

Name of Section:-

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
A	Establishment	19	Personal files (Gazetted)	11	Class I		
				12	Class II		
G	Finance, Budget, Cash And Accounts	14	Allowances	11	Rules (general aspects		
				12	Children's Education Allowance		
				13	City Compensatory Allowance		
				14	Daily Allowance		
				15	Dearness Allowance		
				16	Deputation Allowance		
				17	House Rent Allowance		
				18	Overtime Allowance		
				19	Travelling Allowance		
				20	Washing Allowance		
		26	Advances	11	Car Advance Rules		
				12	Conveyance Advance		
				13	Cycle Advance Rules		
				14	Festival Advance Rules		
				15	Final Withdrawal Rules		
				16	GPF Advance Rules		
				17	House Building Advance		
				18	Motor Cycle/ Scooter		
				19	Pay Advance Rules		
				20	TA Advance Rules		
				21	Travel Concession Rules		
				22	Other Advances Rules		
				23	Grant of Car Advances		
				24	Grant of Conveyance		
				25	Grant of Cycle Advance		
				26	Grant of Festival Advance		
				27	Grant of Final Withdrawal		
				28	Grant of GPF Advance		
				29	Grant of House Building		

				30	Grant of Motor		
				31	Grant of Pay Advance		
				32	Grant of TA Advance		
				33	Grant of LTC Advance		
				34	Grant of other Advances		
				38	Miscellaneous		
		27	Payments and recoveries	11	Air passage bills		
				12	Cancellation charges		
				13	Contingent expenditure		
				14	Electric charges-		
				15	GPF annual statements		
				16	GPF- membership		
				17	Grants-in-aid-contributions and		
				18	Hospitality fund		
				19	House rent and other		
				20	Last Pay Certificate		
				21	Other Recoveries		
				22	Pay claims		
				23	Permanent imprest		
				24	Refunds		
				25	Refreshment bills		
				26	Rent demand statements		
				27	Service postage stamps		
				28	TA/Transfer TA claims		
				29	Water charges- recoveries		
				30	Reimbursement of legal		
				31	Income Tax Deduction		
				32	Recording & reviewing of Pay & allowances		
				34	Miscellaneous		