

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

Memo No.PCC-51/2008/55371/F., dt.26.12.2008

To

**All Departments of Government/
All Heads of Departments/
All Collectors.**

Sub : Procedure for fixation and drawal of pay in the revised scales under the Orissa Revised Scales of Pay Rules, 2008.

In pursuance of Government in F.D. Resolution No.54080/F., dt.16.12.2008 the pay scales of various posts/services under the State Government have been revised with effect from the 1st January, 2006. The Orissa Revised Scales of Pay Rules, 2008 incorporating the details of the revised scales and procedure of pay fixation have been issued vide Notification No.55244/F.,dt.24.12.2008. Subject to the provisions of these Rules, the following instructions shall be scrupulously observed in matters of fixation and drawal of pay, maintenance of service books, etc.

- (I) The option to come over to the revised scale or to retain the existing scale shall be exercised by the employee and furnish the same to the Head of Office as required under Rule-6(1) of the Orissa Revised Scales of Pay Rules, 2008.
- (II) The prescribed authority to whom option is intimated shall be competent to accept it. The option statement should be signed in each case as token of acceptance. A copy of the option should be retained by the accepting authority for record in his office and the other copy shall be made over to the Drawing and Disbursing Officer for attaching the same to the first pay bill in which the salary of the employee is drawn in the revised scale. Entries regarding exercise of option and fixation of pay should be made in the original and duplicate copies of service books of the employee in the following form :-

“Certified that as required under the Orissa Revised Scales of Pay Rules, 2008, option to come over to the revised scale with effect from _____/to retain the existing scale upto _____ has been exercised by the employee and the option has been accepted. Pay in the revised scale has been fixed under Rule-7 of the said Rules as per the Third Schedule”.

- (III) In respect of employees who elect to come over to the revised scales, the DDO concerned shall fix the revised scale of pay under ORSP Rules, 2008 in the manner illustrated at *Annexure-1 (Seven Nos.)*. The revised scale of pay shall be drawn in the monthly salary of December, 2008 to be drawn in January, 2009.
- (IV) After revision of pay, the total differential arrear shall be calculated and 40% of the same is to be drawn in cash and disbursed on or before 31.03.2009 without checking by the designated authority. The pay fixation statement shall be checked after drawal of 40% arrear and if any excess drawal is made due to wrong fixation the same shall be adjusted towards subsequent drawal of arrear or any other dues.
- (V) The DDO and the Head of the Office shall be held equally responsible for wrong fixation and excess drawal if any for which both of them shall be liable for penal action for such omissions and commissions in this regard.
- (VI) The balance 60% of the differential arrear shall be drawn in financial year 2009-10 after post checking of 40% arrear already drawn & paid and pre-checking for the balance 60% arrear by the checking authority as indicated in this circular. However, clearance from Finance Department shall be given separately for payment of 60% arrear in the next financial year 2009-10 after which the arrear can be drawn.
- (VII) The mode of payment for balance 60% arrear will be communicated by the Government in due course.
- (VIII) The revised pay fixation statements (in triplicate) shall be prepared by the Heads of Offices concerned in accordance with the provisions of Rule-7 of the Orissa Revised Scales of Pay Rules, 2008 in the form specified in the Third Schedule of ORSP Rules 2008.
- (IX) The statement of pay fixation shall be checked by the designated authorities as indicated below before drawal of the balance 60% of the arrear during 2009-10. In the Secretariat FA/AFA or in their absence an Officer other than the Officer who has prepared the statements may be nominated by the Secretary of the concerned Department to check the pay fixation statement.

