

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

No. Co-OrdnII/10-100/Vol.I/

Dated 26 February 2016

**CIRCULAR No. 428**

Sub: Revision of Pay and Allowances of State Government Employees based on the recommendation of the Tenth Pay Revision Commission- Orders of the Government for implementation- regarding

Ref: 1. G.O (P) No.7/2016/Fin. Dated 20<sup>th</sup> January, 2016

2. G.O (P) No.24/2016(1)/Fin. dated 17.2.2016

The following instructions are issued for information and guidance of all Heads of Departments and Offices, for fixation of pay in respect of all State Government employees, Teaching and Non-Teaching staff of Aided Schools, Colleges and Polytechnics,(excluding those covered by UGC/AICTE scales of pay and also post for which Central Scales of pay have already been implemented such as teaching staff of Medical college, 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, Government Chief whip and MLAs to whom State scales of pay apply.

1. The date of effect of the revised scales of pay will be 1.7.2014.
2. The pay of all non-gazetted employees who were in service as on 01.07.2014 should be fixed in the revised scale of pay with effect from 1.7.2014, by the officers who draw and disburse their salary. There will be no option facility.
3. All appointments and promotions made on or after 01.7.2014 shall be deemed to have been made in the revised scale of pay. The pay of employees who are appointed or promoted on or after 1.7.2014 is to be fixed in the revised scale and regulated accordingly.
4. Full time regular service and provisional service, if any, qualifying for increments under Government decision No.2 below Rule 33 Part I KSRS (deleted w.e.f. 1.10.1994) is to be counted for service Weightage.
5. The pay fixation statement should be prepared in the Proforma as shown in Annexure-II B of G.O(P) No.7/2016/Fin. dated 20.1.2016.
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 of the employee after countersignature by the Drawing officer.

7. The pay fixation statement of officers who draw salary on countersigned bills should be approved by the countersigning authority.
8. The Drawing and Disbursing officers should obtain an undertaking in the format prescribed in G.O(P)No.24/2016(1)/ Fin. dated 17.2.2016 from the Government Servant, 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. The Permanent Employee Number should invariably be recorded in the declaration submitted. In the case of gazetted officers, the declaration submitted by the employees should be forwarded to the Accountant General by the Drawing and Disbursing Officer of the concerned Office.
9. The Pay of Provisional employees recruited through employment exchange, who were in service on 30.6.2014 and continued thereafter, must be fixed at the minimum of the revised scales of pay with effect from 1.7.2014.
10. In the case of those State Government employees who are on Foreign service and are covered by the Pension scheme of the State Government, the Foreign employers should remit the Pension contribution based on the revised pay from 1.7.2014 onwards, whereas, for the State Government employees on Foreign service who come under the National Pension System their pension contribution based on the revised scale of pay should be recovered from the salary of February 2016 onwards.
11. 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 (7) above.
12. The revised pay and allowances are payable in cash from February 2016 onwards. The arrears of pay and allowances on account of Pay Revision are to be drawn in four instalments, paying 25% of the arrears in cash in each instalment. The first instalment of arrears is to be paid on 1.4.2017, second instalment on 1.10.2017, third instalment on 1.4.2018 and the fourth instalment on 1.10.2018 respectively. Interest is to be paid on the arrears not drawn as on the above dates at the rate of interest as admissible for State Government Employees in their Provident Fund Account.
13. In the event of death of any employee, the entire arrears on account of pay revision not drawn by the employee should be paid along with interest accrued as on the date of death, to the legal heirs of the employee.

14. The Pay Revision Arrear claims are to be paid without pre-check, in relaxation of Article 53 of Kerala Financial Code, Volume I.

15. Increment is to be granted on the due dates on completion of one year from the increment date last drawn by the employees in the pre-revised scale. In the case of employees whose increment in the pre-revised scale falls due on 1.7.2014, their next increment will accrue on 1.7.2015 i.e. on completion of one year after the drawal of increment in the pre-revised scale.

**16. Stagnation Increment-**

The maximum number of stagnation increments to be allowed is five, out of which four increments are annual and fifth one biennial subject to the condition that the maximum basic pay after adding stagnation increment should not exceed the maximum of the master scale of Rs.1,20,000/-

17. The method of fixation of pay under Rule 28A of Part I of Kerala Service Rules on promotion/appointment to posts carrying a higher time scale of pay, has been modified as contemplated in Para 40 of the Pay Revision Order. The modified orders will take effect with effect from 1.2.2016.

18. For all appointments/Promotions to posts carrying higher time scale of pay the minimum of which exceeds Rs.68700, pay is to be regulated as provided in Rule 37 (a) of Part I KSRs.

