

Guidelines for Honorarium

As per Ministry of Finance guidelines, honorarium should be sanctioned only in exceptional cases for work which is of special merit and is outside the normal sphere of duties of the Government servants concerned. The following guidelines should be kept in view by the administrative authorities in deciding each case.

- No honorarium is admissible for temporary increase in work, which are normal incidents of Government work and form part of the legitimate duties of Government servants according to the general principles, enunciated in FR.11
- Honorarium should not be granted to officers engaged in work in connection with setting up of companies, corporations etc., which forms part of their normal duties, even if they work after the office hours.
- No honorarium should be given when a Government servant performs duties of another sanctioned post in addition to the normal duties attached to his own post.
- No honorarium should be granted in cases where OTA has been paid to the staff in connection with the same work.

Also following are the list of items for which Honorarium should not be paid.

1. Compilation of demand for grants and preparation of Budget Estimates Except Budget work of the Budget Division of Department of Economic Affairs.
2. Dealing with Parliament questions.
3. Convening of DPCs for confirmation, promotion, etc.
4. Incentives to personal staff of Ministries or to other officers and staff for meritorious work such as working for long hours.
5. Condemnation and disposal of unserviceable office stores.
6. Work relating to the issue of award of printing contract.

7. Closing of annual GPF accounts/preparation of GPF statement (Except in the Indian Audit and Accounts Department where these items of work have not been taken into account while fixing staff norms.)
8. Calculation of Income Tax.
9. Work relating to the reviewing, weeding and transfer of old records.
10. Preparation of bills for payment of bonus.
11. Preparation of annual reports.
12. Preparation of bills for D.A. arrears.
13. Preparation/Typing of Lists of file to be sent to Departmental Record Room/National Archives and similar other typing work.
14. Stock verification of Stationary Stores.
15. Supervising the job of vacating the stores and arranging segregation.
16. Opening new pay bill ledgers.
17. Taking out photocopies of various documents.
18. Special work in arbitration case.
19. Work relating to confidential reports.
20. Work relating to preparation of CGHS cards.
21. Formal work relating to the Hindi Translator.
22. Performing work relating to clearance drives.
23. Exemplary work of commendable nature and devotion to duty.
24. Work connected with celebration, e.g. anniversaries of setting up of Autonomous Bodies/Organizations, etc. under Ministries/Departments