Department/Office for scrutiny of pay fixation statement	Checking Authority
Secretariat Establishment/ Attached Offices/ Offices of Heads of Departments.	Secretariat Departments (FA/AFA and in their absence an Officer other than the Officer who has prepared the statements may be nominated by the Secretary of the concerned Department)
Attached Offices/District Level Offices/ Range Offices	Heads of Department
Office subordinate to Dist. Level offices	District Level Offices
Revenue and Block Offices in the Sub-Division	Sub-Divisional Offices (Revenue Department)

- X) In respect of employees who have joined posts for which revised pay scales have been prescribed, after the commencement but before the publication of the Rules, their pay shall be fixed in the manner prescribed under Rule-8 of ORSP Rules-2008.
- XI) The pay fixation statement (in triplicate) shall be sent to the checking authority alongwith 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 alongwith service book to the Heads of Offices concerned.

Where the checking authority finds it difficult to scrutinize the pay fixation statements of sub-ordinate offices due to large number of employees involved, he/she may authorize one or more Gazetted Officer of his/her 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/herself from the responsibility of correct pay fixation of the employees.

- XII) One copy of the certified pay fixation statement shall 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.

- XIII) Pay in the revised scale will be drawn only after obtaining an undertaking from the employee that excess payment, if any, detected in future will be refunded by him. An undertaking to this effect as specified in Fifth Schedule under Rule-17 shall be furnished by the employee.
- XIV) A certificate in the following form shall also be recorded by the D.D.O. concerned 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 undersigned and an undertaking/undertakings to refund excess payment, if any, detected in future has/have been obtained from him/them”.

- XV) **At the time of post checking, if excess payment is detected and after adjustment from the arrear salary still some amount is left un-adjusted, the same will be adjusted from the recoverable pensionary benefit of the employee concerned. On account of non-adjustment and non-recovery from future dues and recoverable pensionary benefit, the DDO shall be held personally responsible.**
- XVI) In case of employees enrolled under the New Pension Scheme (NPS), their monthly subscription and appropriate equivalent Govt. contribution shall be deducted/drawn from salary of December, 2008 and onwards in the revised scale and credited/remitted to the appropriate Account/Authority as prescribed.
- XVII) In authorizing the payment of arrear salary in the revised scale of pay, the income tax as due for the respective financial year shall also be deducted and be credited to Government in accordance with the instructions on the subject.

2. Rule-14 of the Orissa Revised scales of Pay Rules, 2008 contains guidelines for fixation of pay in the Assured Career Progression (ACP) of different categories of employees. Accordingly, the respective appointing authorities shall constitute the Screening Committee for the employees as the case may be.

3. These instructions be brought to the notice of all sub-ordinate offices.


(D.P. Das) 26/12/08

Special Secretary to Government

Memo No.55372(550)/F., dt.26.12.2008

Copy forwarded to the Secretary to His Excellency Governor/Secretary to Chief Minister/Private Secretary to Hon'ble Minister, Finance/Accountant General (Accounts), Orissa, Bhubaneswar/Accountant General (A&E), Orissa Bhubaneswar/Sr. D.A.G.(Works), Orissa, Puri/All Financial Advisers and Asst. Financial Advisers/Principal, M.I.A.F., Orissa/Principal, Secretariat Training Institute, Bhubaneswar/All District and Session Judges/Sub-Collectors/All Treasury, Special Treasury and Sub-Treasury Officers for information and necessary action.

Don.
26/12/08
Under Secretary to Government

Memo No.55373/F., dt.26.12.2008

Copy forwarded to the Head of Portal Group, IT Centre, Secretariat, Orissa for information. He/she is requested to lunch the Circular regarding Procedure for fixation and drawal of pay in the revised scales under the Orissa Revised Scales of Pay Rules, 2008. in the Website (www.orissa.gov.nic.in/finance/index.htm) of Finance Department for general information (Floppy enclosed).

Don
26/12/08
Under Secretary to Government

Memo No.55374(120)/F., dt.26.12.2008

Copy forwarded to all Officers/Branches in Finance Department for information and necessary action.

