



## GOVERNMENT OF KERALA

Abstract

Revision of Scales of Pay of Government employees, Staff of Educational Institutions, Local Bodies etc. - Recommendations of the Pay Revision Committee - Orders issued.

### FINANCE (PAY REVISION IMPLEMENTATION) DEPARTMENT

G.O.(P)No. 3000/98/Fin.

Dated, Thiruvananthapuram, 25<sup>th</sup> November, 1998.

- Read: 1. G.O.(P)No. 600/93/Fin. dated 25.09.1993.  
2. G.O.(P)No. 930/93(2)/Fin. dated 08.12.1993.  
3. G.O.(Ms)No. 251/(125)/97/Fin. dated 18.02.1997.  
4. G.O.(Ms)No. 647/(141)/97/Fin. dated 19.07.1997.  
5. G.O.(Ms)No. 684/(154)/98/Fin. dated 18.02.1998.  
6. G.O.(Ms)No. 1647/98/Fin. dated 24.06.1998.

#### ORDER

The Pay Revision Committee appointed by the Government of Kerala as per reference cited third submitted its report on 15.05.1998. The Government have since published the report of the Committee. As per reference cited sixth Government have constituted a Cabinet Sub Committee to examine the recommendations in the Report and hold discussions with various Service Organisations. The Cabinet Sub Committee after discussions with various Service Associations and detailed study of the representations submitted its recommendations to the Cabinet. After having examined the recommendations Government are pleased to issue the following orders.

2. The existing scales of pay will be revised as shown in Annexure I. The revised scales will come into force from 01.03.1997. The revised scales of pay for various posts are given in Annexure II.
3. The revised scales assigned to any post on the basis of any personal scales of the incumbents appointed against such posts should not be treated as the scale of the sanctioned post but only the incumbent's personal scale.

#### PAY FIXATION AND PAYMENT OF REVISED SALARY

4. The rules for fixation of pay in the revised scales are incorporated in Annexure III.

### PROMOTION PROSPECTS

#### 5. (1)(a) Ratio/Percentage based higher grade.

The existing ratio/higher grade and the improved ratio to the various categories are indicated at the appropriate places under each Department. The newly introduced ratio/improved ratio promotion will have effect from the date of this order.

#### (b) Time bound higher grade promotion scheme:-

(1). The existing time bound higher grade promotion Scheme and the grades to be assigned on revision of pay scales under the Scheme, will be modified as specified in the Table I and II given below with effect from the date of order.

(2). Employees who remain in their entry posts on scale of pay ranging from Rs.2610 - 3680 to Rs.4600 - 7125 will be granted three higher grades on completion of the period of qualifying service in their posts as follows with the scale of pay indicated in Table I.

- (i) The first higher grade on completion of 10 years service in the entry post.
- (ii) The second higher grade on completion of either 8 years of service in the first promoted post or a total service of 18 years in the entry post and the first regular promotion post/time bound higher grade together, whichever is earlier.
- (iii) The third higher grade on completion of 23 years of total service in the entry post and the regular promotion post(s)/time bound higher grade(s) together.
- (iv) A fourth time bound higher grade in the scale of Rs.3350-5275 will be allowed to Class IV employees on completion of 30 years.

TABLE - I

Revised Pay Scale	First Time-bound Higher Grade in the entry post	Second Time bound Higher Grade	Third Time-bound Higher Higher Grade
1	2	3	4
2610-3680	2650-4150	2750-4625	3050-5230
2650-4150	2750-4625	3050-5230	3350-5275
2750-4625	3050-5230	3350-5275	3590-5400
3050-5230	3350-5275	4000-6090	4600-7125
3350-5275	4000-6090	4600-7125	4600-8000
3590-5400	4000-6090	4600-7125	4600-8000
4000-6090	4500-7000	4600-8000	5500-9075
4500-7000	4600-8000	5500-9075	5800-9425
4600-7125	5000-8150	5500-9075	5800-9425

(3) Those on entry posts with pay scales ranging from Rs.4600 - 8000 to Rs.7450 - 11475 will be granted two time bound higher grades; the first on completion of 10 years of service in the entry post and the second on completion of either 8 years of service in the first promotion post or 18 years of total service in the entry post and first promotion post/higher grade together whichever is earlier as specified in the Table II below.

