



GOVERNMENT OF KERALA
Abstract

Revision of Pay and Allowances of State Government Employees- staff of Educational Institutions etc. - Recommendations of the 9th Pay Revision Commission – Implementation - Orders issued.

FINANCE (PRC C) DEPARTMENT

G.O/(P) No. 85/2011/Fin

Dated, Thiruvananthapuram, 26th February, 2011

Read:- G.O.(Ms) No. 81/2010/Fin dated 20-02-2010

ORDER

Government vide GO read above appointed a Pay Revision Commission with the following Terms of Reference.

- (i) To suggest modifications, if found necessary, for the pay and allowances of:
 - a. Posts under Government service including part-time contingent service and casual sweepers.
 - b. Posts including part-time posts and casual sweepers under educational institutions of the Government, aided schools and colleges and also such institutions covered by direct payment scheme excluding those posts covered by UGC/AICTE schemes of scales of pay and also posts for which Central scales of pay have already been allowed such as teaching staff in Medical Colleges, Judicial Officers etc.,.
 - c. Posts under Local Bodies and University employees except those posts covered by UGC/AICTE/ Central Schemes.
- (ii) To examine the present structure of pay and allowances and other emoluments and service conditions including promotional avenues and fringe benefits available to the above categories of employees and suggest changes which may be desirable or feasible keeping in view *inter alia* the need for greater social accountability and efficiency of administration.
- (iii) To examine and suggest changes, if any, to the benefits available to service pensioners.
- (iv) To suggest remedies for the anomalies caused due to the last pay revision and to suggest measures to avoid cascading effects, if any, likely to be caused by such anomalies.
- (v) To examine and assess the additional financial commitment for implementing the pay revision with effect from 1.07.2009.
- (vi) While considering the above issues, the need for bringing down the wide disparity, if any, existing between different scales in Government service shall be kept in mind.

(vii) While considering the above issues, the need for a gender sensitive service structure shall also be kept in mind.

2. The Commission submitted its report to Government on 31-12-2010. Government having examined these recommendations in detail, have accepted the same with certain modifications and accordingly issue orders as follows.
3. The existing scales of pay of State Govt. employees, staff of educational institutions etc. will be revised as shown in the Annex – I to this Government Order.. The revised scales will come into force from 01-07-2009. The revised scales of pay of various posts in different departments and local Government institutions are as shown in Annex - XII
4. The rules for fixation of pay in the revised scales with illustrations are given in Annex - II

Ratio/ Percentage based grade promotion.

5. The existing and the revised ratio/ percentage based grade promotions for various categories are indicated at the appropriate places under each department in Annex - XII. The existing ratio/ percentage based promotion will continue unless otherwise it is modified. The revised ratio/ percentage based promotions will come into effect from 01-02-2011.

Time bound grade promotion scheme

6. The existing time span of 8, 16 and 23 years for allowing grade promotions will be correspondingly modified as 8, 15 and 22 years of service. A fourth higher grade will be granted on completion of 27 years of total service in the entry post(s) and regular promotion post/ time bound higher grade(s) taken together in the case of employees coming under the scales of pay ranging from Rs. 8500-13210/- to Rs. 9940-16580/- on entry post.

Revised rules for allowing time bound higher grade promotions are incorporated in Annex - III. The date of effect of the same will be 01-02-2011.

Time bound higher grades to Teachers

7. Lower Primary and Upper Primary Teachers will be allowed grade promotions to the levels of Grade I, Senior Grade and Selection Grade on completion of 8, 15 and 22 years of service respectively as L.P.S.A/ U.P.S.A. L.P/ U.P School Head Masters (HM) will be

allowed a higher grade on completion of 8 years of service as Headmaster or 28 years of total service as Headmaster and L.P.S.A/ U.P.S.A. together. A Second higher grade on completion of 20 years as Head Master will also be allowed. But on becoming eligible for higher grade promotion in the post of Head Master the notional Senior Grade/ Selection Grade enjoyed by them based on the length of service as teacher had they continued as teacher need not be reviewed.

High School Assistants will be allowed higher grade promotion on completion of 7, 15 and 22 years of service as High School Assistant (HG), High School Assistant (Sen. Gr.) and High School Assistant (Sel.Gr.) in the scales of pay of Rs. 16980-31360, 18740-33680, and 19240-34500 respectively. Existing government orders relating to time bound higher grade and all other conditions for the grant of higher grades prescribed in the various Government orders issued by General Education Department from time to time will continue to be in force.

Time bound higher grades to Doctors

8. The existing time span of 8 and 16 years of service for allowing grade promotion to Assistant Surgeon/ Dental Surgeon and equated categories of Health Services Department and Assistant Insurance Medical Officers (Allopathy) of Insurance Medical Service Department will be revised as 8 and 15 years of service and they will be allowed the scales of pay of respective promotion posts as Time Bound Higher Grades. The existing conditions would continue to apply for grant of higher grades.

Part Time Contingent Employees

9. The Part time contingent employees will be allowed scale of pay as follows:

Category I-	5520-120-6000-140-6700-160-7500-180-8400
Category II-	4850-110-5400-120-6000-140-6700-160-7500
Category III-	4250-100-4850-110-5400-120-6000-140-6700.

The existing Part-Time Contingent Employees will come over to the newly introduced scales of pay and their pay will be fixed at the minimum of the scales eligible for each category. In the case of those employees such quantum of increase will be added to the minimum so arrived at and pay will be fixed at the next stage in the new scale. If it is a stage in the new scale, the next stage will be allowed, subject to a minimum benefit of Rs. 300/-. Part time contingent employees are eligible for one additional increment each on completion of qualifying service of 8, 15 and 22 years.

Career Advancement Scheme

10. Accepting the recommendations of the 9th Pay Revision Commission, Government order that a Career Advancement Scheme will be introduced to directly recruited professionals in service. Detailed orders on implementation of the scheme will be issued separately.

Stagnation Increment

11. The scheme of allowing stagnation increments will continue. The maximum number of such increments will be five - the first four increments being annual and the fifth biennial, subject to the condition that the maximum basic pay after such increments shall not exceed Rs. 59840.

Dearness Allowance

12. The Commission has merged entire Dearness Allowance of 64% as on 01/07/2009 with basic pay for arriving at the revised rates of Pay. Therefore no Dearness Allowance is admissible as on 01-07-2009.

The Commission has recommended the following rates of Dearness Allowance to make the same at par with that applicable to the Central Government employees.

<u>Date</u>	<u>Rate of DA</u>	<u>Total</u>
01/01/2010	8%	8%
01/07/2010	10%	18%

Government having accepted this recommendation, order that the rates of DA admissible from 01-01-2010 and 01-07-2010 will be as shown above:

House Rent Allowance

13. House Rent Allowance will be paid at the revised rates based on pay ranges and classifications of cities / places as shown below.

