

**OFFICE OF THE ACCOUNTANT GENERAL KERALA (A&E),
KERALA, THIRUVANANTHAPURAM**

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Dated 31 March 2006

CIRCULAR No.278

Sub: Revision of scales of pay of State Govt Employees- Recommendations of the VIII Pay Revision Commission- Orders issued.

Ref: GO (P) No. 145/2006/Fin dated 25/3/2006.

The following instructions are issued for information and guidance of all Heads of Departments and Offices for fixation of pay in respect of fulltime Non Gazetted officers of the Government, Teaching and Non Teaching staff of Aided schools and Colleges and Polytechnics (excluding those covered by UGC/AICTE scales of pay and also posts for which Central scales of pay have already been allowed, such as teaching staff of Medical Colleges etc. Judicial Officers drawing pay as per Shetty Commission Report), full time employees borne on the contingent and work charged establishments, employees of local bodies and personal staff of Chief Minister, other Ministers, Leader of Opposition, Govt Chief Whip and MLAs to whom State scales of pay apply.

1. Every employee shall exercise in writing an option in the form specified below Para 14 of Annexure 2 of the Pay Revision Orders (PRO). The option once exercised is final. The option should be kept pasted in the Service Book of the employee. In the case of subsequent reversion (after the exercise of option), the employee will be allowed to exercise option in respect of lower post also, provided such option is exercised within a period of three months from the date of order of reversion
2. Re-option will not be allowed for any Pay Revision (including present Pay Revision) except in cases of retrospective revision or change in scale of pay that takes effect prior to the date of option.
3. An employee is allowed to exercise option only in the existing scale. If no option is exercised within the period of 6 months, the date of effect of PRO (1 July 2004) shall be treated as the date of option for coming into the revised scale and the officer competent to fix the employee's pay will proceed accordingly.
4. An employee on leave or deputation or under suspension will be allowed to exercise option within a period of 6 months from the date of return to duty
5. The pay fixation statement should be prepared in the attached proforma. All the columns in the proforma should be carefully filled in.
6. One copy of the pay fixation statement should invariably be attached to the first bill in which pay or arrears of pay in the revised scale is drawn and one copy should be pasted in the Service Book.

7. The Drawing Officers/ Disbursing Officers should obtain an undertaking from the Government Servant, agreeing to refund the excess payment of pay and allowances noticed on subsequent scrutiny of the claims and pay fixation. A certificate to the effect that such undertakings have been obtained in all cases should be recorded by the Drawing/Countersigning officers in the first bill claiming pay in the revised scales.
8. The revised scale of pay would take effect from 1 July 2004 or from the date of effect of option exercised by the Government servant to come over to the revised scale of pay.
9. The pay of employee appointed or promoted to the post on or after 1 July 2004 shall be fixed in terms of rule 7 of the Rules for fixation of pay.
10. The pay of provisional employees recruited through the Employment Exchanges who were in service on or after 1 July 2004 and continued thereafter shall be eligible only for the minimum of the revised scale of pay from 1 July 2004 but monetary benefit will be payable from 1 April 2005 if they had continued in service till then.
11. The treasury officers should not honour the arrear bill/first bill in which pay on the revised scale is drawn, unless the bill is supported by the pay fixation statement and the certificates prescribed in paras 6 and 7.
12. Arrears of salary on fixation of pay in the revised scales for the period from 1 July 2004 to 31 March 2005 will be notional. The arrears from 1 April 2005 to 28 February 2006 shall be credited to the Provident Fund account of the employees, which will not be permitted to be withdrawn till 31 March 2010. However, in the case of the following categories, arrears will be paid in cash: (monetary benefit from 1.4.2005).
 - a) Those retiring before 31 March 2010, in whose case the arrears can be released on retirement;
 - b) Those retired after 1 July 2004;
 - c) Those who have opted not to subscribe to PF during the last one year of service;
 - d) Those to whom it is not obligatory to maintain PF account such as provisional employees, Personal Staff of Ministers, Part time teachers, Part time contingent employees etc
13. The entire arrears including those creditable to PF should be drawn in a single bill, so that drawal of "Nil" bills for crediting arrears to PF can be avoided.
14. In the case of those who have not started subscription to PF, the drawal of arrears will be deferred till the PF account is opened, when the arrears will be drawn and deposited in it.

15. Allowances

- i) Dearness allowance from 1 July 2004 – 5 per cent of basic pay (Monetary benefit from 1.4.2005)
- ii) House rent allowance: Rates of HRA admissible from 1 March 2006 are as given in Table below para 14(1) of the PRO. According to the note below para 14, the rates will apply only to offices situated in the City/Municipal limits. Therefore, the existing benefits of higher rate of HRA to employees working in offices situated within 5 kms from B class cities and 1 km from C class cities are not admissible from 1 March 2006.
- iii) Revision of all other allowances will have effect from 1 March 2006.