TABLE - II

Revised Pay Scale In the entry post	First Time-bound Higher Grade for 10 years Service in the entry post	Second Time bound Higher Grade
1	2	3
4600-8000	5250-8150	5800-9425
5000-8150	5500-9075	6500-10550
5250-8150	5800-9425	6675-10550
5500-9075	6500-10550	7200-11400
5800-9425	6500-10550	7200-11400
6500-10550	7200-11400	7800-12975
6675-10550	7200-11400	7800-12975
7200-11400		
7450-11475	7800-12975	8250-13650

(4) The second higher grade as mentioned under Table I and II above will be available to all those who may get their first promotion even in a shorter span than 10 years by the operation of any of the existing norms for such promotion.

(5) For direct recruits against posts carrying the scale of Rs.7800 - 12975, one higher grade promotion in the scale of Rs.8250 - 13650 will be given on completion of 10 years of service. However, a direct recruit will get the benefit of 10 year time bound higher grade promotion only if his non-direct recruit senior has been promoted. For incumbents of posts on scales of pay above Rs.7800 - 12975, 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.2610 - 3680 to Rs.5800 - 9425 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 i.e. those possessing the qualification prescribed for the promotion post 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.

If the scale of pay of the promotion post is lower than the time bound higher grade proposed in the Table, the 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 28.A Part I KSR for the 10 year grade will be based on the basic pay of the lower post.

(7). In the case of entry posts whose scales of pay are Rs.6500 - 10550 and above, time bound higher grade scales will be as specified in the table given above. Scales of pay of promotion posts will not be given as time bound higher grade in these cases. This is applicable also in the case of employees enjoying the Scale of Pay of Rs.6500 - 10550 and above either by regular promotion or by time-bound higher grade.

In case the scale of pay of the regular promotion post is higher than the time bound higher grade allowed as specified in the table above, fixation of pay on promotion to the regular post will be done based on the basic pay notionally arrived at in the lower post. If the pay fixed in the revised scale of time bound higher grade (1997 revision) is a stage in the revised scale of the regular promotion post, the pay on regular promotion will be fixed at that stage and if it is not a stage, the pay will be fixed at the lower stage. The drop in emoluments will be protected as personal pay not to be absorbed in future increases of pay but will be treated as basic pay for the purpose of fixation of pay on promotion to higher post for Pension, Dearness Allowance etc. However the protection ordered above is allowed only at the time of fixation of pay on promotion and not on subsequent increases of pay in the higher grade.

(8). The scales of pay in Column I of the table above denote the pay scales of the posts to which the employees are recruited initially and the time bound higher grades allowable on completion of prescribed periods of service on each such entry post will be specified in Column 2,3 and 4 of the tables as the case may be and not with reference to the scale of pay of the promotion post or higher post held subsequently.

(9). In case the 18/23 year higher grades as per the tables 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.

(10). 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.

(11). 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 by transfer 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, even if it is appointment by transfer from subordinate service to State Service 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 only. Those who get regular promotion or appointment to higher posts within the period specified for each time bound higher grade will not be granted further time bound higher grade during that period.

(12) Those who relinquished or relinquish regular promotions will not be given time bound higher grades as at present.

(13) All other existing general terms and conditions of ratio grade/time bound higher grade promotions will continue subject to the modifications issued by Government from time to time.

#### **PAY SCALES OF NON-CLERICAL TECHNICAL STAFF**

6. With a view to improve the Pay Scales of certain Categories of non-clerical technical staff Government have decided to increase their Scales of Pay to the next higher Scale at the entry level. The changes in Scales made accordingly in respect of certain categories are shown against the designations in Annexure - II. Finance Department will define and identify the other eligible designations in this Category 'non-clerical technical staff'. Orders on this will be issued thereafter.

#### **TEACHERS**

7. Teachers will be allowed three grade promotions on completion of 10, 18 and 23 years of service instead of the existing 10, 20 and 25 years. Existing scheme of time bound promotion of Headmasters of Primary and Secondary Schools will continue as such.

#### **DOCTORS**

8. Assistant Surgeon/Dental Surgeon and equated categories of Health Services Department and Assistant Insurance Medical Officers (Allopathy) of Insurance Medical Services Department will be given the scales of Rs.10,000 - 15150 and Rs.14000 - 18000 as their 10 years and 18 years higher grade respectively.

#### **STAGNATION INCREMENT**

9. The employees who reach the maximum of their Scales of pay and become ineligible for any increment in their existing Scales are now granted three Stagnation increments - the first two annual and the last one biennial after reaching the maximum of the Scale. This Scheme will continue. However the maximum pay due to such increments should not go above Rs.18,300/-.