Pay Range	B2 Class City	C Class city/ Town	Cities not in B2 & C Class	Other places
8500-8729	350	270	270	250
8730-12549	560	390	390	
12550-24039	840	550	480	
24040-29179	1050	700	530	
29180-33679	1400	950	530	
33680 & above	1680	1110	530	

The State Government employees working in New Delhi and Other States will be eligible for House Rent Allowance at Government of India rates as applicable at these places.

Note:- (1) B2 class city for the purpose of HRA means the cities of Thiruvananthapuram Kollam, Kochi, Thrissur and Kozhikode.

(a) Government institutions situated within a radius of 3 kilometres from Civil Station Kakkanad will be considered as B2 Class city for the purpose of granting House Rent Allowance and City Compensatory Allowance.

(b) The employees working in Forest complex at Mathottam (Kozhikode) is eligible for HRA at the rates applicable to the city limits of Kozhikkode.

(2) "C class city/ town" includes the cities / towns of Alapuzha, Changanassery, Kanhangad, Kannur, Kasaragod, Kayamkulam, Kunnankulam, Kottayam, Malappuram, Manjeri, Nedumangad, Neyyattinkara, Palakkad, Payyannur, Ponnani, Quilandi, Thalasseri, Thaliparamba, Thiruvalla, Tirur and Vadakara.

(3) "Cities not in B2 & C Class" include all other Municipal areas and townships as well as District and Taluk headquarters not coming under B2 & C class city/ town.

Rent Recovery

14. With effect from the date of coming over to the revised scale, rent at the following rates will be recovered from Government employees residing in Government Quarters.

Sl. No	Range	Rate
1	Those who are in the Scale of Pay between Rs.8500-13210 and Rs.20740-36140	Nil
2	Those who are in the Scale of Pay of and above Rs.21240-37040	2% of Basic pay

Note:-

1. Basic pay for the purpose of this clause will include Personal Pay, Dearness Pay and Special Pay.
2. In the case of employees who remain in the pre-revised scales of pay beyond 01-07-2009, the corresponding revised scale in respect of the post will be taken into account to determine rent to be recovered.
3. For those who are not on State Government scales of pay (eg:-AIS officers those on UGC/ AICTE scale etc.) existing orders and rates will continue.

City Compensatory Allowance

15. The revised rates of CCA allowed for employees working in the offices located in B2 class cities will be as follows.

Sl. No	Pay Range	Rate per Month
1	Below Rs.9440	Rs.200/-
2	Rs.9440 and above but below Rs.13540	Rs.250/-
3	Rs.13540 and above but below Rs.16980	Rs.300/-
4	Rs.16980 and above	Rs.350/-

Medical Benefits

16. The existing scheme of Medical Reimbursement in the State will continue.

Cost of Spectacles

17. The Spectacle allowance being reimbursement of cost of spectacles purchased is enhanced to Rs. 1000/-, which can be claimed once in 10 years of service.

Special Allowance

18. The revised rates of Special Allowance to various categories of employees will be as shown in Annex - IV.

Compensatory allowance

19. The revised rate of Compensatory allowance are shown in Annex - V.

Risk Allowance

20. The revised rates of Risk Allowance will be as shown in Annex - VI.

Non Practicing Allowance

21. The revised rates of Non-practicing Allowance will be as shown in Annex - VII.

Uniform Allowance

22. The categories of posts, the uniform allowance payable and the periodicity of payment will be as shown in Annex - VIII. Payment of uniform allowance will be subject to the following conditions:-.

- (i) Uniform Allowance is inclusive of stitching and washing charges and cost of cloth.
- (ii) Uniform specifications (colour, type, item, size etc.) have to be fixed by the Head of the Department concerned in respect of different categories of employees under his control.
- (iii) Controlling Officers are free to discontinue sanctioning of Uniform Allowance and even recover the allowance sanctioned, if an employee does not wear uniform during duty time.

Those employees who are in receipt of uniform allowance but have not been included in the Schedule (Annex- VIII) will be granted the allowance @ Rs. 1600/- per annum.

Footwear Allowance

23. The rate of footwear allowance to the existing eligible categories will be increased from Rs. 130/- to Rs. 300/- per annum. The eligibility conditions will remain the same.

Additional Special Allowance

24. This allowance is sanctioned to different categories of employees in Police, Prisons, Social Welfare, Fire Force, Forest and Health Departments and also to the employees working as Personal Assistants to the Members of Legislative Assembly as well as staff in the Kerala State Election Commission during the period of general elections. The revised rates are as shown in Annex - IX.

Special Commando Allowance

25. Special Commando Allowance @ 15% of the basic pay will be granted to all Commandos in Police Department irrespective of the rank or branch or the Police unit to which they belong, but subject to the following conditions:

- a) Not more than 60 persons will be treated as eligible for this allowance at a time.
- b) The physical and commando efficiency of each individual in this group will be annually assessed by a competent board appointed for the purpose.
- c) The standard and training of Commandos will be continuously monitored.
- d) The allowance will be discontinued to those who are found not satisfactory in maintaining the required standards.
- e) Fresh personnel who pass the test and undergo competent training will be taken into the commando platoon to replace those who cease to be commandos.

Training Allowance

26. Training allowance payable to officers of the Police Training College and Kerala Police Academy will be enhanced by 50% of the existing rates.

Project Allowance

27. The Project allowance to the Project officer, Tribal Development Officer and Tribal Extension Officer in the Scheduled Tribe Development Department will be at the rate of Rs. 300/- per month.

Hill Tract Allowance

28. Revised rates of Hill Tract Allowance are as shown below.

Sl No	Category of officials	Rate per month Rs.
1	Officers whose basic pay is Rs. 16180/- and above	280
2	Officers whose basic pay is above Rs. 10210/- but below Rs. 16180/-	260
3	Officers whose basic pay is up to and including Rs. 10210/-	200
4	Part-time Contingent Employees	200

Special Allowance to employees working in New Delhi

29. The following special allowances are sanctioned to the State government employees working in State Government Offices in New Delhi

- (a) New Delhi Allowance @ 15% of basic pay
- (b) Transport Allowance @ Rs. 500/- pm
- (c) Warm Cloth Allowance @ Rs. 4000/- once in four years.
- (d) Uniform Allowance @ Rs. 2500/- for summer season and Rs. 1500/- for winter season, payable once in two years. Shoe Allowance will be @ Rs. 1000/- per annum

- (e) Educational Allowance @ Rs. 500/- per month per child for maximum of two children.
- (f) Special Allowance to cooks @ Rs. 300/- per month.
- (g) Mobile Phone Allowance @ Rs. 500/- per month to the officer in charge of Norka Cell New Delhi.
- (h) The L.T.C/ H.T.A. as now available to the employees working in Kerala House, New Delhi will continue.

These employees will not be eligible for CCA as they are in receipt of Transport Allowance.