**19. Allowances**

**i) Dearness Allowance**

From 1.1.2015 3%

From 1.7.2015 6%

**ii) House Rent Allowance**

The revised rates of House Rent Allowance payable under different pay ranges and classification of cities and places is to be paid as specified in the Table below Para 14 of the Pay Revision Orders 2014. Notes below the Table may be looked into for the payment of House Rent Allowance at the appropriate rates. The revised allowance is admissible with effect from 1.02.2016.

**iii) Rent Recovery**

Rent at the rates prescribed in Para 15 of the Pay Revision Orders 2014 may be recovered from employees residing in Government Quarters with effect from 1.02.2016.

**iv) City Compensatory Allowance**

Revised rate of City Compensatory Allowance as given in Para 16 of Pay Revision Orders may be allowed to the employees working in the offices located in B2 Class cities with effect from 1.2.2016.

**v) Hill Tract Allowance**

Revised rate of Hill Tract Allowance as and when admissible may be allowed with effect from 1.2.2016 as given in table below Para 22 of Pay Revision Orders 2014 .

**vi) Special Allowance to differently abled employees**

Special Allowance to differently abled employees is revised to Rs.800 per month subject to the existing conditions regarding eligibility. Revised Allowance is admissible with effect from 1.2.2016.

**vii) Education Allowance to the Parents having differently abled children**

The rate of Education Allowance admissible to parents who have mentally/physically challenged children studying in general schools and special schools has been enhanced to Rs.600 per month subject to the existing conditions regarding eligibility. Revised Allowance is admissible with effect from 1.2.2016.

**20. Time Bound Higher Grades**

- i) The scheme for Time Bound Higher Grade (TBHG) admissible to the State Government employees is specified in Annexure-III of the Pay Revision Orders. Under the scheme, employees who remain in the entry posts in the scales of pay ranging from Rs.16500-35700 to Rs.19000-43600 should be granted four higher grades on completion of 8,15, 22 and 27 years of total service. Employees who remain in the entry posts in the scales of pay ranging from Rs.20000-45800 to Rs.26500-56700 is to be granted three higher grades on completion of 8,15 and 22 years of total service respectively.
- ii) Those employees on entry posts with pay scales ranging from Rs.27800-59400 to Rs.40500-85000 should be granted two Time Bound Higher Grades, the first on completion of 8years 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 taken together.
- iii) In the case of direct recruits, recruited against posts carrying the scales of pay of RS.42500-87000 to Rs.55350-101400, one higher grade promotion will be given on completion of 8 years of service.

- iv) For incumbents in the posts on scales of pay above Rs.55350-101400, no Time Bound Higher Grade should be allowed
- v) If there is a regular promotion post including ratio promotion post in respect of entry posts coming under the Pay range of Rs.16500-35700 to RS.32300-68700 and its scale of pay is higher than the Time Bound Higher Grade scales, then the qualified incumbent will be given the scale of pay of the regular promotion post in the direct line of promotion, as Time Bound Higher Grade scale. In case where no such regular promotion post exist under common category in a department, the scales of pay of immediate regular promotion post as shown in the schedule of posts under common category as per Special Rules alone should be given as Time Bound Higher Grade scale. Unqualified hand should 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 specified in Annexure I of the Pay Revision Orders.
- vi) If the scale of pay of the regular promotion post is lower than the Time Bound Higher Grade proposed in the Table specified in Annexure III of the Pay Revision Orders, the scale of pay of Time Bound Higher Grade should be given on completion of prescribed years of qualifying service by reckoning the total service in both the lower post and promotion post taken together. In such cases, pay fixation under Rule 30, of Part I KSR should be given.
- vii) In the case of employees enjoying the Time Bound Higher Grade promotion in the pre-revised grade scale of pay, his pay revision now should be done only in the eligible Time Bound Higher Grade scale. Corresponding revised scale of pre-revised grade scale should not be allowed in such cases.
- viii) The existing option facility for Time Bound Higher Grade is withdrawn with effect from 1.2.2016. For all Time Bound Higher Grade promotions with effect from 1.2.2016, the pay in the higher time scale should be fixed in terms of Rule 28 A Part I KSR. The next increment in the grade scale will be on the date he would have drawn his normal increment in the lower scale. But in the cases where the employee gets the benefit of more than two increments on account of fixation of pay on sanction of higher grade, the next increment in the higher grade scale will accrue on completion of one year service in the Higher Grade Scale.
- ix) In all cases of regular promotions from Time Bound Higher Grades to post 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 KSR. The next increment in the same or higher scale will accrue on the date of increment in the Time Bound Higher Grade.

