

Subsistence Allowance during the period of Suspension

It is proposed that an employee be allowed only a **subsistence allowance during suspension** and not draw full salary. The basic principle is that a suspended employee does not draw full salary but receives a subsistence allowance to sustain himself during the suspension period.

For the First Three Months of Suspension:

1. The Employee will be entitled to a subsistence allowance of:

50% of Basic Pay + 50% of Grade Pay + 50% of Dearness Allowance (DA)

2. After review for the Subsequent months of Suspension:

- a. If delay is **NOT attributable** to the employee

The Employee will be entitled to a subsistence allowance of:

75% of Basic Pay + 75% of Grade Pay + 75% of Dearness Allowance (DA)

- b. If delay is **attributable** to the employee

The Employee will be entitled to a subsistence allowance of:

25% of Basic Pay+ 25% of Grade Pay + 25% of Dearness Allowance (DA)

After conclusion of the enquiry, **two separate orders are issued:**

Order 1

Final disciplinary order:

- Exoneration / Penalty

Order 2

Regularization of suspension period:

- Duty / Leave / Not duty
- Pay and allowances admissible
- Arrears payable or recoverable

The Competent Authority will decide on the release of the withheld salary basis the outcome of the findings of the Enquiry Committee. The decision of the Competent Authority will be final.

1. If the Employee is Fully Exonerated

Where:

- Charges are not proved, or
- The employee is completely exonerated, or
- The suspension is held to be wholly unjustified,

The Competent Authority can recommend the release of full withheld salary (Full pay and allowances for the suspension period - Subsistence allowance already paid)

Particulars	Amount
Salary due for suspension period	4,27,800/- (A)
Subsistence Allowance Paid	2,67,350/- (B)

Month	Basic Pay (₹)	Grade Pay (₹)	Rate of Subsistence Allowance	Subsistence Allowance (₹)	DA %	DA Amount (₹)	Total Payable (₹)
Month 1	40,000	6000	50%	23,000	55%	12,650	35,650
Month 2	40,000	6000	50%	23,000	55%	12,650	35,650
Month 3	40,000	6000	50%	23,000	55%	12,650	35,650
Month 4	40,000	6000	75%	34,500	55%	18,975	53,475
Month 5	40,000	6000	75%	34,500	55%	18,975	53,475
Month 6	40,000	6000	75%	34,500	55%	18,975	53,475
							2,67,350/-

Arrears payable **Rs. 1,60,450/- (A-B)**

Further, the Competent Authority may issue necessary orders to treat the suspension period as **duty for all purposes**, including Annual increments, Leave, Seniority, Promotion eligibility and Pensionary benefits

2. If Minor Penalty is Imposed

Examples:

- Warning
- Censure
- Withholding of increment
- Recovery from pay

the Competent Authority may specifically decide:

Whether suspension was justified

The authority may order:

Option A

The Competent Authority may issue necessary orders to treat the suspension period as **duty for all purposes**, including Annual increments, Leave, Seniority, Promotion eligibility and Pensionary benefits and release of full withheld salary.

Option B

The Competent Authority may issue necessary orders to treat the suspension period as Extra Ordinary Leave, and not release the full withheld salary.

3. If Major Penalty is Imposed

The Competent Authority may issue necessary orders to treat the suspension period as Extra Ordinary Leave, and not release the full withheld salary.

If Proceedings End Without a Finding

The Competent Authority may issue necessary orders to treat the suspension period as **duty for all purposes**, including Annual increments, Leave, Seniority, Promotion eligibility and Pensionary benefits and release of full withheld salary.