Special Allowance to Physically Challenged

30. The existing rate of special allowance to physically challenged employees is enhanced from the existing Rs. 300/- per month to Rs. 600/- per month. The conditions for sanction of the allowance will continue to be the same.

Employees who remain in the pre-revised scale of pay.

31. In the case of employees who remain in the pre revised scales of pay beyond 01/02/2011, the benefits like HRA and other additions to pay will be payable at the revised rates on the basis of their pre revised pay plus DA @64%.

Surrender of Earned Leave:

32. The existing system of surrender of earned leave for 30 days in a year will continue.

Paternity Leave:

33. Paternity leave for 10 days each for two children will be sanctioned to serving male employees at the time of delivery of their wives.

Special Casual Leave for the employed parents of physically/mentally challenged children:

34. Special casual leave for 15 days in a year will be sanctioned to those employees having physically/mentally challenged children. Detailed guidelines for sanctioning the same will be issued separately from Finance Department.

Special Leave for undergoing Chemotherapy Radiation / Kidney Transplantation etc.

35. Special Casual Leave for a maximum of 45 days will be sanctioned to those employees who undergo Chemotherapy or Radiation and Kidney Transplantation. Detailed guidelines for sanctioning the same will be issued separately from Finance Department.

Traveling Allowance

36. (1) For the purpose of travelling allowance, officer shall be classified into the following four grades Viz;

Grade I	All officers who draw an actual basic pay of Rs. 25280/- and above and Heads of Departments, Private Secretary to Ministers and All India Service Officers irrespective of the Pay drawn by them.
Grade II (a)	Officers with actual basic pay of Rs. 21240/- and above, but below Rs. 25280/-
Grade II (b)	Officers with actual basic pay of Rs.13900/- and above, but below Rs.21240/-. Non Gazatted Officers, other Last Grade Servants when they accompany the Governor and Ministers will be treated as Gr. II (b).
Grade III	Officers with actual basic pay of Rs.8960/- and above, but below Rs.13900/- ; and
Grade IV	Officers with actual basic pay below Rs. 8960/-.

Note:- For the purpose of above Rule 36 Pay will also include Personal Pay and Special Pay in lieu of higher time scale of pay.

1. Class of travel

Eligible class of travel by train by each grade shall be as follows:

Class	
Grades	Eligible Class
Grade I	II AC
Grade II (a)	I class. If the train doesn't have I class, II AC
Grade II (b)	III AC. If the train doesn't have III AC, I class
Grade III	II class
Grade IV	II class

Air journey:-

(3) Officers in the revised scale of pay Rs.29180-43640 and above will be eligible for air journey.

(4) Mileage Allowance :-

The mileage allowance will stand enhanced to Rs.1.50 per km for all categories of officers.

(5) Incidental Expenses (Road/Rail/Air)

The revised rates of incidental expenses will be as follows.

Grade	Rate (Rs.) per k.m.	Air Journey(Rate per journey) (Rs.)
Grade I:	0.50	Limited to 1 Daily Allowance
Grade II: (a)	0.40	
Grade II: (b)	0.35	
Grade III:	0.30	
Grade IV:	0.30	

(6) Daily Allowance-

The revised rates of Daily Allowances will be as follows:

Grades		
	Inside State (Rs.)	Outside (Rs.)
Grade I:	250	350
Grade II: (a)	200	250
Grade II: (b)	200	225
Grade III:	150	175
Grade IV:	150	175

(7) Classification of Government officials for the purpose of carrying personal effects-

The classification of Government officials for the purpose of carrying personal effects on transfer will be as follows

Sl.No.	Category of Officers	weight (Kg)
1	Officers whose actual basic pay is Rs.25280/- and above	3000
2	Officers whose actual basic pay is Rs.13900/- and above but below Rs.25280/-	2000
3	All other Officers	1000

(8) Loading and Unloading charges for Journeys on Transfer-

Loading and unloading charges for journeys on transfer will be as follows:-

Grades	Rate
Grade I:	Rs.600/- at each end
Grade II(a):	Rs.300/- at each end
Grade II(b):	Rs.300/- at each end
Grade III:	Rs.250/- at each end
Grade IV:	Rs.250/- at each end

(9) Reimbursement of Room Rent-

The revised rates for reimbursement (against production of voucher) shall be as follows.

Grades	New Delhi, Mumbai, Kolkotha, Chennai Rs.	Other Cities/ Towns outside State Rs.
Grade I:	1500	1000
Grade II: (a)	1500	1000
Grade II: (b)	1200	750
Grade III:	1200	750
Grade IV:	800	700

(10) Taxi fare for Grade I Officials: - Grade I officials travelling to metropolitan cities and other larger cities are allowed to hire taxis for the day as in the case of Government of India officials. They are entitled to taxi-fare at the rates fixed by Government from time to time for

journeys on tour from residence to airport/ railway station/ bus stand and back. The existing status will continue.

(11) Auto rickshaw/Taxi fare for journeys on tour: - Actual fare at the rate fixed by Government from time to time for a maximum of two journeys daily (plus one journey per tour from residence to airport/ railway station/ bus stand and one journey per tour from airport/ railway station / bus stand to residence) limiting the distance of single journey to 8 kms will be allowed subject to a maximum of Rs. 150/- per day.

Permanant Travelling Allowance and Permanent Conveyance Allowance

37. The revised rates of Permanent Travelling Allowance (PTA) and Permanent Conveyance Allowance (PCA) will be as shown in Annex- X and Annex - XI respectively.

Leave Travel Concession

38. Leave Travel Concession will be allowed to those employees who have 15 years of service, to travel to any place in the Country, subject to a maximum of 2400 km, to and fro, along with their family once in their service.

Detailed orders in this regard will be issued separately.

Education Allowance to the parents of physically/ mentally challenged children

39. The rate of Educational Allowance to the parents of physically / mentally challenged children will be enhanced from the existing Rs. 150/- to Rs. 450/- per month. This will be allowed to employees whose child/ children are physically or mentally challenged, studying in general schools also. All other existing conditions will remain the same.

Applicability

40. The revised scales of pay and other benefits, sanctioned in this order will be applicable to all State Government employees, 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 staff of Medical Colleges, Judicial Officers drawing pay as per the recommendations of the Shetty Commission/ Padmanabhan Commission), 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 the Opposition, Government Chief Whip and MLAs to whom State

scales of pay apply. Those state government employees who are not on the State scales of pay (e.g. those on UGC/ AICTE scales of pay), will get other benefits and allowances at revised rates, if they were entitled to such benefits and allowances before implementation of this order.

In respect of Public Sector Undertakings, Statutory Corporations/ Boards, autonomous bodies and grant-in-aid institutions where State scales of pay are allowed to their employees, formal approval/ sanction of the Government will have to be obtained for extending the new pay scales etc. to their employees.

41. The following modification introduced to Rule 28 (A) and 37(A) KSR Part I in the 8th State Pay Revision will be continued.