## REMUNERATION TO PART-TIME CONTINGENT EMPLOYEES

10. The Part-time Contingent employees will be paid remuneration at the following rates.

PTC employee Category	Existing rate	Revised rate
1. Part-time Sweepers/Cleaners whose area is 400 sq.ms. and above but below 800 sq.ms. and Part-time Contingent employees other than those in category (1) whose remuneration cannot be determined based on sweeping area.	Rs.460/- p.m. plus DA plus Interim Relief	Rs.1500/-p.m. plus D.A.
2. Part-time Sweepers/Cleaners whose area of work is 100 sq.ms. and above but below 400 sq. ms.	Rs.370/- p.m. plus DA plus Interim Relief	Rs.1250/-p.m. plus D.A.

- a. i) For those who have put in a total of 10 years of service as Part-time Contingent employees, an increase of Rs.100/- in the basic pay will be allowed.
- ii) For those who have put in a total of 20 years of service an increase of Rs.200/- (Rs.100 + Rs.100) in the basic pay will be allowed.
- iii) For those who have put in a total of 25 years of service an increase of Rs.250/- (Rs.100 + Rs.100 + Rs.50) in the basic pay will be allowed.

They will also be entitled to:

- b. i) Earned Leave at the rate of 1/22 for the period spent on duty subject to a Maximum of 15 days in a year;
- ii) Surrender Leave facilities as available to other Govt. employees;
- iii) CCA at the rate of Rs.12/- p.m. for those working in designated cities.

## 11. ALLOWANCES AND OTHER ADDITIONS TO PAY

### (i). DEARNESS ALLOWANCE

All categories of State Government Employees, staff of Educational Institutions, Local Bodies etc. will be eligible for the following rates of Dearness Allowance from the dates mentioned below:

<u>Date from which payable</u>	<u>Rate of Dearness Allowance per mensem</u>
From 01.03.1997	8% of Pay
From 01.07.1997	13% of Pay
From 01.01.1998	16% of Pay

The payment of Dearness Allowance from the dates indicated above shall be made after adjusting the instalments of Dearness Allowance already sanctioned and paid to the State Government employees.

(ii) HOUSE RENT ALLOWANCE

(a) House Rent Allowance will be paid at the revised rates based on pay ranges and classification of Cities/places as shown below.

Pay Range	Amount of HRA payable			
	B2 Class Cities	Municipalities coming under 'C' Class Cities	District Headquarters, Municipal Towns, Taluk Headquarters, Townships Other than B2 and 'C' Class Cities	Unclassified Places
1	2	3	4	5
2610-2779	160	120	120	
2780-4429	260	180	180	
4430-8299	460	300	260	100
8300-10319	600	400	300	
10320-11899	800	540	300	
11900 and above.	1000	660	300	

Note: The rate of HRA payable is subject to the classification of the Cities/places from time to time by the Government of India and appropriate orders thereon by the State Government.

(b) Employees working in Offices situated within 5 Km from B2 cities and 1 Km from 'C' Class cities will be paid HRA at the rate admissible in the respective categories, subject to observation of following procedure as at present.

- (i) For this purpose the distance shall be computed with reference to the nearest route between the Cities/Municipalities and the place where the office is situated.
- (ii) The Executive Engineer (Buildings), PWD whose jurisdiction the office is situated shall be required to issue a certificate to the drawing and disbursing officer indicating therein the distance between the place of the Office and the last point of City/Municipal unit as computed in sub-para (1) above and the Executive Engineer will issue such certificate in respect of the offices coming within their jurisdiction, expeditiously.

#### 12. RENT RECOVERY FROM GOVERNMENT EMPLOYEES RESIDING IN GOVERNMENT QUARTERS

	Existing Rate	Revised Rate
i) Those who draw the Scale of Pay between Rs.2610 - 3680 and Rs.2750 - 4625	5.5% of basic pay	2%
ii) Those who draw the Scale of Pay from Rs.3050 - 5230 but below Rs.6500 - 10550	6% of basic pay	2.5%
iii) Those who draw the Scale of Pay from Rs.6500 - 10550 but below Rs.7800 - 12975	7% of basic pay	3%
iv) Those of and above the Scale of Pay of Rs.7800 - 12975	8.5% of basic pay	4%

#### 13. CITY COMPENSATORY ALLOWANCE FOR EMPLOYEES WORKING IN OFFICES LOCATED WITHIN THE CITY LIMITS OF THIRUVANANTHAPURAM, KOCHI AND KOZHIKODE.

