

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

No.Co-ordnII/10-98/Vol.II/03

Dated 19.04.2011

CIRCULAR NO: 419

Sub: - Orders of the Government on the recommendations of the Pay Revision Commission - Revision of pay of State Government Officers - regarding.

Ref: - 1. GO(P)No 85/2011/Fin dated 26.2.2011
2. GO(P)No.143/2011/Fin dated 30.3.2011

The following instructions are issued for information and guidance of all Heads of Departments and Offices for fixation of pay in respect of full time employees of the Government, Teaching and Non-Teaching staff of Aided Schools, Colleges and Polytechnics, (excluding those covered by UGC/AICTE scales of pay and also posts for which central scales of pay have already been implemented such as teaching staff of Medical colleges etc., Judicial officers drawing pay as per the recommendations of Shetty Commission/Padmanabhan Commission), Full time employees borne on the contingent and work charged establishments, Part time Contingent service employees and Casual sweepers, employees of Local bodies and Personal staff of Chief Minister, other Ministers, Leader of Opposition, to whom state scale of pay apply.

1. Employees may be allowed to exercise option to come over to the revised scale subject to the conditions mentioned in Para 26 of Annexure II of the Pay Revision Orders (PROs).The option shall be exercised in writing in the form specified below para 25 of the Annexure II of the PROs. The option is to be exercised within a period of six months from the date of the PROs failing which the date of effect of Pay Revision Order ie. 1.7.2009 shall be treated as the date of option and the officer competent to fix his/her pay is to proceed accordingly.The Option should be kept pasted in the Service Book of the employees. Option once exercised shall be final. In the case of subsequent reversion, the employee will be allowed to exercise option in respect of the lower post also, provided such option is exercised within a period of three months from the date of orders of reversion.
2. Re option will not be allowed for any Pay revision (including the present pay revision)except in cases involving retrospective revision or change in scale of pay that take place prior to the date of option exercised by the employee for the concerned pay revision.
3. An employee is allowed to exercise option only in respect of existing scale. Existing scale of pay for the purpose of these rules is the scale of pay immediately prior to 01.07.2009/date of option.
4. In the case of employees who die before the expiry of time fixed for option and without exercising option, competent officer may fix their pay with effect from a date which is more advantageous to the survivors of the deceased.

5. An employee on leave, deputation or under suspension will be allowed to exercise option with in a period of six months from the date of return to duty.
6. Persons whose services are terminated on or after 1.7.2009 and who could not exercise the option within the prescribed time limit on account of death, discharge on the expiry of sanctioned posts, resignation, dismissal or discharge on disciplinary ground are also entitled to the benefits of the rules for pay fixation.
7. The pay fixation statement should be prepared in the enclosed proforma. All the columns in the proforma should be carefully filled in.
8. 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.
9. The Drawing Officers/Disbursing Officers should obtain undertakings from the Government servants, agreeing to refund any excess payment of pay and allowances noticed on subsequent scrutiny of the claims and check of 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 drawn thereafter claiming pay in the revised scales.
10. The revised scales of pay take effect from 01.07.2009 / from the date of option exercised by the Government Servant to come over to the revised scale of pay. The date of effect of the option shall not in any case go beyond one year from the date of order of pay revision.
11. Pay of provisional employees recruited through employment Exchange who were in service on 30.6.2009 and continued thereafter shall be fixed at the minimum of the Revised scale of pay.
12. The treasury officers should not honour the arrears/first bill in which pay on the revised scale is drawn hereafter in respect of employees to whom the pay revision is applicable unless the bill is supported by the Pay Fixation statement and the certificate prescribed in para (8) and (9) above respectively.
13. The revised scale of pay and allowances are payable in cash from February 2011 onwards. The arrears of pay and allowances on fixation of pay in the revised scale upto 31.1.2011 will be credited to the PF Account of the employees. Those arrears will not be allowed to be withdrawn till 31.3.2015, except in the case of those who are retiring before 31.3.2015, in which case the arrears will be released on retirement. The arrear bills with attached PF schedules should be presented at the Treasury.
14. The entire arrears including those creditable to GPF should be drawn in a single bill so that drawal of NIL bills for crediting arrears to GPF can be avoided.
15. In the case of employees who have opted not to subscribe to PF account during the last one year of service and in whose cases where it is not obligatory to maintain PF account, arrears will be paid in cash. In the case of those who have not started subscription to GPF, the drawal of arrears will be deferred, and as and when the PF account is opened, it shall be drawn and deposited in it.