- (i) In all cases of time bound higher Grade promotions to higher scales of pay (obviously not involving change of duties and responsibilities), the existing practice may continue. Thus, the pay in the higher time scale will be fixed in terms of Rule 28 A Part I KSRs i.e. a notional increment will first be given in the lower scale and thereafter pay in the promoted scale will be fixed at the next stage above. No subsequent re-fixation of pay, based on the change of pay in the scale of the lower posts, will be allowed. The next increment in the higher scale will fall due on completion of 12 months from the date of coming over to the higher scale. He will, of course, have the option to avail the higher grade on a subsequent date not later than the date of his next increment in the lower scale.
 - (ii) In all cases of regular promotions from time bound grades to posts carrying the same or higher time scale of pay, the pay in the promoted scale will be fixed in terms of Rule 30 Part I KSRs. The next increment in the same or higher scale will fall due on the date of increment in the time bound grade post.
 - (iii) In all cases of regular promotions, including ratio based promotions, to posts carrying higher time scale of pay, the minimum of which does not exceed Rs.36140/- (whether it involves change of duties and responsibilities or not) pay in the promoted scale will be fixed as per the provisions of Rule 28 A Part I KSRs without re-fixation of pay in the higher scale consequent on change of pay in the lower scale. Next increment in the higher time scale will fall due only on completion of 12 months from the date of fixation of pay, in the higher time scale of pay under Rule 28 A. Promotees will be given opportunity to elect the date on which their pay is to be fixed in the higher time scale of pay under Rule 28 A. Two options as indicated below will be available to the promotees for fixation of pay under Rule 28 A.
- Option (a) Pay will be fixed in the higher time scale of pay, on the date of promotion, under Rule 28 A. Next increment in the higher time scale will fall due only on completion of one year from the date of such fixation of pay.

OR

- Option (b) Pay on the date of promotion will be initially fixed at the stage of the higher time scale of pay of the promoted post next above the pay in the lower time scale of pay. Thereafter fixation of pay under Rule 28 A will be allowed, based on the pay in the lower post on the date opted by the promotee, ie. on the date of increment in the lower post. Next increment will fall due only on completion of one year from the date of fixation of pay under Rule 28 A. If the fixation of pay under Rule 28 A on the date of option does not make any change in the pay in the higher time scale, the pay of the promotee will remain at the same stage till completion of one year from the date of initial fixation (date of promotion) of pay in the higher time scale. Next increment in such cases will be allowed on completion of one year from the date of initial fixation of pay in the higher time Scale of pay. The option to be exercised will be in the following forms.

Option for fixation of pay under Rule 28 A Part I KSR*

- (a) Consequent upon my promotions as..... with effect from FN/AN, I hereby opt the fixation of pay under Rule 28 A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower post.
- * Consequent upon my promotion as with effect from FN/AN, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under Rule 28 A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from..... ie from the date of accrual of next increment in the scale of pay of the lower post.

Place:

Signature:

Date:

Name:

Designation:

*Strike off whichever is not applicable.

- (iv) In all cases of regular promotions including ratio based promotions to posts carrying higher time scale of pay, the minimum of which exceeds Rs.36140/- [i.e. under Rule 37 (a)] the pay, of the promotee, on the higher time scale will be initially fixed at the stage next above his pay in the lower time scale of pay. In such cases if this pay in the lower scale becomes equal to this pay in the higher scale consequent on accrual of increment in the lower scale, his pay in the higher scale will be fixed at the next higher stage in the higher scale of pay with effect from that date. **The next increment in the promoted post will be allowed only after completion of one year service from this date.**
- (v) Where promotion posts happen to have the same scale of pay of the feeder category posts, the existing practice will continue ie. one advance increment will be granted to the incumbents appointed by promotion to the posts carrying the

scale of pay of feeder category posts. This advance increment will not be granted in the case of promotion from time bound higher grade to a regular promotion post in the same scale of pay and in the case of appointment to interchangeable posts in the same scale of pay.

- (vi) In cases of up gradation of posts or appointments to higher posts on the advice of PSC or otherwise (in respect of persons already in State Government Service) pay will be fixed under Rule 28 A Part I Kerala Service Rules, the option shall be exercised within one month from the date of appointment order or date of taking over charge of the new post whichever is later.

Date of Effect:-

42. The date of effect of the revised scales of pay will be 01-07-2009. The date of effect of improved Ratio based promotions/ percentage based higher grades, revised time bound higher grade scheme, various allowances and other benefits will be 01-02-2011.

Arrears.

43. The revised scale of pay and allowances will be granted in cash from February 2011 onwards. Arrears of salary on fixation of pay in the revised pay scale from 01-07-2009 till 31-01-2011 will be credited to the PF account of the employee. The arrears will not be withdrawn till 31-03-2015, except in the case of those who are retiring before 31-03-2015, in which case the arrears will be released on their retirement.

In the case of employees who have opted not to subscribe to PF account during the last one year of service and in those cases where it is not obligatory to maintain PF account, arrears will be paid in cash. In the case of those employees who have not started subscription to PF, the drawal of arrears will be deferred and as and when the PF account is opened, it shall be drawn and deposited in it.

44. The Pay of all non-gazatted officers will be fixed in accordance with these orders by the officers who draw and disburse their salary. The pay fixation statement of those who draw salary on countersigned bills shall be approved by the countersigning authority. In the case of Gazatted Officers the drawal of the revised salary will be authorised by the Accountant General on the basis of their option. The Non Gazatted officers will forward their option to the Officer who draws their salary or who countersigns the salary bills, as the case may be, and the Gazatted Officers to the Accountant General. The option statement will be pasted in the Service Book in the case of the Non- Gazatted Officers after countersignature by the drawing officer.

45. Omissions or errors, if any, in respect of posts or scales of pay indicated in Annex XII as of these orders should be reported to Government by the Heads of Department within a month positively from the date of this order with relevant supporting documents for timely rectification.
46. Arrear claims preferred in pursuance of these orders will be paid without pre check in relaxation of Article 53, Kerala Financial Code Volume 1.
47. The Heads of Departments and other officers who inspect their subordinate offices, will check as far as possible, all cases of fixation of pay in the revised scales and indicate in the Service Books the fact of having checked the pay fixation. In case whether fixation or grant of higher grade or payment of increased benefits is found to be incorrect, the inspecting officer should record in the Service Books concerned that instructions have been given to the concerned officers to rectify the defects. In the Departments where there are arrangements for internal audit, the audit staff shall review fixation of pay, verify the entries in the Service Book and record the fact therein. If defects are detected in the case of Gazatted officers, the inspecting officers should intimate them to the Accountant General for appropriate action.
48. Leave Salary/ Pension Contribution based on the pay in the revised scales of pay will be recovered from 01-07-2009 or from the date of effect of option of the employees concerned in the revised scales of pay. Foreign employer will arrange the remittance at the revised rates from 01-07-2009 or from the date of option exercised by the employee concerned.