- 16. The Interim Relief already drawn by the employees (even if it is for a period prior to the date from which an officer opts to come over to new scale) till such date of option will be adjusted from their entitlements on account of pay revision. If the Interim Relief received is more than the arrears payable on account of Pay Revision, recovery of such excess amount need not be made. In respect of those who opt to continue in the pre-revised scale, no Interim Relief shall be paid beyond the date of option or 31 August 2006, whichever is earlier.
- 17. In the case of occupants of Government Quarters, recovery of house rent may be done at the rates specified in Para 15 of the PRO.
- 18. The rate of educational allowance to the parents of physically handicapped children has been enhanced from the existing rate of Rs.100 per month to Rs.150 per month as per existing conditions regarding eligibility.
- 19. Earned leave that can be surrendered once in a financial year by all categories of employees has been enhanced from present 20 days to 30 days with effect from 1 April 2006.
- 20. In all cases of regular promotions including ratio based promotions, to posts having higher time scales of pay, whether it involves change of duties and responsibilities or not, the pay in the promoted scales shall be fixed in terms of provisions in Rule 28A/37(a) of Kerala Service Rules, Part I. No re-fixation shall be allowed. But, the promotee shall be given the facility for option to be exercised within one month from the date of assumption of charge in the form prescribed under Para 49 of the PRO. This modification in rules will apply to promotions etc. taking place after the date of this order.
- 21. The fixation of pay mentioned in para 20 above is not admissible to those who are promoted from a time bound higher grade post to a higher scale or same scale of pay. In such cases the pay fixation will be done in terms of Rule 30 of KSR, Part I, as provided in Para 11 of Annexure 3 to PRO.

22. In all future promotions, the promotion order should contain a provision that the officer may exercise option within one month, as specified in para 49 of the PRO.

23. Time Bound Higher Grades.

(i) Scales of pay ranging from Rs 4300- 5930 to Rs 7990-12950.

1.	First Higher Grade	On completion of 8 years service in entry post
2.	Second Higher Grade	On completion of 16 years of service in the entry post and first regular promotion/Time Bound Higher grade taken together.
3.	Third Higher Grade	On completion of 23 years of total service including first and second regular promotions, if any, and higher grades taken together
4.	Fourth Higher Grade Rs. 5510- 8590	For Class IV employees on completion of 28 years of total service.

(ii) Scales of pay ranging from Rs 8390- 13270 to Rs 12250- 19800

1.	First Higher Grade	On completion of 8 years service in entry post
2.	Second Higher Grade	On completion of 16 years of total service including first promotion post/Time Bound Higher grade taken together.

(iii) For direct recruits holding posts carrying scales of pay of Rs. 12930-20250 to Rs.16650- 23200,one higher grade on completion of 8 years of service in the entry post as specified in Table below para 4 of Annexure 3.

(iv) For those holding posts carrying scales of pay above Rs 16650-23200 no Time bound Higher grade will be allowed.

(v) If there is a promotion post in respect of categories of post coming under pay scales ranging from Rs. 4400-6680 to Rs. 9590-16650 and if such scale of pay is higher than that proposed in Tables A and B under TBHG scheme in the PRO, the Time Bound Higher grades for such incumbents will be the scale of pay of such promotion post provided he is otherwise qualified for promotion. Unqualified hands will be allowed next higher scale of pay above that of the scale of pay of the post held at that time in the Standard scales of pay.

The competent authority sanctioning Time Bound Higher grade should specifically indicate in the orders whether the official possess the requisite qualification for promotion(including approval of DPC) and also specify the scale of pay admissible as Time Bound Higher grade.

(vi) In respect of categories of posts coming under the pay scales ranging from Rs 10790-18000 to Rs 12250-19800, the Time Bound Higher grade scales shall be given as specified in Table B below para 3 of Annexure 3 of PRO. Scale of pay of promotion post will not be given as Time Bound Higher Grade for this category.

(vii) In the case of Time Bound Higher Grade promotion, pay will be fixed in terms of Rule 28(A) Part I KSRs. Refixation based on due date of increment in the lower scale will not be allowed, but facility to opt the date of effect of higher grade can be permitted.

(vii) The service rendered in entry post/ promotion post and reckoned for normal increment shall be treated as qualifying service for granting higher grade.

(viii) LP/ UP school teachers- Head Master and High school assistants shall be granted grade promotions in terms of provisions in para 10 of PRO.

(ix) The grade promotions to Doctors are governed by provisions in para 11 of PRO.