16. **Allowances**

i) Dearness Allowance

from 1.1.2010	8%
from 1.7.2010	18%

ii) House Rent Allowance

Rates of HRA admissible are as given in the Table below para 13 of the PRO. According to the Note below Para 13 Kollam and Thrissur Corporations are also included under B2 Class cities y for the purpose of HRA.

iii) Rent recovery

Rent at the rates prescribed in Para 14 of PRO may be recovered from Govt employees residing in Govt Quarters with effect from the date of coming over to the revised scale.

iv) City Compensatory Allowance

Revised rate of CCA as given in Para 15 of the PRO may allowed to the employees working in the offices located in B2 Class cities.

v) Hill Tract Allowance

Revised rate of HTA as given in table below Para 15 of the PRO may allowed.

vii) Special Allowance to Physically Challenged

Special Allowance to physically Challenged employees is enhanced to Rs 600 per month subject to existing conditions regarding eligibility.

viii) Education Allowance to the parents of physically/mentally challenged children

The rate of Education Allowance to the parents of physically/mentally challenged children has been enhanced to Rs 450 per month to the employees whose child/children are physically or mentally challenged, studying in general schools also subject to existing conditions regarding eligibility.

17 Time Bound Higher Grades

(i) The existing TBHG promotion scheme has been modified with effect from 1.2.2011 as specified in Annexure III of the PRO. Under the new scheme, employees who remain in their entry posts in the scales of Pay ranging from Rs 8500-13210 to Rs 9940-16580 will be granted 4 higher grades on completion of 8,15,22 and 27 years of total service. Employees who remain in their entry posts in the scales of Pay ranging from 10480-118300 to Rs 13900-24040 will be granted 3 higher grades on completion of 8,15, and 22 years of total service.

Those in the entry posts with pay scales ranging from Rs 14620- 25280 to Rs 21240-37040 will be granted 2 TBHG, the first on completion of 8 years of service in the entry post and the second on completion of 15 years of service in the entry post and first promotion post/ higher grade together.

(ii) For direct recruits against posts carrying the scales of Rs 22360-37940 to Rs 29180-43640 one higher grade promotion will be given on completion of 8 years of service.

(iii). For incumbents of posts on scales of pay above Rs 29180-43640, no TBHG will be allowed.

(iv). For the promotion posts in respect of categories of entry posts coming under the pay range from 8730-13540 to Rs 16980-31360, if the scale of pay of promotion post is higher than the proposed TBHG scale, then the qualified hands will be given the scale of pay of the promotion post in the direct line of promotions as TBHG. Unqualified hands will be allowed the next higher scale of pay above that of the lower post held by the officer at that time, in the standard scales of pay.

If the scale of pay of the promotion post is lower than the proposed TBHG scale, the scale of pay of the TBHG specified in the Table will be given by reckoning the total

service in both the lower post and promotion post together. In such case the pay fixation has to be made under Rule 30 of KSR I.

TBHG promotions to Teachers

LP and UP teachers will be allowed grade promotions to the levels of Gr I, senior Grade and selection Grade on completion of 8,15 and 22 years of service as LPSA, UPSA. Headmasters (HM) of LP/UP Schools will be allowed a higher grade on completion of 8 years of service as HM or 28 years of total service as HM and LPSA/UPSA together. A second higher grade on completion of 20 years as HM will also be admissible.

HSAs will be allowed TBHG promotions on completion of 7,15,and 22 years of service as HSA(HG), HSA(Sr Gr) and HSA (Sel. Gr) in the scales of pay Rs. 16980-31360,18740-33680 and 19240-34500 respectively.

TBHG to Doctors

Grade promotions to Asst surgeon/dental surgeon and equated categories of Health Services dept and AIMO (Allopathy) of Insurance Medical Services Dept will be allowed after 8 and 15 years of service. They will be allowed the scale of pay of respective promotion posts as TBHG.

Part Time Contingent Employees

The PT Contingent employees have been classified under 3 categories and allowed 3 revised pay scales as per the PRO. Their pay fixation may be done as detailed in Para 9 of the PRO read with para 3 of GO(P)No.143/2011/Fin dated 30.3.2011.

Stagnation Increment

The maximum number of stagnation increment is revised to 5, the first four increments being annual and the fifth biennial subject to the condition that the maximum basic pay shall not exceed Rs. 59840.

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 in GO(P) No 85/2011/Fin dated 26.2.2011 read with GO(P)No. 143/2011/Fin dated 30.3.2011 and also these guidelines. Doubtful cases may be settled only after getting the points clarified by competent authority.

These instructions are available in the office Website [www. agker.cag.gov.in](http://www.agker.cag.gov.in)'.



Sr.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 District /Sub Treasury Officers