- a.) Recoveries will be insisted upon in cases where over payments are made on account of wrong fixation. If an officer competent to fix pay under these orders or approve the pay fixation or countersign the option statement has any doubt on the application of these orders he shall seek clarification of the Finance Department in Government before approving the pay fixation and disbursing the pay.
- b.) Detailed Orders on Pension and related benefits will be issued by Finance Department separately.

(By Order of the Governor)

Dr. A.K.Dubey

Principal Secretary (Finance)

To

The Accountant General (A & E), Kerala, Thiruvananthapuram.

The Principal Accountant General (Audit) Kerala, Thiruvananthapuram.

All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government

All Heads of Departments and Offices.

All Departments (All sections) of the Secretariat.

The Secretary, KPSC (with C.L.)

The Registrar, University of Kerala/ Kochin/ Calicut/M.G./ Kannur / Sanskrit (with C.L.)

The Registrar Kerala Agricultural University Trissur (with C.L.)

Secretary K.S.E.B (with C.L.)

The General Manager K.S.R.T.C. (with C.L.)

The Registrar High Court, Ernakulam (with C.L.)

The Private Secretaries to Chief Minister and Other Ministers

The Private Secretaries to Speaker, Deputy Speaker, The Leader of Opposition and Government Chief Whip.

Director of Public Relations Thiruvananthapuram.

The Secretary to Governor.

The Chief Manager Finance and Accounts, S.B.T. Thiruvananthapuram.

The Regional Manager, Union Bank of India, Ernakulam.

The Assistant Divisional Manager, Central Bank of India, Thiruvananthapuram.

The Senior Manager, Canara Bank, Thiruvananthapuram.
The Chief Regional Manager, S.B.I , Thiruvananthapuram.
The Divisional Manager, Syndicate Bank, Thiruvananthapuram.
The Regional Manager, Vijaya Bank, Thiruvananthapuram.
The Regional Manager, I.O.B. Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
The District Treasuries/ Sub Treasuries.

Forwarded / By order


Section Officer

Annex - I

The existing and corresponding revised scales of pay

Sl.No.	Scales of pay (2004)	Sl. No	Revised scales of pay (2009)
1	4510-120-4990-130-5510-140-5930-150-6230	1	8500-230-9190-250-9940-270-11020-300-12220-330-13210
2	4630-120-4990-130-5510-140-5930-150-6680-160-7000	2	8730-230-9190-250-9940-270-11020-300-12220-330-13540
3	4750-120-4990-130-5510-140-5930-150-6680-160-7480-170-7820	3	8960-230-9190-250-9940-270-11020-300-12220-330-13540-360-14260
4	5250-130-5510-140-5930-150-6680-160-7480-170-7990-200-8390	4	9190-250-9940-270-11020-300-12220-330-13540-360-14980-400-15780
5	5650-140-5930-150-6680-160-7480-170-7990-200-8790	5	9940-270-11020-300-12220-330-13540-360-14980-400-16580
6	6080-150-6680-160-7480-170-7990-200-9590-240-9830	6	10480-270-11020-300-12220-330-13540-360-14980-400-16980-440-18300
7	6680-160-7480-170-7990-200-9590-240-10790	7	11620-300-12220-330-13540-360-14980-400-16980-440-18740-500-20240
8	7480-170-7990-200-9590-240-10790-280-11910	8	13210-330-13540-360-14980-400-16980-440-18740-500-21240-560-22360
9	7990-200-9590-240-10790-280-11910-340-12930	9	13900-360-14980-400-16980-440-18740-500-21240-560-24040
10	8390-200-9590-240-10790-280-11910-340-13270	10	14620-360-14980-400-16980-440-18740-500-21240-560-24040-620-25280
11	8790-200-9590-240-10790-280-11910-340-13610	11	15380-400-16980-440-18740-500-21240-560-24040-620-25900
12	9190-200-9590-240-10790-280-11910-340-13610-380-15510	12	16180-400-16980-440-18740-500-21240-560-24040-620-27140-680-29180
13	9590-240-10790-280-11910-340-13610-380-16650	13	16980-440-18740-500-21240-560-24040-620-27140-680-29860-31360
14	10790-280-11910-340-13610-380-16650-450-18000	14	18740-500-21240-560-24040-620-27140-680-29860-750-32860-820-33680
15	11070-280-11910-340-13610-380-16650-450-18450	15	19240-500-21240-560-24040-620-27140-680-29860-750-32860-820-34500
16	11910-340-13610-380-16650-450-19350	16	20740-500-21240-560-24040-620-27140-680-29860-750-32860-820-36140
17	12250-340-13610-380-16650-450-19800	17	21240-560-24040-620-27140-680-29860-750-32860-820-36140-900-37040
18	12930-340-13610-380-16650-450-20250	18	22360-560-24040-620-27140-680-29860-750-32860-820-36140-37940
19	13610-380-16650-450-20700	19	24040-620-27140-680-29860-750-32860-820-36140-900-38840
20	16650-450-20700-500-23200	20	29180-680-29860-750-32860-820-36140-900-40640-1000-43640
		21	32110-750-32860-820-36140-900-40640-1000-44640
21	20700-500-23200-550-25400-600-26600	22	36140-900-40640-1000-48640-1100-49740
22	23200-550-25400-600-26600-650-31150	23	40640-1000-48640-1100-57440
		24	42640-1000-48640-1100-57440-1200-58640
23	25400-600-26600-650-33100	25	44640-1000-48640-1100-57440-1200-58640
24	26600-650-33750	26	46640-1000-48640-1100-57440-1200-59840
		27	48640-1100-57440-1200-59840
	Master Scale		Master Scale
	4510-120-4990-130-5510-140-5930-150-6680-160-7480-170-7990-200-9590-240-10790-280-11910-340-13610-380-16650- 450-20700-500-23200-550-25400-600- 26600- 650-33750		8500-230-9190-250-9940-270-11020-300-12220-330-13540-360-14980-400-16980-440-18740-500-21240-560-24040-620-27140-680-29860-750-32860-820-36140-900-40640-1000-48640-1100-57440-1200-59840

Annex - II

Rules for fixation of pay in the revised scale.

1. The revised scales of pay shall come into force w.e.f. 01-07-2009.
2. Existing scale of pay for the purpose of these rules is the scale of pay immediately prior to 01-07-2009.
3. Existing emoluments for the purpose of these rules shall be the total of :
 - (a) Basic pay in the existing scales as on the date of change over to the revised scale including the increments, if any, accruing on such date in the existing scale. Stagnation increments shall also be reckoned for this.
 - (b) Personal pay, if any, not specifically ordered to be absorbed in future increase of pay.
 - (c) Special pay drawn in lieu of higher time scale of pay, provided there is no special pay attached to revised scale.
 - (d) Dearness Allowance admissible at the rate of 64% on such pay vide (a), (b) and (c) above.