24. Points requiring clarification from Government

Pending receipt of clarification from Government, the service weightage of one increment in the new scale for each completed year of service in the following cases may be regulated as under for the time being:

i) Those who are appointed to higher posts not in the ordinary line of promotion through PSC, prior service in the lower posts/post, which is not the feeder category post, the service put in such lower post shall not be counted for weightage. (Example: LDC/LPSA, appointed as HSS Teacher)

ii) In the case of employees whose increments are withheld for want of probation as on the date of change over to the revised scale, the increments withheld in the pre-revised scale may be notionally released and pay fixed in the revised scale reckoning the notional pay as provided in rule 4 of the Rules for fixation of pay in the revised scale (Annexure-2). However, the benefit of service weightage provided for in rule 5 shall not be given until clarification is received from Government..

25. These instructions, which are not exhaustive (as they do not cover all the points mentioned in the PRO) are being issued only as guidelines. Heads of departments may issue suitable instructions to all officers under their control who are authorized to fix pay of Non-Gazetted officers strictly following the provisions/Rules contained in the PRO issued by Government in GO(P) No. 145/2006/Fin dated 25 March 2006 and also these guidelines. Doubtful cases may be settled only after getting the points clarified by competent authority

Deputy Accountant General (A/cs. & VLC)

To

The Principal Secretary to Government, Finance Department (with CL)

All Heads of Department

The Director of Treasuries, Thiruvananthapuram.

All the District treasury Officers

All the Sub Treasury Officers

All Sections in the Main and Branch Offices.

**Statement of fixation of Pay in the Revised Pay Scale
sanctioned in GO(P) 145/2006/Fin dated 25.3.2006**

(Refer Annexure -2 to the G.O)

1. Sl. No. :
2. Name, Date of birth and designation of the employee :
3. Post held as on 1.7.2004/Date of option :
4. Date of commencement of regular service :
5. Date from which revised scale is opted :
6. Completed years of service as on the date of effect of option (Ref: Note below Rule 5 in Annexure.2) * :
7. Existing scale of pay (in full) :
8. Revised scale of pay (in full) :
9. (i) Basic pay in the existing scale of pay including the increments/ stagnation increment(s) on the date of change over to the revised scale (Rule 3 (1) of Annexure 2) :
- (ii) Personal pay, if any not specifically ordered to be absorbed in future increases of pay :
- (iii) Special pay drawn in lieu of higher time scale of pay, provided there is no such special pay attached to the revised scale :

Note: - Special pay, which is in addition to pay drawn in the existing scale shall not be reckoned for fixation of pay in the revised scale.

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|---------------------|---|---|
| (iv) | 59% of DA admissible on such pay vide items (i), (ii) & (iii) above | : |
| Total 9 (i) to (iv) | | |
| 10. | Fitment benefit | : |
| | 6% of Basic pay mentioned in 9(i) subject to a minimum of Rs.350/- (rounded to the nearest rupee) | |
| 11. | Total of 9 & 10 | : |
| 12. | Pay fixed in the revised scale with reference to Col.11 | : |
| | (if the amount computed at column 11 is a stage in the revised scale, pay shall be fixed at <u>that stage itself</u> . If it is not a stage, pay shall be fixed at the next stage in the revised scale). ** | |
| 13. | Weightage for service (one increment for each completed 4 years of service, subject to a maximum of 4 increments in the revised scale)(Please see instruction No. 23 (i) & (ii) | : |
| 14. | Total of 12 & 13 | : |
| 15. | Pay fixed in the revised scale and date of effect ie same as in Column 14 *** | : |
| 16. | Date of next increment in the Revised Scale and pay on accrual of such increment. (on completion of 1 year from the date indicated in item 15 above) | : |

17. Remarks :

Station

Signature

Signature

Date:

Drawing Officer

Countersigning Officer

Name:

Name:

Designation

Designation:

- * Note Item :6** Service for the purpose of the Rule means service (where protection of pay is allowed) including broken periods of service qualifying for normal increments in the scale of pay. Service during the period of increment bar without cumulative effect and dies-non will also be reckoned.
- Time spent on leave that will not count for normal increment, period of unauthorised absence, period of suspension not regularised etc. will not be reckoned. Prior Service of Government employees in aided educational institutions (and vice-versa) will also not be reckoned for determining the length of service.
- ** Item 12** (1) If the amount computed at 11 is less than the minimum of the revised scale, pay shall be fixed at the minimum of the revised scale.
- (2) If the amount computed at 11 is more than the maximum of revised scale pay shall be fixed at the maximum and the difference shall be treated as Personal Pay not to be absorbed in future increases of pay
- *** Item 15** If the amount at 14 is more than the maximum of the revised scale, pay shall be fixed at the maximum and the difference shall be treated Personal Pay not to be absorbed in future increases of pay. Such Personal Pay will count for all purposes i.e., subsequent fixation of pay, leave salary, drawal of allowances and pension