Pay Range	Rate per Month
Below Rs.3050	Rs. 30
Rs. 3050 and above but below Rs.4500	Rs. 40
Rs.4500 and above but below Rs.5800	Rs. 65
Rs.5800 and above	Rs. 120

#### 14. MEDICAL BENEFITS

Government employees who are entitled to avail of the facilities of certain specified medical institutions are allowed interest free loans covering 75% of the estimated cost of undergoing treatment in such institutions subject to a maximum of Rs.50,000/- to cover costly treatment for specified purposes in specialised



hospitals/Government hospitals within the State also. The monetary limit for this will be raised to Rs.75000/- or 80% of the estimated cost of the treatment whichever is lower.

**15. REIMBURSEMENT OF COST OF SPECTACLES**

The limit of Rs.100/- on the reimbursement of cost of spectacles is raised to Rs.300/-.

**16. SPECIAL ALLOWANCE**

The system of Special Pay will be dispensed with and should not be reckoned for any other benefit; such as DA, HRA, Compensatory Allowances, Pension, Gratuity etc. In order to avoid any confusion this should henceforth be termed as 'Special Allowance' and not 'Special Pay'. The only exception to this will be the Special Pay granted in lieu of higher time Scale. Special Pay being paid to any category of employees including those in the State Election Commission, Commissionerate of Entrance Examination, Rural Development Commissionerate will stand discontinued with effect from the date of this order. The rates of Special Allowance are given in Annexure IV.

**17. SPECIAL ALLOWANCE TO EMPLOYEES HANDLING CASH**

The existing Special Pay of Rs.30/- and Rs.75/- will henceforth be termed as 'Special Allowance.' The existing conditions for granting this allowance will continue without any change.

**18. COMPENSATORY ALLOWANCE**

The rates of Compensatory Allowance are given in Annexure V.

**19. RISK ALLOWANCE**

The rates of Risk Allowance are given in Annexure VI.

**20. NON-PRACTISING ALLOWANCE**

The rates of Non-Practising Allowance are given in Annexure VII.

**21. UNIFORM ALLOWANCE**

The Categories of posts and Uniform Allowance payable will be as shown in Annexure VIII. With regard to supply of Uniform, the existing pattern will continue.

**22. SPECIAL ALLOWANCE TO POLICE, PRISON, SOCIAL WELFARE, FIRE FORCE, EXCISE AND FOREST PERSONNEL**

The rates are given in Annexure IX.

**23. STITCHING CHARGES**

The revised rates of Stitching Charges will be the following:

Name of Items	Revised Rate (Rs.)
Blouse	16.00
Apron	30.00
Coat & Trousers	130.00
Bush Shirt/Shirt & Trousers	120.00
Shirt & Shorts	80.00
Overcoat	75.00

**24. WASHING ALLOWANCE**

Washing Allowance is being given at the rate of Rs.20/- p.m. for general categories and Rs.30/- p.m. for Nursing Staff in the Department of Health Services, Indian Systems of Medicine, Homoeopathy, Insurance Medical Services and Midwives in Panchayat Service. The rates are revised as Rs.25/- and Rs.35/- respectively.

**25. FOOTWEAR/CHAPPAL ALLOWANCE**

The existing rate of Foot Wear Allowance of Rs.80/- per annum will be enhanced to Rs.100/-

**26. PROJECT ALLOWANCE**

The revised pay ranges and the rate of Project allowance are given below:

Pay Range	Rate per month (Rs.)
(a) Those drawing basic pay of Rs.4850/- and above	160/-
(b) Those drawing basic pay of Rs.3750/- and above but below Rs.4850/-	130/-
(c) Those drawing basic pay of Rs.2650/- and above but below Rs.3750/-	110/-
(d) Those drawing basic pay below Rs.2650/-	90/-

**27. HILL TRACT/WARM CLOTHING ALLOWANCE**

Warm clothing allowance is paid to employees working in Government Offices situated in hilly areas who are entitled to hill tract allowance at the rate of Rs.250/- once in two years for purchase of warm clothing. It is proposed to combine both the above allowances into the Hill Tract Allowance and to include an element of Warm Clothing Allowance in the Hill Tract Allowance. The warm clothing allowance of Rs.250/- will therefore stand discontinued. The revised Hill Tract Allowance shall be as given in the Table below:

Pay Range	Rate per month (Rs.)
a) Officers whose pay is Rs.5800 and above	135
b) Officers whose pay is above Rs.3500/- but below Rs.5800	115
c) Officers whose pay is up to and including Rs.3500	90
d) Part-time Contingent Employees	30

The staff in the Telecommunication unit of Police Department working in the notified Hill tracts will get HTA at double the normal rates in view of the difficult work environment.