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

Fitment benefit and Service weightage

4. To the existing emoluments computed above, shall be added an amount equal to 10% of basic pay subject to a minimum of Rs. 1000/- in Rule (3) (a) and (b) above towards fitment benefit and another amount equivalent to ½% of basic pay, specified in Rule (3) (a) and (b) above, for each completed year of service subject to a maximum of 30 completed years, towards service weightage.

Note: - *Service for the purpose of this rule means service including broken periods of service qualifying for normal increments in the scale of pay. Time spent on leave not counting for normal increment will not be reckoned. Service during the period of bar on increment, without cumulative effect will be reckoned. However aided school service in Govt and vice versa will be reckoned for weightage.*

5. The amount so arrived at under Rule (4) above shall be stepped up to the next stage in the revised scale of pay.

If the amount arrived at under Rule (4) above is more than the maximum of the revised scale, the pay shall be fixed at the maximum of the revised scale and the difference shall be treated as personal pay and it will not be absorbed in future increase in pay on account of granting increments. This personal pay will count for all purposes viz; fixation of pay, calculation of leave salary, drawal of allowance and pension.

Stepping up of Pay of Seniors

6. In cases, where a senior government servant promoted to a higher post before 01.07.2009, (including through grant of time bound higher grade) draws less pay in the revised scale than his Junior promoted to the higher post after 01.07.2009, the pay of the senior employee shall be stepped up to the level of the pay of the junior w.e.f. the date on which junior draws more pay, provided that

- (a) The senior and the junior employee should belong to the same category and should have been promoted to the same category of post.
- (b) The pre-revised and revised scale of pay of the lower and higher posts in which they are entitled to draw pay should be identical.
- (c) The senior Government servant at the time of promotion has been drawing equal or more pay than the junior
- (d) The anomaly should have arisen directly as a result of the introduction of the revised scale of pay
- (e) The anomaly should not have arisen due to the option exercised on different dates or due to any advance increments granted to the junior in the lower post or due to increased service weightage to the junior.

Note: - (i) If in the lower post, the junior employee was drawing more pay in the pre-revised scale than the senior, the senior to such junior will have no claim over the pay of the junior.

(ii) In case where pay of an employee is stepped up in terms of clause (6) above, the next increment shall be granted after completing the required service of one year in the new scale from the date of stepping up of pay.

7. **Exercise of Option on Promotion**

- (1) All appointments and promotions made on or after 1.7.2009 shall be deemed to have been made in the revised scale of pay & pay will be regulated accordingly.
- (2) However, if an employee wishes to opt the revised scale of pay of his promoted post ie. the next immediate promotion post assumed on or after 01.07.2009, he will be permitted to opt the revised scale of the promotion post with effect from the date of promotion and his pay in the revised scale will be fixed on the basis of the pay he drew in the pre-revised scale of the promoted post on that date. This benefit will be restricted to the employees who were promoted in between 1.7.2009 and the date of issue of Pay Revision Order. Also employees who were in Government service prior to 01-07-2009 and got appointment through “by transfer” appointment or by PSC appointment shall be permitted to exercise option with effect from 01.07.2009 in the scale of pay of the post held by them prior to their new appointment.
- (3) Employees who were promoted on or after 1.7.2009 cannot be allowed to exercise option of the feeder post beyond the date of such promotion.

Note:- However employees who have been promoted on or after 01-07-2009 may be allowed to opt the revised scale of the promotion post w.e.f. the date of exercise of option under (b) of Rule 28 A Part I K.S.Rs

8. Provisional employees recruited through the employment exchanges who were in service on 30.6.2009 and continued thereafter shall be eligible for the minimum of the revised scale of pay only.

Date of next Increment

9. The next increment of an employee whose pay has been fixed in the revised scale of pay shall accrue on completion of one year from the date of option.
10. An employee whose increment is withheld for want of declaration of probation on 1.7.2009 or on the date of change over to the new scale will also be allowed the benefit of fixation of pay notionally counting the increment accrued but withheld, in relaxation of Rule 37 B(b),

Part I Kerala Services Rules, subject to the condition that the next increment after such fixation will be allowed only after he is declared to have satisfactorily completed his probation and the period of approved service required to earn an increment.

11. In the case of an employee whose pay has been reduced with the effect of postponing future increments, fixation of pay in the revised scale will be allowed on the basis of the option exercised by him but he has to remain in that pay till the expiry of the period of reduction. The pay will, however, be fixed on the date of expiry of the period of reduction. The next increment in such cases will be allowed only on completion of approved service required to earn an increment from the date of such fixation.

Exercise of Option

12. An employee can exercise option to come over to the revised scale of pay with effect from 01.07.2009 or with effect from any subsequent date he opts.
13. The option in writing is to be exercised within a period of six months from the date of Government orders revising the scales of pay.
14. The option is to be filed with the officer competent to fix his / her pay in the form appended.
15. The option once exercised shall be final. In the case of subsequent reversion (after the exercise of option as per these rules), 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.
16. 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 takes effect on a date prior to the date of option exercised by the employee for the concerned pay revision. In such cases arrears of salary/pension will be payable only with effect from the date of filing of the option such re-option has to be exercised within 3 month of the date of issue of the order revising / changing the scale of pay retrospectively .
17. An employee is allowed to exercise option only in respect of existing scale. If no option is exercised within the said period of six months of the date of Government orders revising the scale of pay of the Government employees, the date of effect of pay revision order ie. 01.07.2009 shall be treated as the date of option and the Officer

competent to fix his/her pay is to proceed accordingly. No subsequent option shall be entertained.

18. If an employee dies before the expiry of the time fixed for option and without exercising option, the officer competent to fix his/her pay in the revised scale of pay shall fix his/her pay with effect from the date which is more advantageous to the survivors of the deceased. If the deceased is a Gazetted Officer the head of department and if the deceased himself was the head of department, the Secretary to Government concerned, in consultation with the Accountant General (A&E) will fix the date of option of the deceased employee, which is found to be more advantageous to the beneficiary.
19. An employee on leave or on deputation or under suspension will be allowed to exercise option within a period of six months from the date of return to duty.
20. Persons whose service were terminated on or after 01.07.2009 and who could not exercise the option within the prescribed time limit on account of death, discharge on the expiry of the sanctioned posts, resignation, dismissal or discharge on disciplinary ground are entitled to the benefits of the aforesaid rules.
21. In the case of employees whose increment in the pre-revised scale is barred as punishment without cumulative effect, their pay on the date of option (if it is w.e.f. a date on which the increment bar is in force) in the revised scale will be fixed on the basis of the pay notionally arrived at by counting increment each, in the pre-revised scale, for every completed year of service which would have been counted for normal increment, but for the punishment. The next increment in the revised scale will be sanctioned only after expiry of the remaining period of increment bar as on the date of fixation of pay in the revised scale, subject to Rule (9) of Pay Fixation Rules.
22. In the case of employees whose increment in the pre-revised scale is barred as punishment with cumulative effect, their pay on the date of option (if it is w.e.f. a date on which the increment bar is in force) will be fixed on the basis of the pay they were drawing immediately before increment bar. They will be entitled to the pay at the same rate till the expiry of the period of increment bar. The next increment in the revised scale will be sanctioned only after expiry of the period of increment bar subject to Rule (9) of Pay Fixation Rules.
23. In the case of employees whose pay in the pre-revised scale is reduced to lower stage as penalty temporarily, their pay in the revised scale will be fixed on the date of option (if it is w.e.f. a date on which the reduction in pay is in force) on the basis of the pay after

reduction in the pre-revised scale. The next increment that will accrue in the revised scale in terms of Rule (9) of the above rules will be sanctioned only after the expiry of the remaining period of penalty.

