

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

Memo. No. 37964(218)—P. C. C.-23/89-F.

Bhubaneswar, the 6th October 1989

To

All Departments of Government/
All Heads of Departments,

Subject—Procedure for fixation and drawal of pay in the revised scales under the Orissa Revised Scales of Pay Rules, 1989.

In pursuance of Government Resolution No. 37376-F., dated the 3rd October 1989, the pay scales have been revised, with effect from the first May 1989. The Orissa Revised Scales of Pay Rules, 1989 incorporating the details of the revised scales and procedure of pay fixation have been issued separately. Subject to the provisions of these rules, the following instructions should be observed in the matter of fixation and drawal of pay, maintenance of Service Books, etc.

(i) A proposition statement should be prepared in O. G. F. R. Form-1 (Annexure-I) in respect of the posts on the basis of existing and the corresponding revised scales of pay as in the First Schedule to the Revised Scales of Pay Rules, 1989. The name of the Department/Office should be indicated at the top of the statement. For calculation of additional cost the D. P. and D. A. admissible in the existing scales should be taken into account.

(ii) The Administrative Departments will prepare proposition statements in respect of gazetted and non-gazetted posts borne in their establishment. The Heads of Departments will prepare similar statements in respect of the posts of their own establishments as well as those of the subordinate offices under their control. The requisite information in respect of the latter will be furnished to Heads of Departments by the Heads of Offices concerned.

(iii) Preparation of proposition statements should be completed within a month from the date of issue of these instructions. Heads of Departments should thereafter furnish a copy of their proposition statement to the Administrative Department for compilation and communication of additional costs in respect of the Department to the Finance Department. The pro forma at Annexure II should be used for reporting the details of cost.

(iv) All employees shall be deemed to have come over to the revised scales of pay, with effect from the 1st May 1989 except where a Government servant has opted for a date beyond the 1st May 1989 under the provisions of the Orissa Revised Scales of Pay Rules, 1985.

(v) A Government servant, who have opted for a date beyond the 1st May 1989 under the provisions of previous O.R.S.P. Rules, but desires to come over to the revised scale of pay, 1989, with effect from the 1st May 1989 shall represent in writing to the Head of Office to cancel his earlier option within a period of twenty-one days from the date of publication of the O. R. S. P. Rules, 1989. Such Government servants should be intimated accordingly calling for representation, if any.

(vi) The representation under sub. para. (v) above should be signed by the Head of Office as a token of acceptance.

Entries regarding cancellation of earlier option if any and fixation of pay should be made in the original and duplicate copies of the Service Books of the employees in the following form—

"Certified that representation to cancel his earlier option exercised under O. R. S. P. Rules, 1985 (to come over to revised scales, 1989 after the 1st May 1989) has been made by the employee and it has been accepted (required only for those who have made such representations) pay in the revised scale has been fixed under Rule 7 of the O. R. S. P. Rules, 1989 in the following manner :

Pre-fixation Existing Emoluments :

- (i) Pay :
- (ii) *Ad hoc* increment granted in shape of personal pay on account of stagnation at the maximum of the existing scale :
- (iii) Personal pay granted due to fixation of pay under sub-rule (d) of rule 74 of the Orissa Service Code :
- (iv) D. R. appropriate to (i) (ii) & (iii) as on the 30th April 1989.
- (v) One increment in the existing scale
- (vi) Total existing emoluments
- (vii) Pay fixed in the revised scale... ..
- (viii) Date of next increment in the existing scale
- (ix) Date of next increment in the revised scale

HEAD OF OFFICE

Checking Authority :	.. Department/Office for scrutiny of pay fixation statement.
Secretariat Departments	.. Secretariat Establishment/Attached Offices/Offices of Heads of Departments.
Heads of Departments	.. Attached Offices. District Level Offices. Range Offices.
District Level Officers	.. Offices sub-ordinate to them,
Sub-Collectors (Revenue Department)	.. Tahasil and Block Offices in the Sub-division.

