

Name of Section:-							
Basic Head (Department Name)		Primary Head (Division/Branch Name)		Secondary Head (Type of File)		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
A	Department Name	A	Establishment	19	Personal files (Gazetted)	11	Class I
						12	Class II
G	SE Rohtak Circle PWD B&R Br., Rohtak	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 Rules
						13	Cycle Advance Rules
						14	Festival Advance Rules
						15	Final Withdrawal Rules
						16	GPF Advance Rules
						17	House Building Advance Rules
						18	Motor Cycle/ Scooter Advance Rules
						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 Allowance
						25	Grant of Cycle Advance
						26	Grant of Festival Advance
						27	Grant of Final Withdrawal from GPF
						28	Grant of GPF Advance
						29	Grant of House Building Advance
						30	Grant of Motor Cycle/Scooter Advance
						31	Grant of Pay Advance
						32	Grant of TA Advance
						33	Grant of LiC 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- recovery
						15	GPF annual statements
						16	GPF- membership
						17	Grants-in-aid-contributions and donations
						18	Hospitality fund
						19	House rent and other allowances
						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