24. In the case of employees whose pay in the pre-revised scale is reduced permanently to lower stage as penalty with the effect of postponing future increments, his pay in the revised scale will be fixed on the date of option on the basis of the reduced pay in the pre-revised scale. They will have to remain in that pay till expiry of the period of reduction. The next increment that will accrue in the revised scale will be sanctioned only after expiry of the remaining period of penalty.
25. The employees who continue on Leave Without Allowance (LWA) on or after 01.07.2009 will be allowed to exercise option within 6 (six) months of return to duty.

(See Rules for fixation of pay)

FORM OF OPTION

I,.....
..... hereby elect to the revised scale of Rs.....
..... with effect from

or

I, hereby elect to
continue in the existing scale of pay of
Rs..... of my substantive / officiating post
mentioned below till 20.....

Signature

Name

Station:

Designation

Date:

Officer / Department.

Principles of Option

26. The employees may be allowed to exercise option subject to the following conditions.
- a) A Government servant holding a post under the Government on the day before the date of coming into effect of the pay revision may exercise option to continue in the existing scale till the date on which he/she earns his/her next increment in the existing scale of pay or until he/she vacates his/her post or ceases to draw pay in that scale, whichever is earlier. The date of effect of

the option shall not in any case go beyond one year from the date of order of pay revision.

- b) In the case of a Government servant who died on or after the date of coming into effect of the pay revision, but before exercising option, he/she may be deemed to have opted for the revised scale from the most beneficial date as desired by the Head of office, Accountant General or the department, as the case may be.
- c) The option to retain the existing scale of pay shall be admissible in respect of one existing scale only. On subsequent reversion, the Government servant concerned may exercise option in respect of the lower post also on condition that such option will be exercised within three months from the date of reversion, failing which he/she will be deemed to have opted for the scale with effect from the date of pay revision.
- d) If a Government servant exercises option to come over to the revised scale with effect from a date beyond one year from the date of pay revision such option shall be deemed to be invalid and shall be treated as a failure to exercise option and he/she shall be deemed to have exercised option with effect from the date of pay revision.
- e) The option shall be exercised in writing and communicated to the Head of office or the Accountant General, respectively by the non-Gazetted officers and Gazetted officers within six months from the date of pay revision order failing which the Government servant will be deemed to have opted for the scale with effect from the date of coming into effect of the pay revision and pay fixed on that basis.
- f) A Government servant who is out of India on leave or deputation or Foreign Service, on the date of pay revision order shall exercise option in writing within three months from the date of his taking charge of the old post.
- g) A Government servant, who is under suspension on the date of coming into effect of the pay revision, shall exercise option within three months from the date of return to duty on re-instatement or within six months from the date of pay revision order whichever is later.
- h) Option once exercised shall be final and permission for re-option will not be granted on any account.

- i) Heads of Departments and Offices shall give proper guidance to their subordinates to select the most beneficial dates for exercising option, since re-option will not be allowed for rectification of the wrong option already exercised or for other reasons.
- j) In cases, where persons promoted after the date of pay revision, have been given retrospective promotion with effect from a date in the pre-revision period, they will exercise option in respect of the revised scale of the post within three months from the date of orders sanctioning such promotion. They will be eligible for arrears if any, as per rules.
- k) Heads of Departments and Officers should be given the responsibility to see that the contents of the pay revision orders are communicated to their subordinates, including those who are on leave, deputation and on Foreign Service, so as to enable them to exercise option within the time limit specified in the pay revision order. The fixation rules may be published prominently in Notice Board.
- l) Some illustrations of pay fixation are given in Table 1 of Annex - II

	Illustrations of Pay fixation						Table 1 of Annex - II
		Case1	Case2	Case 3	Case 4	Case 5	Case 6
1	Pre revised scale No.	S1	S6	S12	S14	S 23	S5
2	Pre revised scale	4510-120-4990-130-5510-140-5930-150-6230	6680-160-7480-170-7990-200-9590-240-10790 (2nd TBHG)	9190-200-9590-240-10790-280-11910-340-13610-380-15510	10790-280-11910-340-13610-380-16650-450-18000	25400-600-26600-650-33100	5650-140-5930-150-6680-160-7480-170-7990-200-8790 (4th TBHG)
3	Revised Scale No.	Re S1	Re s6	Re S12	Re S14	Re S25	Re S6
4	Revised Scale	8500-230-9190-250-9940-270-11020-300-12220-330-13210	11620-300-12220-330-13540-360-14980-400-16980-440-18740-500-20240	16180-400-16980-440-18740-500-21240-560-24040-620-27140-680-29180	18740-500-21240-560-24040-620-27140-680-29860-750-32860-820-33680	44640-1000-48640-1100-57440-1200-58640	10480-270-11020-300-12220-330-13540-360-14980-400-16980-440-18300
5	Commencement of service	1.3.2002	1.4.1997	1.5.1989	1.1.1981	1.7.1978	1.7.1976
6	No of completed years of service	7	12	20	28	31	33
7	Pre revised basic pay	5380	7480	10310	17100	27900	9590 + 400 PP
8	DA to be merged (64% of Pre revised Basic pay)	3443	4787	6598	10944	17856	6394
9	Fitment Benefit (10% of Pre Revised BP , Minimum Rs.1000/-)	1000	1000	1031	1710	2790	1000
10	Service weightage (1/2 % of completed years of service, maximum for 30 years ie.15%)	188	449	1031	2394	4185	1498
11	Total (7+8+9+10)	10012	13716	18970	32148	52731	18882
12	Stage in the revised scale	10210	13900	19240	32860	53040	18300
13	Personal pay, if any	0	0	0	0	0	582
14	DA as on 1.7.2009 (0%)	0	0	0	0	0	0
15	Total pay+PP+DA as on 1.7.2009 *	10210	13900	19240	32860	53040	18882
	*In case 5 the employee can earn further stagnation increments as per the latest stagnation rules						

Annex - III

Scheme for Time Bound Higher Grade Promotion

Subject to Para 6 below, employees who remain in their entry posts in the scales of pay ranging from Rs. 8500 -13210/- to Rs. 9940 - 16580/- will be granted four higher grades on completion of the following specified periods of service in their posts.