#### 28. EX-GRATIA PAYMENT

The Ex-Gratia Payment of Rs. 1,50,000 for death in violent incidents while on duty, now restricted to police personnel only, is extended to all employees under Government. The existing system of ex-gratia payment of Rs.50,000 for death while on duty will continue along with other existing ex-gratia payments. The rates are as indicated below:

Nature of injury	Rate (Rs.)
1. Death in violent incidents while on duty	1,50,000
2. Death while on duty	50,000
3. Permanent disablement disqualifying one to continue in Government service	(i) 35,000 (If not eligible for Pension)
	(ii) 20,000 (If eligible for Pension)
4. (a) Emasculation. (b) Permanent privation of the sight of either eye or hearing of either ear. (c) Privation of any member or joint. (d) Destruction of permanent impairing of the powers of any member or joint (e) Permanent disfiguration of head or face	15,000
5. (a) Fracture or dislocation of a bone or bones, a tooth or teeth. (b) Any hurt which endangers life or which causes the person bodily pain or make him unable to follow his ordinary pursuits for ten days.	1,000
6. Minor injuries due to stone throwing etc., requiring hospitalisation.	500

#### 29. (a) TRAVELLING ALLOWANCE

For the purpose of Travelling Allowance, Officers are classified into the following four Grades:

Grade I: All Officers who draw an actual pay of Rs.9000/- and above and Heads of Departments, Private Secretary to the Ministers and All India Service Officers irrespective of the Pay drawn by them.

Grade II: (a) Officers with actual pay of Rs.7500/- and above, but below Rs.9000/-

Grade II: (b) Officers with actual pay of Rs.4800/- and above but below Rs.7500/- N.G.Os, other Last Grade Servants when they accompany the Governor and Ministers will be treated as Grade II (b)

- Grade III: Officers with actual Pay of Rs.3000/- and above but below Rs.4800/-  
 Grade IV: Officers with actual Pay below Rs.3000/-.

Actual Pay include Substantive/Officiating Pay, Personal Pay, Dearness Pay and any other items specially classified as Pay in Note 3 of Rule (i) Part I, Kerala Service Rules.

The revised rates in respect of the Mileage Allowance, Incidentals, Daily Allowance, Room Rent etc. shall be as given below:

(b) MILEAGE ALLOWANCE:

	<u>Revised Rate (Rs.)</u>
Grade I	0.36
Grade II (a)	0.28
Grade II (b)	0.28
Grade III	0.24
Grade IV.	0.24

(c) INCIDENTAL RATES (ROAD/RAIL)

<u>Grade</u>	<u>Revised (Rs.)</u>
I	0.12
II (a)	0.10
II (b)	0.10
III	0.06
IV	0.06

(d) DAILY ALLOWANCE:

<u>Grade</u>	<u>Revised Rate</u>	
	<u>Inside State (Rs.)</u>	<u>Outside State (Rs.)</u>
I	100	150
II (a)	70	100
II (b)	60	90
III	50	75
IV	50	75

(e) CLASSIFICATION OF GOVERNMENT OFFICIALS FOR THE PURPOSE OF CARRYING PERSONAL EFFECTS BY TRAIN, STEAMER OR OTHER CRAFTS ON TRANSFER AS CONTAINED IN RULE 67 (a) I (iii), PART II, KERALA SERVICE RULES

- Officers whose actual pay is Rs.9000/- and above 2240 Kgs
- Officers whose actual pay is Rs.4800/- and above 1120 Kgs
- All other Officers with basic pay below Rs.4800/- 560 Kgs

(f) LOADING AND UNLOADING CHARGES FOR JOURNEYS OF TRANSFER:

	<u>Rate</u>
Grade I	Rs.250/- at each end
Grade II (a) and (b)	Rs.125/- at each end
Grade III	Rs. 90/- at each end
Grade IV	Rs. 90/- at each end