(ix) The initial pay fixation statement (in triplicate) should be sent to the checking authority indicated in Sub-para (viii) along with Service Books of the employees. The checking authorities should complete the scrutiny within a week of the receipt of the documents and return two copies of the statement, duly certified as checked/corrected along with Service Book to the Heads of Offices concerned.

Where the checking authority finds it difficult to scrutinise the pay fixation statements of subordinate offices due to large number of employees involved, he may authorise one or more gazetted officer of his

(vii) In respect of employees whose pay will be fixed in the revised scale, initial pay fixation statements (in triplicate) will be prepared by the Heads of Offices concerned in accordance with the provisions of rule 7 (1) of the Revised Scales of pay Rules in the form appended to the Second Schedule to the Rules. Pay fixation statements of Heads of Offices should be prepared by the next higher authorities who sanction their normal increments. Separate pay fixation statements should be drawn up for substantive and officiating posts.

(viii) The statement of pay fixation should be checked by the following authorities before they are signed by the authorities referred to under Sub-Para. (vii) In the Secretariat, an Officer other than the Officer who has prepared the statements may be nominated by the Secretary of the Department to check the statements.

office, preferably the F. A., A. F. A., or Accounts Officer to check and certify the pay fixation statements which however, would not absolve the checking authority himself of the responsibility of correct pay fixation of the employees.

(x) One copy of the certified pay fixation statement should be retained by the Head of Office for record and the other copy attached to the first pay bill in which the salary of the Government servant is drawn in the revised scale. Entries in the original and duplicate copies of Service Books should be made simultaneously as indicated in Sub-para. (vi) above.

(xi) Initial pay in the revised scale will be drawn after obtaining an undertaking from the employee that excess payment, if any, detected in future will be refunded by him. A certificate in the following form should also be recorded in the pay bill in which pay in the revised scale is drawn for the first time.

"Certified that in respect of the person/ persons included in this bill, initial pay fixation has been checked by the authority concerned and an undertaking/undertakings to refund excess payment, if any, detected in future has/have been obtained from him/them. A copy of the pay fixation statement has been retained by the Head of Office and appropriate entries have been made in the Service Books of the person/ persons concerned.

(xii) In case of employees on deputation, preparation of proposition statement and initial pay fixation in the revised scale of shall be made by the authority competent to sanction deputation on foreign service terms in the manner prescribed in this memo. For this purpose deputation sanctioning authority may nominate an officer to prepare initial pay fixation statement and another officer of equivalent or higher rank who will sanction as the checking authority on his behalf.

2. These instructions may be brought to the notice of all subordinate offices.

B. PATTAJOSI

Deputy Secretary to Government

ANNEXURE I
FORM O. O. F. R. (I)
(See Rule 60)

Statement of proposition for Revision of Establishment

Nature of charges						Proposition										
Present scale					Revised scale					Permanent		Temporary				
Designation	Minimum	Increment	Maximum	Average cost	Number	Designation	P A Y				Increase per month	Decrease if any per month	Increase per month		Decrease if any per month	
							Minimum	Increment	Maximum	Average cost			Amount	Amount	Period	Amount
											Amount	Amount				
1	2 *	3	4 *	5	6	7	8 *	9 *	10 *	11	12 *	13 *	14	15 *	16	17 *

*Money column

Note — In preparing this statement, particular attention should be paid to the instructions in Rule 61 of O. G. F. R., Vol. I.

ANNEXURE-II

**PRO FORMA FOR REPORTING OF ADDITIONAL COST ON ACCOUNT OF
REVISION OF PAY SCALES, 1989**

Name of Office/Establishment _____

Controlling Officer _____

Designation of posts	No. of employees	Existing scale of pay	Revised scale of pay	Total existing pay per month	Total revised pay per month	Difference between Column 5 and 6	Extra cost during 1989-90 (Ten months— May, 1989 to February, 1990.	Extra cost during 1990-91.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Note—This Pro forma should reach the Finance Department in a consolidated form latest by the end of November, 1989