- (i) The first time bound higher grade on completion of eight years of service in the entry post,
 - (ii) The second time bound higher grade on completion of 15 years of service in the entry post and the first regular promotion post/time bound higher grade taken together,
 - (iii) The third time bound higher grade on completion of 22 years of total service in the entry post and the regular promotion post (s)/time bound higher grade (s) taken together .
 - (iv) A fourth time bound higher grade on completion of 27 years of total service in the entry post and the regular promotion post (s) /time bound higher grade (s) taken together.
- (2) An employee who remain in their entry post on scales of pay ranging from Rs. 8500-13210 to Rs. 13900-24040 will be granted their higher grades on completion of the period of qualifying service in their posts as follows with the scales of pay shown in TABLE – 1 of Annex - III

TABLE- 1

Revised pay scales in the entry post	1st time bound higher grade in the entry post	2nd time bound higher grade	3rd time bound higher grade.	4th time bound higher grade
8500-13210	8730-13540	8960-14260	9940-16580	10480-18300
8730-13540	8960-14260	9190-15780	9940-16580	10480-18300
8960-14260	9190-15780	9940-16580	10480-18300	11620-20240
9190-15780	9940-16580	11620-20240	13900-24040	14620-25280
9940-16580	11620-20240	13900-24040	14620-25280	16180-29180
10480-18300	11620-20240	13900-24040	14620-25280	NIL
11620-20240	13210-22360	13900-24040	16180-29180	NIL
13210-22360	13900-24040	16180-29180	16980-31360	NIL
13900-24040	14620-25280	16180-29180	16980-31360	NIL

- (3) Those on entry posts with pay scales ranging from Rs. 14620-25280 to Rs. 21240-37040 will be granted two time bound higher grades, the first on completion of 8 years of service in the entry post and the second on completion of 15 years of total service in the entry post and first promotion post/ higher grade together.

TABLE – II

Revised pay scale in the entry post	1st time bound higher grade for 8 years of service in the entry post	2nd time bound higher grade for 15 years of service
14620-25280	16180-29180	18740-33680
15380-25900	16980-31360	19240-34500
16180-29180	18740-33680	20740-36140
16980-31360	18740-33680	20740-36140
18740-33680	20740-36140	22360-37940
19240-34500	20740-36140	22360-37940
20740-36140 21240-37040	22360-37940	24040-38840

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

TABLE –III

Revised scale of pay in the entry post	Time bound higher grade for 8 years of service in the entry post.
22360-37940	24040-38840
24040-38840	29180-43640
29180-43640	36140-49740

- (5) For incumbents of posts on scales of pay above Rs. 29180-43640, no time bound higher grade will be allowed.
- (6) If there is a promotion post in respect of the categories of posts (entry) coming under pay range from Rs. 8730-13540 to Rs. 16980-31360 and its scale of pay is higher than the time bound higher grade proposed above, then the qualified incumbent will be given the scale of pay of the promotion post in the direct line of promotion as time bound higher grade. While assigning higher grade only qualified hands will get the scales of pay of regular promotion posts. Unqualified hands will be allowed the 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.

- (7) If the scale of pay of the promotion post is lower than the time bound higher grade proposed in the Table, the scale of pay of time bound higher grade specified above will be given by reckoning the total service in both the lower post and promotion post together. In such cases the fixation under Rule 30 Part I - K.S.R. will be admissible.
- (8) In all cases of regular promotions from time bound grades to posts carrying the same or higher time scale of pay, the pay in the promoted scale will be fixed in the terms of Rules 30, Part I KSR.
- (9) In respect of categories of post coming under the pay scale ranging from Rs. 14620-25280 to 21240-37040 the time bound higher grade will be as specified in Table II of Annex- III. Scales of pay of promotion post will not be given in these cases. This is applicable in the case of employee enjoying scale of pay 14620-25280 and above whether by regular promotion or by time bound higher grade. Corresponding revised scale of pre-revised grade scale (as per annexure-I) will not be allowed in such cases.
- (10) In the case of time bound grade promotion to higher scale of pay, the pay in the higher time scale will be fixed in terms of Rule 28 A Part I KSR ie. one notional increment will be given and thereafter the pay in the higher grade scale will be fixed at the next stage above the pay in the lower time scale, as on the date of the higher grade promotion, irrespective of whether it is a stage in the higher time scale or not. Refixation based on due date of increment in the lower scale will not be given.
- (11) In case the 15/22 year higher grades as per the table above are equal to or lower than the first promotion post/ second promotion post as the case may be, that grade (s) will be modified and fixed at the next higher scale (s) above that of the promotion post (s) in the list of standard scales of pay.
- (12) Non-teaching staff in Aided Schools, Private Colleges and Polytechnics who come under the scheme of direct payment of salary by Government are also eligible for time bound grade promotion subject to the above conditions.
- (13) The service rendered in the entry post and reckoned for normal increments may be treated as the qualifying service for granting higher grades in that post.
- (14) The term 'entry post' shall be defined as the post to which an employee is initially appointed in Government service by direct recruitment by the competent authority. Appointments made by PSC by transfer from other categories will also be treated as equivalent to direct recruitment for allowing the benefit of higher grade. However, promotion to a post in the direct line of promotion in a Department to be made on the basis

of select list prepared by the Departmental Promotion Committee, cannot be treated as direct recruitment for allowing the benefit of time bound higher grade. The time bound higher grade admissible will be determined with reference to the initial entry post in the present department only. Service in different posts having same scale will not be treated as qualifying service. Similarly in the case of employees who get inter departmental transfer (interdepartmental transferees), their prior service in the same post in the former department may also be reckoned as qualifying service for time bound higher grade. Those who get regular promotion or appointment to higher posts within the period specified for each time bound higher grade may not be granted further time bound higher grade during that period.

- (15) All appointment by transfer except the promotions / appointments from subordinate service to State Service may also be treated as equivalent to direct recruitment for sanctioning Time Bound Higher Grade.
- (16) Those who relinquish regular promotions will not be given time bound higher grades as at present.
- (17) The employees in the scales of pay of Rs. 8730-13540 and Rs. 8960-14260 will be eligible for reckoning their service in the last grade for allowing 22 years higher grade. This benefit will not be allowed to employees in the posts having the revised scale of Rs. 9190-15780 and above.
- (18) Military service which will count for civil pension of Ex-serviceman will be reckoned as qualifying service for allowing first higher grade. However ex-servicemen enjoying protection of pay will not be allowed this benefit. In that case service under State Government alone will be reckoned as qualifying service. Period of leave on loss of pay which will not be taken, into account for granting increments will not be reckoned as qualifying service.
- (19) All other existing general terms and conditions governing grant of time bound higher grade promotions may continue subject to the modifications issued by Government from time to time.