Don
26/12/08
Under Secretary to Government

Annexure-1**Illustration 1 : Fixation of pay in the revised pay structure**

Initial fixation of Group D employees in -1S

1.	Existing Scale of Pay	Rs.2500-55-2660-60-3200
2.	Pay Band applicable	-1S Rs.4440-7440
3.	Existing basic pay as on 01.01.2006	Rs.2840
4.	Pay after multiplication by a factor of 1.86	Rs.5282 (Rounded off to Rs.5290)
5.	Pay in the Pay Band	Rs.5290
6.	Grade Pay attached to the scale	Rs.1300
7.	Revised basic pay	Rs.5290 + 1300

Illustration 2 : Fixation of pay in the revised pay structure (PB-1)

1.	Existing Scale of Pay	Rs.4000-100-6000
2.	Pay Band applicable	PB-1 Rs.5200-20200
3.	Existing basic pay as on 01.01.2006	Rs.4700
4.	Pay after multiplication by a factor of 1.86	Rs.8742 (Rounded off to Rs.8750)
5.	Pay in the Pay Band	Rs.8750
6.	Grade Pay attached to the scale	Rs.2400
7.	Revised basic pay	Rs.8750 + 2400

Illustration 3 : Fixation of pay in the revised pay structure (PB-2)

1.	Existing Scale of Pay	Rs.4750-125-7500
2.	Pay Band applicable	PB-2 Rs.9300-34800
3.	Existing basic pay as on 01.01.2006	Rs.5250
4.	Pay after multiplication by a factor of 1.86	Rs.9765 (Rounded off to Rs.9770)
5.	Pay in the Pay Band	Rs.9770
6.	Grade Pay attached to the scale	Rs.4200
7.	Revised basic	Rs.9770 + 4200

Illustration 4 : Fixation of pay in the revised pay structure (PB-3)

1.	Existing Scale of Pay	Rs.10650-325-15850
2.	Pay Band applicable	PB-3 Rs.15600-39100
3.	Existing basic pay as on 01.01.2006	Rs.12275
4.	Pay after multiplication by a factor of 1.86	Rs.22832(Rounded off to Rs.22840)
5.	Pay in the Pay Band	Rs.22840
6.	Grade Pay attached to the scale	Rs.6600
7.	Revised basic pay	Rs.22840 + 6600

Illustration 5 : Fixation of pay in the revised pay structure (PB-4)

1.	Existing Scale of Pay	Rs.14300-400-18300
2.	Pay Band applicable	PB-4 Rs.37400-67000
3.	Existing basic pay as on 01.01.2006	Rs.17500
4.	Pay after multiplication by a factor of 1.86	Rs.32550
5.	Pay in the Pay Band	Rs.37400 (Initial of the Pay Band)
6.	Grade Pay attached to the scale	Rs.8700
7.	Revised basic pay	Rs.37400 + 8700

Illustration 6 : Pay fixation on grant of increment in the revised pay structure.

1.	Pay in Pay Band – 2	Rs.9300
2.	Grade Pay	Rs.4200
3.	Total Pay + Grade Pay	Rs.13500
4.	Rate of increment	3% of 3 above.
5.	Amount of increment	Rs.405 (Rounded off to Rs.410)
6.	Pay in Pay Band after increment	Rs.9300+410
7.	Pay after increment	Rs.9710
8.	Grade Pay applicable	Rs.4200
9.	Basic Pay after increment	Rs.9710 + 4200

Illustration 7 : Fixation of pay on promotion on or after 01.01.2006 in same Pay Band with same Grade Pay.

1.	Pay in the existing scale of pay of Rs.5000-150-8000 as on 01.01.2006	Rs.6200
2.	Revised Pay Band in the revised pay structure – PB-2	Rs.9300-34800
3.	Grade Pay	Rs.4200
4.	Pay fixed on 01.01.2006 in the revised pay structure	Rs.11540 + 4200
5.	Date of promotion	01.04.2006
6.	Rate of increment	3% of 4 above.
7.	Amount of increment	Rs.472 (Rounded off to Rs.480)
8.	Pay in Pay Band after promotion	Rs.11540+480=Rs.12020
9.	Grade Pay	Rs.4200
8.	Pay fixed in the promotional post	Rs.12020 + 4200