(g) INCIDENTALS FOR AIR JOURNIES:

	<u>Rate (Rs.)</u>
Grade I	85/-
Grade II (a)	60/-
Grade II (b)	45/-
Grade III	35/-
Grade IV	30/-

(h) REIMBURSEMENT OF ROOM RENT:

	<u>Rate</u>	
	(i) New Delhi, Mumbai, Calcutta, Chennai (Rs.)	(ii) Other Cities/Towns outside the State (Rs.)
Grade I	500	300
Grade II (a)	500	300
Grade II (b)	350	250
Grade III	350	250
Grade IV	250	100

**30. ELIGIBILITY FOR AIR TRAVEL**

In view of the rising cost of air travel, eligibility for air travel shall be restricted to those occupying scale of Rs.8250 - 13650 and above and Travel by AC I Class shall be allowed only by special permission.

**31. PERMANENT TRAVELLING ALLOWANCE AND PERMANENT CONVEYANCE ALLOWANCE**

The rates of Permanent Travelling Allowance and Permanent Conveyance Allowance are given in Annexure X.

**32. ADVANCES (HOUSE BUILDING ADVANCE, VEHICLE ADVANCE ETC.)**

The rates will be as shown below. The interest payable will be decided by Government from time to time.

**1. House Building Advance**

Rs.3.75 lakhs or 50 times basic pay whichever is less.



**37. PENSION AND OTHER RELATED BENEFITS**

The orders on Pension and other related benefits are issued separately.

**DATE OF EFFECT**

38.(a). The date of effect of the orders on the following paras will take effect from 01.11.1998.

5 (1) (b), 7, 8, 10. a. (i) (ii) & (iii) & 10. b. (iii), 11 (ii),  
12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25,  
26, 27, 28, 29, 30, 31, 32, 33, 34. (a), 35, 36.

(b) However in view of the possible time lag likely to occur for fixation of pay in the revised scales, Interim Relief, Special Pay, allowances etc. drawn according to the pre-revised structure from 01.11.1998 or thereafter will be recovered from the entitlements to the employees following revision.

**39. EMPLOYEES WHO OPT TO RETAIN THEIR PRE-REVISED SCALES OF PAY**

In respect of those employees who opt to retain their pre - 01.03.1997 Scales of Pay, the emoluments shall include those components as laid down in Rule 3 (i), (ii) and (iv) in the Rules for Fixation of Pay in the revised Scales, Interim Relief admissible under the relevant orders and Dearness Allowance at 1510 Points of All India Consumer Price Index. It is also clarified that in the case of employees who opt to remain in the pre-revised scales of pay beyond 01.03.1997 the benefits like House Rent Allowance and other additions to pay would be payable on the revised rates from 01.03.1997 or from the dates otherwise specified in this order on the basis of their pre-revised pay plus Dearness Allowance at 1510 points.

**40. INTERIM RELIEF**

The two instalments of interim relief sanctioned to the employees will stand withdrawn with effect from the date of effect of the pay revision i.e. 01.03.1997. The two instalments of Interim Relief already drawn by the employees from the date of option will be adjusted from their entitlements on account of the pay revision. The same principle will be applicable to those who have retired after 01.03.1997. The Interim Relief drawn from 01.11.1998 or thereafter will also be recovered from the entitlements to be paid in cash to the employees as indicated in Para 38 (b).

**41. ARREARS**

Arrears of salary on fixation of pay in the revised pay scales for the period upto 31.10.1998 will be impounded and credited to the PF account of the employees. The arrears will not be allowed to be withdrawn till 31.10.2002 except in the case of those who are retiring before 31.10.2002, in whose case the arrears so impounded will be released on their retirement. Arrear Bills may be claimed with attached Provident Fund schedules for crediting the amount to the General Provident Fund Accounts of the employees. Interest on the arrears credited to the General Provident Fund Account will accrue from the first of the month in which the Bill is presented in the Treasury.