**Time Bound Higher Grade to School Teachers-**

- i) Lower Primary and Upper Primary School Teachers working in Government/Government Aided Schools is to be allowed Grade Promotions as Grade I, Senior Grade and Selection Grade on completion of 8,15 and 22 years of service respectively as LPSA/UPSA. LP/UP school Headmasters will be allowed TBHG on completion of 8years as Headmaster or 28 years of service as Headmaster and LPSA/UPSA taken together and another grade promotion on completion of 20 years as Headmaster.
- i) High School Assistants is to be allowed higher grade promotions as High School Assistant (Higher Grade), High School Assistant (Senior Grade) and High School Assistant (Selection Grade) in the scales of pay of Rs.32300-68700, Rs.35700-75600 and Rs.36600-79200 respectively on completion of 7,15 and 22 years of service.
- ii) Headmasters of Secondary Schools and equated categories will be allowed Higher Grade on completion of 7years of service as Headmaster/Assistant Educational Officer or 27 years of total service as High School Assistant and Headmaster of High Schools/Training Schools/Assistant Educational Officer taken together”.
- iii) Higher Secondary School Teacher/Vocational Higher Secondary School Teacher/Non Vocational Higher Secondary School Teacher will be allowed two Time Bound Higher Grade promotions as Higher Secondary School Teacher/Vocational Higher Secondary School Teacher/Non Vocational Higher Secondary School Teacher (Higher Grade) and Higher Secondary School Teacher/Vocational Higher Secondary School Teacher/Non Vocational Higher Secondary School Teacher(Selection Grade) on completion of 8years and 15 years of service in the scales of pay of Rs.40500-85000 and Rs.42500-87000 respectively.
- iv) “Higher Secondary School Teacher Junior/ Non Vocational Higher Secondary School Teacher Junior will be allowed two Time Bound Higher Grade promotions as Higher Secondary School Teacher Junior (HG)/ Non Vocational Higher secondary School Teacher Junior (HG) and Higher Secondary School Teacher Junior (Sel.Gr)/ Non vocational Higher Secondary School Teacher Junior (Sel.Gr) on completion of 8years and 15 years of service in the scale of pay of Rs.39500-83000 and Rs.40500-85000 respectively.

- v) Time Bound Higher grade to teachers is to be regulated as per the existing Government orders relating to TBHG.

**Time Bound Higher Grade to Doctors-**

Assistant Surgeon/Dental Surgeon and equated categories of Health Services Department and Assistant Insurance Medical Officer(Allopathy) of Insurance Medical Services Department is to be allowed the scales of pay of the respective promotion posts as Time Bound Higher Grade on completion of 8 and 15 years of service respectively.

**Time Bound Higher Grade to Civil Police Officers/Police Constables-**

Civil Police Officers/Police Constables in Police Department is to be allowed the scale of pay of Rs.27800-59400, Rs.30700-65400, Rs.32300-68700 and Rs.35700-75600 as first, second, third and fourth TBHG on completion of 8,15,22 and 27 years of service respectively provided they are qualified incumbents for promotion to the respective posts.

21. The date of effect of Modified ratio/percentage based higher grade promotions, and other periodical allowance is 01.04.2016.

22. **Part Time Contingent Employees and Casual Sweepers-**

Revised scales of pay have been assigned to the three categories of Part Time Contingent Employees in the Pay Revision Order. The pay fixation of Part Time Contingent employees may be done as detailed in Annexure VI with illustrations in Annexure VI A of the Pay Revision order.

Casual sweepers are entitled for a consolidated amount of Rs.6000/-per month with effect from 01.04.2016 onwards.

23. **Career Advancement Scheme-**

Career Advancement Scheme is applicable to employees who are directly recruited to the entry posts for which professional degree is the basic qualification for appointment. On completion of 8/15 years of service, such employees will be allowed the scale of pay of the respective promotion posts, as specified in Annexure IV of the Pay Revision Order. The existing system of designating the respective promotion posts under the scheme as 'Non cadre promotion post' has been dispensed with in the Pay Revision Order.

These instructions are not exhaustive as they do not cover all the points mentioned in the PROs. These are issued as guidelines only. Heads of Departments may issue suitable instructions to all officers under their control who are authorised to fix pay of Non gazetted

officers strictly following the Provisions/Rules contained in the Pay Revision Order issued vide G.O (P) No. 7/2016/Fin. dated 20.1.2016 and the above guidelines. Doubtful cases may be settled only after getting the points clarified by the competent authority.



Deputy Accountant General (A/cs & VLC)

To

The Additional Chief Secretary to Government, Finance Department (with CL)  
All Heads of Department  
The Director of Treasuries, Thiruvananthapuram  
All District/Sub Treasury Officers