(a) **Action by NPO.**

- (i) Naval Pay Office is to prepare list of all retired/ deceased personnel who have been paid Instructional Allowance on or after 01 Jul 17 till date of issue of this letter and forward the same to concerned Training Units.
- (ii) Necessary facility for creation of such Genforms, post retirement/ death is to be created in GMS by 31 Mar 21.

(b) **Action by Training Unit.** Concerned Training Unit is to examine admissibility of Training Allowance *iro* such personnel for the duration from 01 Jul 17 till date of issue of this letter and take following actions:-

- (i) **Cessation of Instructional Allowance.** Raise cessation Gx of Instructional Allowance with Date of Occurrence as PM 30 Jun 17 or actual date of commencement of Instructional Allowance, whichever is later, for personnel who were drawing Instructional Allowance.
- (ii) **Standard Cooling-Off Period.** Ensure that the standard cooling-off period *wef* 29 Nov 19 has been maintained prior approving commencement of Training Allowance.
- (iii) **Issue of Commencement Gx for Training Allowance.** Based on approval of the Commanding Officer/ Officer-in-Charge/ Head of Training Unit, the Training Unit is to raise commencement Gx of Training Allowance *wef* 01 Jul 17 or Date of Reporting, whichever is later, for entitled personnel.
- (iv) **Cessation of Training Allowance.** Raise cessation Gx of Training Allowance *wef* date of transfer/retirement/death or date of non-entitlement, whichever is earlier.

12. **Training Allowance *iro* Personnel Appointed from One Training Unit to Another Training Unit Consecutively During the Period from 01 Jul 17 to 28 Nov 19.** The GoI letter promulgating Training Allowance has been issued on 28 Nov 19 with retrospective applicability *wef* 01 Jul 17. In the interim, from 01 Jul 17 to 28 Nov 19, a few personnel have been appointed to consecutive appointments for training duties since the restriction of "Standard Cooling-Off Period" was not existing during that period. A case for waiver of the "Standard Cooling-off Period" for this period is being taken up with GoI. In the interim, in case of consecutive training appointments, during the period 01 Jul 17 to 28 Nov 19, Training Allowance is to be paid for the first training appointment only. Payment for the second training appointment will be undertaken subsequently on receipt of waiver for "Standard Cooling-Off Period", as brought out above.

13. **Action by NPO.** NPO is requested to undertake following actions:-

- (a) Create necessary software amendment in GMS for payment of Training Allowance by 31 Mar 21.
- (b) Stop payment of Instructional Allowance on basis of Cessation Genform raised by units.
- (c) Credit Training Allowance based on receipt of Commencement Genform on post-audit basis.
- (d) Ensure payment of Training Allowance to retired personnel and deceased personnel on receipt of the relevant Genforms from the concerned Training Units.

14. **Action by DESA.** DESA is requested to disseminate this information to retired personnel who would be eligible for grant of Training Allowance. In addition, Training Units are also requested to liaise with such retired personnel to enable them to get their dues.

15. **Feedback Mechanism.** To ensure that no entitled Naval personnel loses out on payment of his/ her entitled dues, following is to be undertaken:-

- (a) NPO is requested to forward a list of serving and retired/deceased personnel who were drawing Instructional Allowance during the period 01 Aug 17 till date of issue of this letter to respective Training Units by 15 Apr 21.
- (b) Training Units are to examine eligibility of such personnel in terms of IHQ MOD (N)/ DNT letters TR/8046/1/P dated 13 Jul 20 and 15 Mar 21. In case eligible, necessary action as enumerated above is to be initiated.
- (c) List of retired personnel who were drawing Instructional Allowance during the period 01 Aug 17 till date of issue of this letter is to be forwarded by NPO to NAVPEN for hosting it on the NAVPEN website.

16. It is requested that contents of this letter be widely disseminated.

*Neeraj Malhotra*

(Neeraj Malhotra)  
Commodore  
Cmde (Pay & Allowances)

Encl:- As above

Copy to:-

The Chief of Integrated Staff Committee  
HQIDS, South Block, New Delhi 110011

The Project Director, ATV Project  
Rao Tula Ram Marg, New Delhi 110010

The Director General, Project Sea Bird  
West Block V, RK Puram, New Delhi 110066

The Chief Hydrographer  
National Hydrographic Office, Dehradun 248001

The Commandant, NDC  
Tees January Marg, New Delhi 110011

The Commandant, Indian Naval Academy  
Ezhimala, Kerala 670310

The Director General, WESEE  
RK Puram, New Delhi 110066

The Principal Controller of Defence Accounts  
No 1 Cooperage Road  
Mumbai 400001

The Flag Officer Commanding  
Western Fleet, Mumbai 400001

The Flag Officer Commanding  
Eastern Fleet, Visakhapatnam 530014

The Flag Officer Commanding  
Goa Naval Area & Naval Aviation, Goa 403802

The Commanding Officer  
INS India  
Dara Shukoh Road, New Delhi 110011

The Naval Component Commander (NAVCC)  
C/o Navy Office, Haddo, Port Blair 744102

The Commodore  
Bureau of Sailors, Mankhurd, Mumbai 400088

The Commanding Officer  
INS Hamia, Marve Malad, Mumbai 400095

Internal:-

<u>NA/VCNS</u>	<u>SO/DCNS</u>	<u>SO/COP</u>	<u>TA/COM</u>
<u>All DGs/Controllers</u>	<u>All APSOs</u>		
<u>Cmde (ESA)</u>	<u>Cmde (NT)</u>		

**CERTIFICATE BY INDIVIDUAL FOR COMMENCEMENT OF TRAINING ALLOWANCE**

1. Name : .....
2. Rank : .....
3. P. No. : .....
4. Appointment : .....
5. Previous Unit : .....
6. Details of Training Allowance last Granted:-

Name of Unit	Date of Cessation of Training Allowance	Cessation Gx No. and Date

7. I hereby certify the following:-

- (c) I am eligible for Training Allowance in accordance with criteria as listed in IHQ MoD(N) / DNT letters TR/8046/1/P dated 13 Jul 20 and 15 Mar 21.
- (b) I have not drawn Training Allowance in my last appointment.
- (c) I was not eligible for drawing Training Allowance in last appointment.
- (d) I have not claimed Training Allowance/ will not claim Training Allowance for my last appointment.

Unit : .....  
Date: .....

Signature.....  
Rank & Name.....  
P.No. .....

**Approved/ Not Approved**

1. He has been evaluated within 03 months in accordance with HQSNC directive MGT/09/13 dated 12 Jul 13 and complies with eligibility criteria as per HQSNC letter TR/ 8072/ IA dated 09 Sep 20.
2. He is taking at least one theoretical or practical subject of an approved ATP course conducted by the unit.

or

3. He is involved in planning, monitoring and evaluation of training.
4. Annual review of entitlement of Training Allowance *law* criteria as listed in IHQ MoD(N) / DNT letter TR/8046/1/P dated 13 Jul 20 will be undertaken to ascertain continued eligibility.

(To be approved by Competent Authority of Unit to approve Training Allowance)

**Endorsement by Ships/ Regulating Office**

Genform No. : .....

Dated : .....