42. In the case of those employees who have not started subscription to Provident Fund the drawal of arrears will be deferred and as and when the Provident Fund Account is opened it shall be drawn and deposited to it.
43. Those who retired between 01.03.1997 and the date of this order will be paid arrears of salary after 31.03.1999 and arrears of pension in two quarterly instalments commencing from 01.12.1998. Those in whose case it is not obligatory to maintain Provident Fund account will be paid the arrears of salary in cash on termination of service. Arrears of Commutation and DCRG of those who retired between 01.03.1997 and the date of this order shall be disbursed to them in 8 half yearly instalments over a period of four years from 01.12.1998. Interest as applicable for General Provident Fund will be paid on these arrears along with each instalment. The interest will accrue from the date of authorisation of revised DCRG and Commutation.
44. The revised scales of pay and other benefits sanctioned in this order will be applicable to all State Government employees, Aided School and Private college staff including those employed in Private Polytechnics and also employees of local bodies.
45. According to the existing rules, fixation of pay as contemplated under Rule 28 A Part I KSRs will not be applicable to cases of promotion/appointments made from posts carrying a Scale of Pay, the minimum of which exceeds Rs.3900/-. This limit will be revised to Rs.12,600/- and will take effect from 01.03.1997. Necessary amendments to KSRs will be issued separately.
46. The pay of all non-gazetted 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 Gazetted Officers the drawal of the revised salary will be authorised by the Accountant General on the basis of their option. The non-Gazetted Officers will forward their option to the officer who draws their salary or countersign the salary bills, as the case may be, and the Gazetted Officers to the Accountant General. The option statement will be pasted in the Service Book in the case of the Non-Gazetted Officers after countersignature by the drawing officer.
47. Where promotion posts happen to have the scale of pay of feeder category posts, one advance increment will be granted to the incumbents appointed by promotion in posts carrying the scale of pay of feeder category posts. This advance increment will not be granted in the case of promotion from a time-bound higher grade to a regular promotion post in the same Scale of Pay.
48. Omissions or errors, if any, in respect of posts or scales of pay indicated in Annexure II of these orders should be reported to Government by the Heads of Department within a month positively with relevant supporting documents for timely rectification.



49. Arrear claims preferred in pursuance of these orders will be paid without pre-audit in relaxation of Article 53, Kerala Financial Code, Volume I.
50. 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 where fixation or grant of higher grade 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 Gazetted Officers the inspecting officers should intimate them to the Accountant General for appropriate action.
51. Statutory Corporations/Boards etc. and grant-in-aid institutions where State Scales of Pay are allowed to their employees, approval/sanction of the concerned Administrative Departments of Secretariat will have to be obtained for extending the new Pay Scales etc. to their employees.
52. Leave Salary/Pension Contribution based on the pay in the revised Scales of Pay will be recovered from 01.03.1997 or from the date of effect of option of the employees concerned in the revised Scales of Pay. Foreign employers will arrange the remittance at the revised rates from 01.03.1997 or from the date of option exercised by the employee concerned.
53. Certain changes ordered above will require amendment to the existing provisions in Kerala Service Rules. This will be done wherever necessary.
54. Recoveries will be insisted upon in cases where overpayments 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 in the application of the rules, he shall seek clarification of the Finance Department in Government before approving the pay fixation and disbursing the pay.

By Order of the Governor,

**VINOD RAI**  
PRINCIPAL SECRETARY(FINANCE)

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.  
The Accountant General (A&E), Kerala, Thiruvananthapuram.  
All Heads of Department and Offices.  
All Departments (all sections) of Secretariat.  
The Secretary, Kerala Public Service Commission (with C.L.)  
The Registrar, High Court of Kerala, Ernakulam (with C.L.)  
The Registrars, University of Kerala//Cochin/Calicut.

The Registrar, Mahatma Gandhi University, Kottayam (with C.L.)  
 The Registrar, Kannur University, (with C.L.)  
 The Registrar, Sree Sankaracharya Sanskrit University, Kalady. (with C.L.)  
 The Registrar, Kerala Agricultural University, Thrissur (with C.L.)  
 The Advocate General, Ernakulam (With C.L.)  
 The Secretary, Kerala State Electricity Board (with C.L.)  
  
 The Managing Director, Kerala State Road Transport Corporation,  
 Thiruvananthapuram (With C.L.)  
 All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries  
 and Under Secretaries to Government.  
 The Secretary to Governor.  
 The Private Secretaries to the Chief Minister and other Ministers.  
 The Private Secretary to the Government Chief Whip.  
 The Private Secretary to the Leader of Opposition.  
 The Additional Secretary to the Chief Secretary.  
 The Private Secretary to Speaker.  
 The Private Secretary to Deputy Speaker.  
 The Director of Public Relations, Thiruvananthapuram.